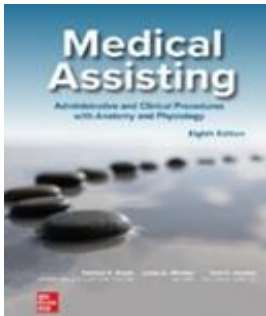


## **Registered Medical Assistant (RMA) I & II**

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

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 Malpractice Insurance Fee: \$15.50 (**Pricing is subject to change**) is due at the time of registration. If registering online your fee will be \$180 and **the remaining balance of \$15.50 will be paid at the cashier window in the lobby at 218 Hull Rd. Insurance receipt is due on the 1<sup>st</sup> day of class.**
- **Additional Fees (Pricing is ESTIMATED and VARIES based on facility performing testing): MUST BE A 10 PANEL TEST (You may obtain 1 week prior to your class start date, no sooner). Clinical Facilities require background checks & drug screens.**
- **Options:** Background Check: \$8-\$25 at your Local Sheriff's office - Drug Screen: \$35-\$45 at **KV Consultants:** 803 Stamper Rd STE G, Fayetteville, NC 28303 (910)-223-7114 - or **Fastest Labs:** 804 Stamper Rd., Unit 101, Fayetteville, NC 28303 (910) 229-2144
- **Clinical Rotation Fee (maybe applicable): range between \$36.99-\$45.00 (pricing is subject to change) Applies only to RMA II.**
- **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.
- **CLINICAL HOURS MAY VARY FOR EVENING & HYBRID COURSES & ARE LIMITED**
- **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**)

- **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):**
  - \$15.50 (**Pricing is subject to change**) Insurance Receipt from students who registered online
  - Picture ID – GOVERNMENT ISSUED
  - High school Diploma/GED/Transcript - **MUST BE TRANSCRIBED BY ONE OF THE CREDENTIAL EVALUATION AGENCIES (SEE ATTACHED)**
  - CPR card (American Heart Association's Healthcare Provider) offered at FTCC \$45/5 hour class. Card cannot expire during class dates. (Required by end of **1<sup>st</sup> week of class**)

Questions or concerns contact us at [healthprograms@faytechcc.edu](mailto:healthprograms@faytechcc.edu) or 910-486-3923 or 910-678-1084

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

- 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.
- If Background Check and Drug Screening are received SEALED and Initialed must **remain SEALED** and in the ORIGINAL envelopes.

**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.

**Please note:** Some clinical facilities require a criminal background check, 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.

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: Casey Groover, 910-678-8479.
3. A copy of the complete immunizations record is required to attend clinicals (Hep B, Varicella, PPD, MMR, TDAP, flu shot and COVID) must be given to your instructor by No Later Than the **3<sup>rd</sup> week**.
4. Artificial nails of any kind (even overlays on real nails) are not allowed. Long natural nails are not allowed. Nails are to be no longer than the tip of finger. Nail polish of any kind is not allowed.
5. Hair is to be neat, clean, off the collar, out of eyes, and no extreme colors or styles (i.e., purple, green, pink, blue, or orange that is not natural). Large, loud hair bows/headbands, flowers, or hairclips are not acceptable. Wear dark, neutral colors. Students must wear their natural hair colors.
6. Cosmetics should be applied lightly. Perfume and scented lotions aren't allowed in class/lab/clinical. Piercings may only be worn in the ears and one set is allowed. These should be studs only. No bar earrings allowed. No loop or long dangling earrings allowed.
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).
9. **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

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

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 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.

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