

## **Registered Medical Assistant (RMA) I & II**

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

An official High School Transcript or GED must be received **prior to the first business day of class starting.**

- Official transcripts must be received directly from the institution to be considered official transcripts can be sent to one of the following ways:
  - **Hand carried:** Tony Rand Student Center (TRSC) Room #2- In a sealed envelope from the issuing institution.
  - **Mailed:** Fayetteville Technical Community College Evaluation Office, P.O. Box 35236, 2220 Hull Road, Fayetteville, NC 28303
  - **Electronic Transfer by E-Script:** [evaltranscripts@faytechcc.edu](mailto:evaltranscripts@faytechcc.edu).

**Students who fail not to provide the official transcript by this deadline will be dropped from the course.**

- If the student does not have the unofficial transcript at the time of registration, they will be allowed to register but will have 3 business days from the date they register to provide the unofficial copy.
- **If not received by the 3<sup>rd</sup> business day, the student will be dropped from the course.**
- International transcript **must be professional translated and evaluated by one of the credentialing agencies.** (If needed, please send an email to [healthprograms@faytechcc.edu](mailto:healthprograms@faytechcc.edu).)

Students must attend the **1<sup>st</sup> day of class**. If you fail to attend by the **2<sup>nd</sup> day of class**, the student will be dropped from the program. All documents not received by **the 1<sup>st</sup> day will result in counseling**; if **Picture ID and \*High School Diplomas** are not received by the **3<sup>rd</sup> day** will result in being dropped from the course.

**Most health programs use online components such as Blackboard, therefore, laptops are strongly recommended.**

- **Tuition Fee:** \$180. Register at the Tony Rand Student Center, 2220 Hull Rd., in Room 2.
- **Malpractice Insurance Fee:** \$16.00 (*price subject to change without notice*) which is due at the time of registration.
- **Registration + Malpractice Insurance Fees: \$196.00** (*price subject to change without notice*)
- **Additional Fees: Clinical Facilities require background checks & drug screens.** (**You may obtain it 1 week before your class start date, no sooner**) Drug screen and certain vaccinations prior to attending clinical rotation. If a student cannot meet the criminal background check, pass drug screen requirements and have vaccinations needed, s/he will not be able to complete the program and will be dismissed from the course WITHOUT a refund.
- **Background Check \$25:** Cumberland County Courthouse, 117 Dick Street, Fayetteville, NC – 1<sup>st</sup>. Floor, Room 112. If Background Check and Drug Screening are received **SEALED** and **Initialed** must **remain SEALED** and in the **ORIGINAL** envelopes.
- **Drug Screen \$35-\$45: (Pricing is ESTIMATED and VARIES based on facility performing testing): Drug Screen MUST BE A 10 PANEL TEST**
- **KV Consultants:** 803 Stamper Rd STE G, Fayetteville, NC 28303 (910)-223-7114
- **Fastest Labs:** 804 Stamper Rd., Unit 101, Fayetteville, NC 28303 (910) 229-2144
- **Clinical Rotation Fee** (maybe applicable): range between **\$39.99** (*pricing is subject to change*) **Applies only to RMA II. CLINICAL HOURS MAY VARY FOR EVENING & HYBRID COURSES & ARE LIMITED**
- **Scrubs:** Pewter top and bottom (can be purchased at Castle Uniforms).
- **Shoes:** Black leather/leather type shoes with NO mesh or holes and plain black/white socks every day. Complete uniform **REQUIRED 1<sup>st</sup> day of class** and for duration of the program.

## **RMA I & II Course Requirements**

**Textbook:** Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology, 8th Edition (Textbook ISBN: **9781265096786**). (rev 5/22/2024) Required by the end of the 1<sup>st</sup> week of class. **Students will use the same books for both I & II.** Pricing is subject to change without notice, please verify with resource for accuracy (Buy New \$200.00) **Textbook MUST be purchased at FTCC Bookstore to have connect-access.**



- **Photocopies of the following documents submitted to Instructor on the 1<sup>st</sup> day of class: (if not received by the 1<sup>st</sup> day, will result in a written counseling):**
- \$16.00 (**Pricing is subject to change**) Malpractice Insurance receipt from students who registered online and in-person registration
- Picture ID – **GOVERNMENT ISSUED**
- **CPR card (American Heart Association's Healthcare Provider) offered at FTCC \$70-5-hour-class. (Price is subject to change without notice) Card cannot expire during class dates. (Required by end of 1<sup>st</sup> week of class)**
- **Copy of current immunization record with all necessary vaccinations. *MMR, Varicella, PPD, Hep B, Tdap, Flu shot* will be required No Later Than the 3<sup>rd</sup> week if all not received, student will be withdrawn from the course. *COVID vaccine MAY be required for some clinical sites* Some vaccinations take 30 days (about 4 and a half weeks) for 2<sup>nd</sup> dose, so it is important not wait to complete this requirement.**

**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 can sit for a National Medical Assistant examination through AMT at an additional fee.**

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.

**Any student wishing to request academic accommodation due to a disability must make their request to the Office of Disability Support Services. Disability Support Services: Casey Groover, 910-678-8479.**

2. Hair is to be clean, neatly styled, and of length so as not to interfere with the normal workday activities. Extreme trends such as shaved designs, Mohawks, and long spiked hair, etc., are not acceptable. Hair cannot be of "rainbow" or "neon" colors (examples: blue, pink, green, purple, etc.). Excessive ornaments are not allowed. Male students are to be clean-shaven or with neatly trimmed beards or mustaches. Facial hair that interferes with the wearing of a protective mask is not permitted.
3. Tattoos, brands, symbols, or markings visible on the face or neck must be covered. Moreover, visible tattoos that are considered by management to be inappropriate, indecent, offensive, or unprofessional must be covered, irrespective of the location on the body.
4. Nails are to be no longer than the tip of finger. **Nail polish is not permitted in class, lab, or clinical. Additionally, artificial nails of any kind (even overlays on real nails) are not allowed.**
5. Cosmetics should be applied lightly. Body powders and cosmetics should be used sparingly. Perfume and scented lotions aren't allowed in class/lab/clinical.
6. Piercing may only be worn in the ears and one set is allowed. This should be studs earrings only. No loop or long dangled earrings allowed. This includes bar style earrings. NO rings/ornaments are to be worn in the nose, eyebrows, tongue, or other visible areas of the body.

### **RMA I & II Course Requirements**

7. Students will be required to perform Phlebotomy sticks on each other in order to test out of the Phlebotomy portion of the National Registry Exam.
8. Supplies: 3 Ring Binder (3in), watch with second hand (non-digital), stethoscope, blood pressure cuff (non-digital) and name badge. (Required by the end of the 1<sup>st</sup> week of class).

**REFUND POLICY:** If you withdraw prior to the **1<sup>st</sup> day of class** you may be eligible for a 100% refund. If you withdraw on or after the **1<sup>st</sup> 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. A drop/refund or drop/add requests are to be sent electronically to: [healthprograms@faytechcc.edu](mailto:healthprograms@faytechcc.edu). NOTE: Your refund will take 2-3 weeks to be processed.

I have read the above requirements and understand each requirement must be fulfilled to continue in the RMA I & RMA II programs. No exceptions are made to these requirements. I am aware if fail to meet the requirements, I will be dismissed from the program. Questions or concerns contact us at [healthprograms@faytechcc.edu](mailto:healthprograms@faytechcc.edu) or Secretary II 910-486-3923 or Dean of Health Programs 910-678-1084