

Registered Medical Assistant (RMA) I

This is a two-part program, which requires completing and passing of both parts.

Students must attend the 1st day of class. Failure to attend by the 2nd day will result in automatic withdrawal from the program.

- Tuition Fee: \$180 Insurance Fee: \$14.00 is due at the time of registration. If registering online your fee will be \$180 and the remaining balance of \$14 for insurance is due prior to 1st day of class.
- Additional Fees: Background check: \$8 Drug Screen: \$30 (**DO NOT** obtain before starting the class, the instructor will inform you of the process)
- Scrubs: Any color/pattern uniform for class/lab each day. Complete uniform **REQUIRED** 1st day of class and for duration of the program. Shoes - black or white leather or leather type, no holes or mesh and white socks.

Textbook & Study Guide: Today's Medical & Clinical Administrative Procedures, 3rd Edition (Textbook ISBN 13: 978-0-323-31127-4 ~ \$125.00, \$133.75 including tax & Study guide ISBN 13: 978-0-323-31128-1 ~\$53.00, \$56.71 including tax) Nursing Drug guide, any edition ~\$38.50, \$41.20 including tax). Total: \$231.66 Prices included are for the FTCC Bookstore. Required by the end of the 2nd week of class.

- Photocopies of the following documents submitted to Instructor 1st day of class:
 - Picture ID
 - \$14 Insurance Receipt from students who registered online
 - High school Diploma/GED/Transcript
 - Copy of current immunization record with all necessary vaccinations. MMR, Varicella, PPD and Hep B are required before student can enter into RMA Part 2.

Non-compliance with ANY deadline listed above can result in dismissal from the program

This course prepares the student to become a multi-skilled front and back office professional. Upon completion of Part 1 and Part 2, students will be able to sit for a National Medical Assistant examination through AMT.

Please note that some clinical facilities require a criminal background check and drug screen prior to attending clinical rotation. If a student cannot meet the criminal background check and pass drug screen requirements, he or she will not be able to complete the program and will be dismissed from the course **WITHOUT** a refund. (**DO NOT** obtain prior to starting the class! The instructor will inform you if the clinic you will attend requires this)

Questions or concerns contact us at healthprograms@faytechcc.edu

Registered Medical Assistant I
COURSE REQUIREMENTS

1. You must be able to read, understand and communicate effectively in English to participate in this class. Students will be required to care for clients in lab and clinical settings (and must be capable of lifting, transferring and positioning patients with no weight limitations using both hands to perform tasks, reacting to emergencies, walking fast; this is not an exhaustive list). Reasonable accommodations assigned for the theory section of the course do not necessarily transfer to lab and clinical. A separate designation has to be established for each portion of the course. Accommodations deemed to threaten client safety are not considered reasonable and will not be granted. If you have a medical condition (including pregnancy), you need a note from your physician stating you have **NO RESTRICTIONS** in the class, lab, and/or clinical to continue with the program.
2. Any student wishing to request academic accommodations due to a disability must make their request to the Office of Disability Support Services. Disability Support Services: Margarete Morley, 910-678-0182.
3. A copy of complete immunizations record required to attend clinical are Hep B, Varicella, PPD and MMR are given to your instructor by the 1st week of RMA II class schedule.
4. Artificial nails and/or long natural nails not allowed and must be removed before the start of 2nd week of class. Nail polish is prohibited. Tattoos covered during class, lab, and clinical. Long hair pulled back and/or put up at all times.
5. Supplies: 3 Ring Binder (3in), watch with second hand (non digital), stethoscope, blood pressure cuff (non digital), name tag (Castle Uniforms) (Required two weeks from the 1st day of class).
6. **REFUND POLICY:** If you withdraw prior to the **1st day of class** you may be eligible for a 100% refund. If you withdraw on or after the **1st day of class**, you may be eligible for a 75% refund of the registration fee if requested prior to the 10% date. After the 10% date there are no refunds given. Once the class begins, the insurance fee is non-refundable. It is **your responsibility** to request a refund if you drop a class or are withdrawn. You must come to the Neill Currie Building, Room 8 to complete the drop form. NOTE: Your refund will take 2-3 weeks to be processed.

I have read the above requirements and understand each requirement must be fulfilled in order to continue in the RMA I & RMA II programs. No exceptions made to these requirements. I am aware if fail to meet the requirements, I will be dismissed from the program.