

MEDICAL ASSISTING PROGRAM INFORMATION

Congratulations on taking your first steps toward a rewarding career in medical assisting. Porter and Chester Institute's Medical Assisting program is designed to provide a comprehensive education with a focus on hands-on learning. As you explore enrollment, we'd like to share some additional information.

Porter and Chester Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and the Medical Assisting program, like all of PCI's programs, is an approved program under this grant of accreditation. Accreditation assures students of the quality of the education they are receiving and the commitment of their school to maintaining high standards of performance and accountability. Additional information about accreditation may be found at www.accsc.org.

Additionally, the Medical Assisting program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES), which serves to ensure that the quality of the medical assisting education offered maintains high standards. Information about programmatic accreditation may be found at www.abhes.org. Obtaining the Certified Medical Assistant (AAMA) (open to ABHES program graduates) or Registered Medical Assistant (open to all graduates) certification is an essential component to your success as a medical assistant.

All Medical Assisting students will complete an externship at an ambulatory care center such as a medical office or clinic and PCI facilitates placement at this site.

- Externship hours are done primarily during daytime working hours but specific hours cannot be guaranteed
- If a student is removed from an externship site for behavioral issues (absenteeism, tardiness, rudeness, failure to follow office rules, etc.) PCI cannot guarantee replacement sites.

Certain immunizations are necessary to protect both the medical assistant and the patient. Prior to going out on Externship, you will need to provide immunization records for:

- MMR - 2 doses (Measles, Mumps, Rubella)
- TB (Tuberculosis)
- Varicella (or titer if you have had chicken pox),
- TDAP (tetanus, diphtheria, pertussis)
- Hepatitis B vaccine (this is available through Concentra as part of your program.)

Students have the right to refuse vaccinations, but without them they may not be accepted by an externship site and may be denied employment. PCI cannot guarantee externship placement (and by extension, graduation) for unvaccinated students.

The credential sought by most employers is the CMA (AAMA) or RMA. Gaining certification as a medical assistant will identify you as an individual who strives to excel and it will soon be required to carry out certain vital functions in a medical facility. To that end, the medical assisting program will offer exam preparation throughout your educational experience and offer an exam review course during your final term. The cost of the certification exam application is covered as part of your education at PCI. We expect that all medical assisting graduates will sit for a certification exam.

All PCI staff are committed to helping you achieve academic and professional success. Our Career Services staff will assist you with career planning, professional expectations, and job search strategies. Instructors can provide real life references about their work in medical assisting. Please let your Career Program Specialist know if you would like to speak with an Instructor or Career Services Advisor during your enrollment process.

By completing the acknowledgement form, I certify that the items listed above were covered with me prior to enrolling.