

**Texarkana College**  
**Community & Business Education Center - Allied Health Program**  
**Clinical Medical Assistant Course**

**Summer 2022**

Start a New Career as a Clinical Medical Assistant! This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office.

Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare.

**Date & Time:** Tuesday & Thursday; August 16 - December 8 6:00 pm - 9:30 pm &  
Saturday (8/27, 9/10, 9/24, 10/8, 10/22, 11/12)  
from 9:00 am - 4:30 pm.

140 hrs. classroom | 16 wks. | 160 hrs. externship.

**Registration:** \$2,770 (includes textbooks, program materials, externship placement, certification study packet, online practice exams, and certificate of successful completion).

**Location:** Texarkana College Health Sciences Bldg., Room 127

**Refund Policy:** Students will receive 100% refund upon request 24 hours prior to the first class meeting only.

**Criminal Background Requirements:** For students who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the National Healthcareers Association certification board by calling 1-800-499-9092 to discuss your topic of study to determine if you are qualified to obtain a certificate in that field. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

**Virtual Access:** Students agree and acknowledge that they will go online one evening per week to maintain a safe environment and prevent the spread of disease by reducing contact with others. This may even be a permanent platform, when and if the situation arises. Students also agree to have adequate access to an internet provider with an appropriate device to continue course work online.

I acknowledge and understand the course requirements and will comply with as stated above.

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Student Name

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Date

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75501, (903) 823-3355, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu).

Texarkana College no discrimina en base de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Las consultas relacionadas con las políticas de no discriminación de Texarkana College deben dirigirse a: Director(a) de Recursos Humanos, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)

**Texarkana College**  
**Business & Community Education**  
**Checklist for Clinical Medical Assistant Clinical Externship Requirements**

**Attention Registrants:**

The following items are required to be submitted by the end of the second week of instruction in order to be eligible for externship unless otherwise noted

1. \_\_\_\_\_ Responsible for purchasing **liability insurance** through Texarkana College Business Office and will not be complete until student submits receipt to AH Coordinator
2. \_\_\_\_\_ **High school diploma or GED** equivalent upon registration.
3. \_\_\_\_\_ **Physical exam**. Please complete on Texarkana College Health Occupations form.
4. \_\_\_\_\_ **Immunizations:** Applicants must have **proof of completing** the following vaccinations prior to starting the program and documented on attached Immunization Record form.
  - a. \_\_\_\_\_ Hepatitis B vaccination series of three shots or titer indicating immunity.
  - b. \_\_\_\_\_ Measles, Mumps, & Rubella (MMR) or titers indicating immunity.
  - c. \_\_\_\_\_ Varicella vaccination, chicken pox history or titer indicating immunity
  - d. \_\_\_\_\_ Tetanus-diphtheria - pertussis within the last 10 years.
5. \_\_\_\_\_ **Negative TB skin test** or negative chest x-ray within six months prior to starting the program – approximately.
6. \_\_\_\_\_ **Current drug screen** : do not complete this now.
7. \_\_\_\_\_ **CPR Certification - \$73 - not due now but student must complete on his/her own before end of course**
8. \_\_\_\_\_ **RESUME**
9. **After course completion**, students who elect to participate in an externship will be required to purchase blue scrubs. They can be purchased anywhere as long as they are Texarkana College royal blue. They are available at TC Book Store and are approximately \$45 for both bottom and top.
10. Students participating in externship will also be required to go to Enrollment Services in the Administration Building to have an ID badge made identifying them as a Texarkana College Clinical Medical Assistant student.
  - a. Students must obtain an Authorization for ID form from the Allied Health Coordinator to have ID badge made.
11. Certification exam - The certification exam will be scheduled soon after the end of the course and date will be announced soon after course start date. The cost to take the exam is \$155.
  - a. Students will also be access online practice exams and provided a Study Guide. The price of these items is included in the registration fee.

Please call Dr. Kasey Coggin, Allied Health Coordinator, at 903-823-3384 if you have any questions about submitting or completing the required documentation listed.

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