



Program Information and Application (Revised 7.11.24)

## **MEDICAL ASSISTANT PROGRAM (MEA)**

Offered through the following  
institution:

State Fair Community College

Program Start Options: January or August

**For questions related to the Medical Assisting Program or other  
correspondence:**

Attn: MEA Program Office  
SFCC Clinton Campus  
1701 N 2nd Street  
Clinton, MO 64735  
PHONE: 660-383-1600  
FAX: 660-383-1615  
EMAIL: [clinton@sfccmo.edu](mailto:clinton@sfccmo.edu)

### NOTICE OF NON-DISCRIMINATION

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301.

Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16<sup>th</sup> Street, Sedalia, MO 65301, (660) 530-5832.

## MEA Program Information

- Students interested in the MEA Program are admitted to SFCC on the same basis as other students. Admission to the college does not guarantee admission into the MEA program.
- The MEA Program is full-time, with courses offered in a specific sequence.
- This is a hybrid health science program with two certificates offered – Skills Certificate in Medical Assisting, and Professional Certificate in Medical Assisting. Both certificates include online classes with one day each week in an on-ground skills lab.
- The skills lab component is held one day each week at the SFCC Clinton campus, Boonville campus, Sedalia campus and at the Lake of the Ozarks campus. Attendance in the skills lab is required and essential to success in the program. Students are assigned to a skills lab location by the MEA Program Director.
- Skills Certificate in Medical Assisting and Professional Certificate in Medical Assisting are designed to be completed in one semester each – one following the other.
  - Semester 1: The Skills Certificate in Medical Assisting is offered during the fall or spring semester.
    - Students will sit for the Certified Electrocardiogram Technician (CET) credentialing exam, which is required for successful completion of MEA 112 Clinical Procedures.
  - Semester 2: The Professional Certificate in Medical Assisting is offered during the fall or spring semester. Advancement to the Professional Certificate is dependent up on successful completion of the Skills Certificate.
    - This includes the 160-hour Capstone, completed during the second eight-weeks of the semester.
    - Students will sit for the Certified Phlebotomy Technician (CPT) credentialing exam, which is required for successful completion of MEA 114 Advanced Skills.
    - Students will also sit for the Certified Clinical Medical Assistant (CCMA) credentialing exam, which is required for successful completion of MEA 190 Capstone.
- To meet capstone requirements:
  - Students will complete at least 160-hour clinical hours.
  - Students will complete clinical hours at up to two different and distinct clinical locations as assigned by the MEA Program Director.
  - Students may not request specific clinical assignments, hours, or locations.
- Local medical assistants serve as the capstone educators and supervise MEA students during the required clinical capstone. Students must be prepared to decrease their employment hours during capstone to complete the necessary clinical hours.
- Withdrawing from a course will result in removal from the program unless granted MEA Program Director approval.
- Students may choose to continue their education and complete the AAS Medical Assisting degree. To declare the AAS Medical Assisting degree, a student must be currently enrolled in or have completed the Professional Certificate Medical Assisting program.

## **Mission and Vision**

*Mission:* The mission of the Medical Assistant Program is to educate and prepare medical assistants to provide quality healthcare to the citizens of Missouri and neighboring states, especially those in rural and underserved areas. The program strives to educate and prepare students to have the knowledge, skills and professional behaviors necessary to work in both traditional and emerging areas of practice.

*Goal:* To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

*Vision:* To be recognized as a leader in innovative strategies for medical assistant education. To reach all areas within our jurisdiction through a combination of distance and onsite education opportunities.

## **Program Outcomes**

Students must meet all of the cognitive, psychomotor, and affective competencies outlined in the core curriculum. Program Outcomes are listed in the handbook, application, course content and are discussed with the advisory committee. The student program outcomes are:

- Apply HIPAA, legal and ethical standards to the Medical Assistant role in a clinical setting.
- Utilize best practices in safety, communication and skills to deliver quality patient care in the medical setting.
- Incorporate critical thinking skills and patient rights when performing patient care and corresponding assessments, addressing patient concerns and communicating with the patient.
- Deliver culturally competent care demonstrating sensitivity to patients, third party representatives and other members of the healthcare team.
- Recognize and react appropriately to dynamic situations, using appropriate communication to the patient and physician.

## **Professional Standards**

### **Clinical Competence**

- The student will demonstrate all knowledge, skills and professional ability associated with the career path. Students should be aware of the risk of exposure to biological hazards including blood and other bodily fluids. It is strongly recommended that program participants maintain active healthcare coverage.

### **Professional and Ethical Conduct**

- The student will demonstrate a commitment to and an acknowledgement of the profession of medical assistants; demonstrate a respect for the ethics of the specific field and health care professions in general.



## **Requirements for Application to the Medical Assisting Program**

### **Apply and be accepted to State Fair Community College**

1. Admission to State Fair Community College (SFCC)
  - Students can apply free online at <https://connect.sfccmo.edu/apply/>

### **Complete MEA Program Application requirements**

Only complete application packets will be reviewed. Once received, applications are the property of the MEA Program and will not be returned or copied. Contact information for the Medical Assisting Program Office is located on the first page of this information packet.

#### Medical Assisting Program Application

- Complete the online [Medical Assisting Program Application](#)

Once the application is submitted, you will be emailed a link to sign the following documents electronically:

#### Acknowledgement of Technology Requirements form

- signed via electronic signature

#### Essential Abilities for MEA Students form

- signed via electronic signature

### **Selection Process**

Completed applications will be evaluated utilizing selection criteria established in advance by the program coordinator, advisory board and MEA admissions committee. The MEA Program office will notify the candidates via email if *selected* for the MEA Program. Students selected for the MEA Program will be required to complete requirements to finalize acceptance by the deadline provided.

## MEA Coursework Requirements and Program Advancement

In order to earn a passing grade in each MEA course, the student must successfully complete all of the competencies expected in each course. Students are responsible for being aware of and meeting all grade requirements. Refer to the course catalog for course descriptions.

### CPR Requirement

- Once an applicant has been accepted to the Medical Assisting program, the student must successfully complete NURS 102 CPR for Health Care Providers.
  - Students do not need to register for this course; enrollment will be completed by the Medical Assisting Program Navigator.
- Students who complete CPR through an organization other than SFCC are advised to consult with the Medical Assisting Program Office to ensure CPR certification duration will meet program requirements.
  - Documentation of current, program approved CPR certification must be submitted to the Medical Assisting program Navigator no later than Friday, the first week of the first semester classes (100% refund period.)
- Current, program approved CPR certification is required through completion of the Professional Certificate in Medical Assisting.

Courses to complete with a grade of B or higher\*

Courses to complete with a grade of C or higher\*\*

### Skills Certificate in Medical Assisting (Semester 1)

### Credit Hours

**HEOC 119 Medical Terminology	3
<i>May substitute:</i> **HEOC120 Medical Terminology I (3)	
*MEA103 Exploration of the Human Body	3
<i>May substitute</i> **BIO207 Human Anatomy with Lab <i>and</i> **BIO208 Human Physiology with Lab (8)	
*MEA 101 Introduction to Medical Assisting	3
*MEA 108 Medical Assisting Administration Procedures	3
*MEA 112 Medical Assisting Clinical Procedures	3
*MEA 116 Medical Assisting Laboratory Procedures	3
NURS 102 CPR for Healthcare Providers	0.5
Skills Certificate Hours	18.5

<b><u>Professional Certificate in Medical Assisting (Semester 2)</u></b>	<b><u>Credit Hours</u></b>
**MEA 110 Medical Scribe	2
*MEA 114 Medical Assisting Advanced Skills	4
**PHRM 109 Pharmacology	3
**HEOC 135 Allied Health Career Development	0.5
*MEA 190 Capstone	6
Professional Certificate Hours	15.5
Professional Certificate Total Hours (including Skills Certificate)	34

### **AAS Medical Assisting**

In order to complete an AAS, the student must complete the following additional courses:

<b><u>WRITTEN AND ORAL COMMUNICATIONS</u></b>	<b><u>6</u></b>
ENGL 101 English Composition I	3
COMM 101 Public Speaking	3
<b><u>MATHEMATICAL SCIENCES</u></b>	<b><u>3</u></b>
MATH 110 Intermediate Algebra with Review <u>OR</u>	5
MATH 112 Intermediate Algebra (or higher)	3
<b><u>SOCIAL AND BEHAVIORAL SCIENCES</u></b>	<b><u>6</u></b>
SOC 100 Sociology	3
PSY 101 General Psychology	3
<b><u>AMERICAN INSTITUTIONS</u></b>	<b><u>3</u></b>
HIST 101 U.S. History before 1877 <u>OR</u> HIST 102 History after 1877 <u>OR</u>	3
POLS 101 American/National Government	3

*These courses satisfy the state requirement for the Missouri Constitution. Students transferring credit for American history or national government from out-of-state must complete POLS 109 Missouri Constitution.*

<b><u>HEALTHCARE APPLICATIONS</u></b>	<b><u>9</u></b>
HIT 224 Human Diseases & Conditions	3
CAPP 125 Microcomputer Applications	3
HIT 105 Health Care Technologies	3



<b>Skill Certificate in Medical Assisting Requirements</b>	<b>18.5</b>
<b>Professional Certificate Medical Assisting Requirements (including Skills Certificate)</b>	<b>34</b>
<b>AAS-Medical Assistant (+27 credits) PROGRAM REQUIREMENTS</b>	<b>61</b>

**Estimated Student Costs for the MEA Program**

Tuition and Fees for the MEA Program (Skills and Professional certificates) will be higher than general education costs at the home campus. This is an estimate of student costs associated with the program, including tuition, books, supplies, immunizations, training/certifications.

**Tuition & Fee Schedule for the Medical Assisting  
Skills & Professional Certificate  
State Fair Community College  
Revised 06.04.24**

	IN-DISTRICT	MISSOURI RESIDENT
Base Tuition (on ground/hybrid/web conference)	\$129/credit hour	\$196/credit hour
Online Base Tuition	\$179/credit hour	\$246/credit hour
Technology Fee	\$45/credit hour	\$45/credit hour

**FIRST SEMESTER (FALL/SPRING) Skills Certificate Tuition & Fees**

<b>TUITION</b>	IN-DISTRICT	MISSOURI RESIDENT	ONLINE In-District	ONLINE MO Resident
HEOC 119 Medical Terminology (3)	\$387	\$588	\$537	\$738
MEA 103 Exploration of the Human Body (3)	See Online In-District	See Online MO Resident	\$537	\$738
MEA 101 Introduction to Medical Assisting (3)	See Online In-District	See Online MO Resident	\$537	\$738
MEA 108 Medical Assisting Administration Procedures (3)	See Online In-District	See Online MO Resident	\$537	\$738
MEA 112 Medical Assisting Clinical Procedures (3)	\$387	\$588	See In-District	See Missouri Resident

MEA 116 Medical Assisting Laboratory Procedures (3)	\$387	\$588	See In-District	See Missouri Resident
NURS 102 CPR for Healthcare Providers (.5)	\$64.50	\$98	See In-District	See Missouri Resident
<b>TUITION Total</b>	\$2636.50	\$4076	\$2986.50	\$4226
<b>FEES</b>				
Technology Fee: 18.5 Credit Hours (\$45/credit hour)	\$832.50	\$832.50	\$832.50	\$832.50
Course Fee: HEOC 119 Medical Terminology	\$73	\$73	\$73	\$73
Course Fee: MEA 112 MEA Clinical Procedures	\$275 Covers CET Exam Fee	\$275 Covers CET Exam Fee	See In-District	See Missouri Resident

Course Fee: MEA 116 MEA Laboratory Procedures	\$50	\$50	See In-District	See Missouri Resident
Course Fee: NURS 102 CPR for Healthcare Providers	\$14.50	\$14.50	See In-District	See Missouri Resident
<b>FEES Total</b>	\$1245	\$1245	\$1245	\$1245
<b>Tuition &amp; Fee Total</b>	\$4081.50	\$5321	\$4231.50	\$5471

**FIRST SEMESTER (FALL/SPRING) Skills Certificate Supplies & Materials**

Books	\$450
Supplies (scrubs w/patch, stethoscope, blood pressure cuff)	\$300
<b>FIRST SEMESTER TOTAL</b>	<b>In-District: \$4831.50</b> <b>Missouri Resident: \$6071</b> <b>Online In-District: \$4981.50</b> <b>Online MO Resident: \$6221</b>



**SECOND SEMESTER (SPRING/FALL) Professional Certificate Tuition & Fees**

<b>TUITION</b>	<b>IN-DISTRICT</b>	<b>MISSOURI RESIDENT</b>	<b>ONLINE In-District</b>	<b>ONLINE MO Resident</b>
MEA 110 Medical Scribe (2)	See Online In-District	See Online MO Resident	\$358	\$492
MEA 114 Medical Assisting Advanced Skills (4)	\$516	\$784	See In-District	See Missouri Resident
PHRM 109 Pharmacology (3)	See Online In-District	See Online MO Resident	\$537	\$738
HEOC 135 Allied Health Career Development (.5)	See Online In-District	See Online MO Resident	\$89.50	\$123
MEA 190 Capstone (6)	\$774	\$1176	See In-District	See Missouri Resident
<b>TUITION Total</b>	\$2274.50	\$3313	\$2274.5	\$3313
<b>FEES</b>				
Technology Fee: 15.5 Credit Hours (\$45/credit hour)	\$697.50	\$697.50	\$697.50	\$697.50
Course Fee: PHRM 109 Pharmacology	\$45	\$45	\$45	\$45
Course Fee: MEA 114 MEA Advanced Skills	\$290 Covers CPT Exam	\$290 Covers CPT Exam	\$290 Covers CPT Exam	\$290 Covers CPT Exam
Course Fee: MEA 190 Medical Assisting Capstone	\$279 Covers CCMA Exam	\$279 Covers CCMA Exam	\$279 Covers CCMA Exam	\$279 Covers CCMA Exam
<b>FEE Total</b>	\$1311.50	\$1311.50	\$1311.50	\$1311.50
<b>Tuition &amp; Fee Total</b>	\$3586	\$4624.50	\$3586	\$4624.50

**SECOND SEMESTER (SPRING/FALL) Professional Certificate Supplies & Materials**

Books	\$325.00
Mileage (travel for Capstone)	\$200.00
Graduation Package	\$45.00
Medical Assisting Pin	\$45.00
<b>SECOND SEMESTER TOTAL</b>	<b>In-District: \$4201 Missouri Resident: \$5239.50 Online In-District: \$4201 Online MO Resident: \$5239.50</b>



**Other Program Related Expenses  
Skills & Professional Certificate  
State Fair Community College  
Rev. 6.4.24**

**Program Requirements – out of pocket expenses**

Immunizations (assumes all are needed)	\$300.00
Background Check & Immunization Tracking	\$100.00
Drug Screening	\$66.00
<b>Estimated Total:</b>	<b>\$466.00</b>

**Tuition & Fees listed above are subject to change each year. All costs (books, immunizations, screenings, supplies, etc.) are approximate.** Program costs above do not include ordinary costs of daily living expenses, childcare, and health insurance. Students are responsible for expenses related to completing clinicals (living expenses, transportation, room and board).

The AAS Medical Assisting degree will follow the college's current tuition and fee structure.

Medical Assisting program fees applied to the student account are nonrefundable. Students withdrawing from the Medical Assisting program are responsible for all program fees associated with drug screenings and background check.

## Essential Abilities

Students are expected to be in the same physical and mental health state required of an employed Certified Clinical Medical Assistant. Upon acceptance to the program, immunizations will be required as per SFCC Health Sciences Immunization Policy. Students enrolled in the MEA Program are expected to meet the following:

Ability	Standard	Some Examples of Necessary Activities
Mobility	Ability to assist clients from room to room, move over varied terrain, and provide safe and effective client care in a timely fashion.	Assist adults and children with transfers to/from a variety of surfaces and provide proper positioning for the clients independently and safely. Transport adults and children in wheelchairs. Transport and set up intervention and therapeutic equipment such as exam tables, EKG machine, exam lights, autoclave, lab supplies, etc. Physically support clients engaging in treatment safely during treatment process.
Fine Motor Skills	Fine motor abilities sufficient to provide safe and effective patient care in a timely fashion.	Use instruments such as blood pressure cuffs, gauges, safety devices, syringes, needles for injection, computers and adaptive equipment in the care/treatment of clients. Construction of splints, bandages, and adaptive equipment as needed.
Hearing	Auditory ability sufficient to monitor and assess health needs of clients for safe client care.	Detect and respond independently to monitoring alarms, signs of client's distress such as a change in a client's pulse, blood pressure, and/or a client's communication of distress.
Visual	Sufficient observation skills necessary for safe client care.	Detect and respond independently to warning signals from team members and/or clients of impending danger or emergency, i.e. a change in an individual's physical communication of distress.
Critical Thinking	Critical thinking sufficient for clinical judgment.	Interpret and carry out written and verbal communication often in stressful situations. Identify cause & effect relationship to develop appropriate and safe intervention strategies.
Interpersonal Skills	Interpersonal abilities sufficient to interact with clients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport and maintain professional boundaries; contribute to a calm, therapeutic environment. Motivate and engage clients in treatment. Ability to resolve conflict and to respond to feedback in a professional manner. Ability to work effectively and efficiently as a team member utilizing interpersonal skills in an intra professional setting.
Communication	Communication abilities for interaction with others orally and in writing.	Accurately present findings/results to physicians and nursing staff and clients/families. Instruct client/family in post treatment procedures. Accurately document client progress notes, reports according to facility guidelines and standards.