

Medical Assisting



MEDICAL
ASSISTING

TWO-YEAR PROGRAM - 900-hour program

- Perform medical procedures including documenting patient symptoms, taking vitals, drawing blood, giving injections, and assisting in minor office surgeries
- Participate in clinical experiences in a wide range of medical practices to enhance our community and patients' lives
- Be a key part of a collaborative and professional healthcare team practicing high-quality patient care and management

PROGRAM REQUIREMENTS*

- Current Sophomore, Junior, and Senior students may apply
- One credit of English with a C or better
- One credit of Science with a C or better
- A Rubric Score of 42 or above (70 points possible). Rubric scores are calculated by the student's high school counselor.
- Copy of unofficial transcript
- Proof of residency in West-MEC district boundaries
- Copy of birth certificate and immunizations/State Exemption Form due at the time of enrollment
- Students who do not meet program requirements may apply under a "Student Success Action Plan" through their high school counselor.
- Transportation is not provided by West-MEC. Families are responsible for providing transportation to and from West-MEC.

*Program requirements are subject to change per industry age restrictions, credentials requirements, and administrative discretion.

*Students who do not meet program requirements or have a rubric score of 41 or below will be placed on a Student Success Action Plan (SSAP). High School counselors will work with the student to develop an SSAP for consideration of acceptance at the end of semester two, based on program availability.

Meeting program requirements does not guarantee enrollment.

IMMUNIZATION REQUIREMENTS

- Proof of current Immunizations OR an AZ State Exemption Form are required
 - If an AZ State Exemption Form is submitted, a West-MEC Acknowledgement Form must also be signed.
- Immunizations may be required for externships in healthcare settings.
 - Some credentials in this program may require externship completion.
- Immunizations may be required for employment in healthcare settings.

COST REQUIREMENTS

Upon enrollment into the program:

- \$150.00 non-refundable registration fee includes enrollment processing, supplies, CTSO Membership, & uniform shirts. Other uniforms/supply requirements are the responsibility of the student. Registration fees are non-refundable.
 - CTSO Leadership development training is embedded through membership and participation in the Career and Technical Student Organization | HOSA.

Optional Costs:

- It is recommended students have access to a personal computer and reliable internet outside of class to complete assignments and projects.

Tuition requirements apply to the following students. Details regarding tuition costs are available at [Tuition Fees](#) on the West-MEC website.

- Empowerment Scholarship Account (ESA) recipients. West-MEC is an approved vendor.
- Student Tax Credit (STO)/Private School Scholarship recipients.
- Junior applicants who will become a senior in a two-year program
- Will graduate from high school before completing their West-MEC program
- General Educational Development (GED) recipients
- Foreign Exchange students
- Residents outside of West-MEC boundaries

INDUSTRY CREDENTIAL

If eligible, students will have the opportunity to test for the following credentials.

FEES PREPAID BY WEST-MEC; It is the responsibility of the student to maintain copies of all earned credentials.

- This industry credential is often required for employment.
 - American Heart Association Basic Life Support for Healthcare Providers
- This industry credential is often preferred for employment in the field. Candidates with this industry credential are likely to be given priority in hiring.
 - American Medical Technologists - Registered Phlebotomy Technician **or** National Healthcareer Association - Certified Phlebotomy Technician
 - National Healthcareer Association - Certified Clinical Medical Assistant **or** American Medical Technologist - Registered Medical Assistant (Requires externship; Some externship sites may ask students to complete background check, fingerprinting, drug screen, vaccines, etc. Costs are not covered by West-MEC).

Proof of Citizenship or Legal Permanent Residency may be required for credential testing. Students with a documented disability may request credential testing accommodations through the individual testing entity.

Program information may change as West-MEC strives to provide the best opportunities for students. Refer to www.west-mec.edu for most current information. Program is taught by ADE certified teachers and/or industry certified professionals. West-MEC does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.



Medical Assisting

CAREER PATHWAYS

- Medical assistant, phlebotomist, chiropractic assistant, insurance biller, coder, lab assistant, health services administrator, home health aide, physician assistant*, family and general practitioner*, registered nurse*, nursing assistant*, CTE teacher*
- Entry level salary range: \$17.87-\$22.00 per hour**

*with additional education in this pathway | **Bureau of Labor Statistics, Occupational Employment & Wages

LOCATION & HOURS

West-MEC Northeast Campus:	West-MEC Northwest Campus:	West-MEC Southeast Campus:	West-MEC Southwest Campus:
1617 W Williams Drive Phoenix AZ 85027 623.435.4920	13201 W Grand Ave Surprise AZ 85374 623.877.6914	3300 N 93RD Ave Phoenix, AZ 85037 623.278.9100	500 N Verrado Way Buckeye AZ 85326 623.872.6260
Monday - Friday	Monday - Friday	Monday - Friday	Monday - Friday
1st Year: 7:00 AM - 9:30 AM 4:00 PM - 6:30 PM	1st Year: 7:00 AM - 9:30 AM 4:00 PM - 6:30 PM	1st Year: 7:00 AM - 9:30 AM 2nd Year: 1:00 PM - 3:30 PM	1st Year: 7:00 AM - 9:30 AM 4:00 PM - 6:30 PM
2nd Year: 1:00 PM - 3:30 PM	2nd Year: 1:00 PM - 3:30 PM		2nd Year: 1:00 PM - 3:30 PM

Note: West-MEC and high school calendars may not align & all transportation is provided by the student/parent.

ENROLLMENT INFORMATION

- Acceptance into West-MEC programs is competitive.
- Students may only be enrolled in **one** West-MEC Central Program at a time.
- The order for filling seats by grade level is as follows:
 - Current Sophomores
 - Current Juniors*
 - Current Seniors*
- Applications are ranked in part by attendance, GPA, discipline, and career choice (ECAP)
- Program hours are not excused for participation in extracurricular activities, athletics, vacation, or employment.
- West-MEC priority application submission date is in the beginning of the second semester. Contact your school counselor for your school's Priority Application Deadline.
- West-MEC provides accommodations and modifications identified in the IEP/504 for high school students. Students who graduate from high school or have a GED will not be eligible for IEP services. Graduated students will need to self-advocate for reasonable accommodations that are aligned to industry certifications.

STUDENT SUCCESS INDICATORS

- Strong interest in chosen career pathway.
- History of good attendance and discipline, and on track for graduation.
- Ability to work well with others and cooperate with the instructor.
- Ability to work accurately/follow procedures to an industry-standard.
- Strong technical reading and study skills; the textbook for this course is written at the college reading level.
- Uniforms are reviewed to meet professional industry standards. Dress code requirements are addressed before the start of classes.
- Completed or enrolled in Biology preferred
- Comfortable acting as the patient and Medical Assistant, by administering/receiving injections
- Comfortable handling bodily fluids
- Strong hand-eye coordination with fine motor skills and stamina
- Manual dexterity and physical ability to use instruments, and equipment; industry specific software
- Must be able to distinguish lower volume sounds

GRADING SCALE

Grade	A	B	C	D	F
Percent	90%-100%	80%-89%	70%-79%	60%-69%	59% or below

CREDITS ISSUED BY WEST-MEC

- High School - 6 High School Elective Credits (3 elective credits per year)
- This program satisfies the AZ University's admissions requirements. (AZ Board of Regents CTE/Fine Arts credit)

EARLY COLLEGE PATHWAYS (OPTIONAL)

West-MEC offers a faster way forward through early college pathways, and we strive to provide robust post-secondary opportunities for students. For more information on Early College Pathways is available on our website:

- [Early College Pathways](#)



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