



ROBERT MORGAN EDUCATIONAL CENTER & TECHNICAL COLLEGE

is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org

OUR VISION, MISSION AND CORE VALUES

VISION: RMEC & TC's sails are set on a voyage towards achieving quality academic instruction, implementation of community leadership and lifelong learning for all students.

MISSION: RMEC & TC is committed to impart the knowledge and skills that will facilitate the acquisition of those qualities essential to successful global employment and a productive and prosperous life.

CORE VALUES: Accountability, Citizenship, Flexibility, Integrity, Organizational and Personal Learning, Positive Atmosphere and Culture, Preparing Students, Professionalism, Pursuit of Excellence, Respect, and Valuing Stakeholders.

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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M-DCPS does not discriminate on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identity, social and family background, linguistic preference, pregnancy, citizenship status, FMLA or any other basis prohibited by law in its educational programs, services, activities, admissions or in its hiring and employment practices. Please refer to School Board Policies 1362, 1362.02, 3362, 3362.02, 4362, 4362.02, 5517 and 5517.02 for more information. For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or: Executive Director/Title IX Coordinator, Office of Civil Rights Compliance, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580; E-mail: crc@dadeschools.net; Website: <http://hrdadeschools.net/civilrights>. The District also provides equal access to its facilities, as required by the Boy Scouts of America Equal Access Act.

MEDICAL ASSISTING

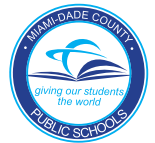
PERFORM CLERICAL OR CLINICAL DUTIES IN A HOSPITAL, CLINIC OR A PHYSICIAN'S OFFICE



- TEACHING THE BASICS
- UPGRADING SKILLS
- IMPROVING PERFORMANCE
- PROVIDING NEW CAREER OPTIONS

ROBERT MORGAN EDUCATIONAL CENTER & TECHNICAL COLLEGE

We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.



305.253.9920
ROBERTMORGANTECH.NET



RMECTC



@RMECTC

MEDICAL ASSISTING

PROGRAM OBJECTIVE

The mission of the Medical Assisting Program at Robert Morgan Educational Center and Technical College is to ensure job readiness by providing state-of-the-art theory and clinical training using competency — based curriculum.

PROGRAM CONTENT

The program's educational goals are "to prepare competent entry-level medical assistants in the cognitive (knowledge), psycho motor (skills), and affective (behavior) learning domains." "The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assistant Education Review Board (MAERB)."

Commission on Accreditation of Allied Health Education Programs to
9533-113th ST. N. #7709 Seminole, FL 33775
(727) 210-2350 | www.caahep.org

Upon completion of the program, the student is eligible to take the national certification exam for C MA (Certified Medical Assistant) offered by the American Association of Medical Assistants or the RMA (Registered Medical Assistant) offered by the American Medical Technologists. Classroom and laboratory activities follow a competency based format where students establish their own learning pace based on their individual learning style. This allows for flexibility based on life-long experience and basic skills level achievement. When students have completed instruction and clinical practice in the classroom, they are placed in a medical office or appropriate clinical working environment for practicum experience.

ADMISSION REQUIREMENTS

- ▶ 16 years of age or older and not currently enrolled in any K-12 program
- ▶ Occupational Interest
- ▶ No specific Information Technology requirement

COMPLETION REQUIREMENTS

The entire program is 1300 hours, but students may earn a certificate upon completion of the following OCPs:

OCP	COURSE	HOURS
A	Basic Healthcare Worker	90
B	Introduction to Medical Assisting	250
B	Medical Office Procedures	75
C	Phlebotomist, MA	75
D	EKG Aide, MA	75
E	Clinical Assisting	230
E	Pharmacology for Medical Assisting	90
E	Laboratory Procedures	125
E	Administrative Office Procedures	90
E	Practicum Experience	200

Minimum basic-skills grade levels required for awarding a Full Program Completion Certificate are 10th grade in Math, Reading, and Language on the TABE® test, or Industry Certification. Additional information can be provided by student services.

Students are expected to complete program competencies.

EMPLOYMENT OPPORTUNITIES

- ▶ Medical offices and clinics
- ▶ HMO facilities
- ▶ Emergency departments and select specialty areas
- ▶ Walk-in treatment centers
- ▶ Cardiovascular labs
- ▶ Medical office administration
- ▶ Veterinary medicine

EMPLOYMENT REQUIREMENTS

Completion of a Medical Assisting program at a Post-Secondary institution is preferred. Registered Medical Assisting (RMA) certification is encouraged.

SALARY

According to the 2020 Bureau of Labor Statistics the median pay for a Medical Assistant was **\$33,700** annually or **\$16.20** per hour.

FINANCIAL AID

Financial aid is available to those who qualify. Applicants must have a high school diploma from an accredited High School, or its equivalent. To apply, complete the Free Application for Federal Student Aid, at www.fafsa.gov. Questions pertaining to this matter should be directed to the Financial Aid Office.

PROGRAM COST

- ▶ In-state residents - \$2.56 per hour (Subject to change)
- ▶ Out of state resident - \$10.25 per hour (Subject to change)
- ▶ \$15.00 application fee per trimester
- ▶ Material fee – Varies by program
- ▶ Identification fee - \$5.00 per trimester
- ▶ Liability insurance fee – Varies by program
- ▶ Students must purchase books/kits and/or uniforms, if applicable

PROGRAM HOURS

- ▶ Monday - Friday from 8:00 a.m. to 2:00 p.m.