Academy Of Health Professions
Certificate Programs

Program Information and Admission Requirements for Medical Office Administration Phlebotomy

**Application Deadline:** Admission to the Academy of Health Professions is on a rolling basis. Applicants are admitted on a space-available basis as their applications, including all requirements, are completed. Although there is no deadline, students are encouraged to apply early, as space is limited.

**Special Note Regarding Residency:** Non-Massachusetts residents will be admitted on a space available basis.
Program Description
Level II of the Academy of Health Professions at Middlesex Community College offers certificates in Phlebotomy and Medical Office Administration. Both programs provide the foundation for students to develop the practical skills needed to become a Phlebotomist or work in a medical office or other healthcare setting. In addition to academic coursework, students, as a learning community, explore career paths to determine which profession best matches their interests and abilities. With each certificate students gain skills which prepare them for employment in their chosen health field.

Students achieve success through a variety of traditional and non-traditional courses, career counseling and support, tutoring, and hands-on experience in health careers. Students will take approximately 6 credits (2 courses) in one 8 week session. Small class size ensures students receive individualized attention and support throughout the program.

Career and Transfer Outlook:
Graduates of our Phlebotomy and Medical Office Administration certificates are qualified for entry-level employment. Students may find career opportunities in long term care facilities, hospitals, clinics, group and individual physician’s offices. Graduates receive a certificate that enables them to pursue entry level employment or to move up the career ladder. Due to the expanding role of the Phlebotomist, hands-on training and certification is usually required. The career outlook for graduates is extremely positive.

Program Specifics
- All classes are held at the Lowell campus on Middle Street.
- Time commitment: Courses are offered in a variety of formats including days and evenings and weekends. Please contact an admission representative for detailed class times.
- An exam week will be provided at the conclusion of each 8 week semester.
- Homework averages two to three hours of study/reading for each hour in class.
- Students are responsible for purchase of uniforms and textbooks.
- Transportation to any off-site clinical sites is not provided.
- The cost of attendance will be at the prevailing college rate. Rates are subject to change.
- Due to the availability of clinical sites, all Externships take place during the day regardless of how the program is offered.

Students are encouraged to apply for Financial Aid to help meet the expenses of attending college. The Financial Aid Office packages awards for each student, based upon the student’s eligibility and financial need, fund restrictions and fund availability. General information is available at the Student Information Centers, or by calling the Financial Aid Offices in Bedford 781-280-3650 or Lowell 978-656-3242.

Standard Skills for the Certificates in Health Sciences:
The following is a list of standard and/or technical skills required for performing Academy of Health Professions duties in Health careers. These skills are not conditions for admission to the program, but do indicate abilities and characteristics necessary for successful completion of this program and to perform duties required by the career upon graduation.

General:
- Good communication skills in responding to patients or following directions and requests in conversation, by telephone or other electronic communication devices.
- Exhibit a professional attitude and pleasant manner at all times.
- Use a keyboard to enter data.
- Record patient history, vital signs and other information, if required.
- Able to work without supervision.
- Manage multiple assignments simultaneously and effectively.
- Familiarity with medical terms and phrases.
- Perform for a prolonged period without breaks, e.g. typical shift of 8 hours.
- Move/operate patient conveyance devices and equipment such as wheelchairs and monitors.
- Respond appropriately to sounds; i.e. patient voice, movements and distress behaviors at a normal conversational volume.
- Manipulate dials, levers, keyboard devices, plugs and other switches, devices associated with medical equipment and/or office procedures.
- Be able to lift 20+ pounds
Specific:

Phlebotomy
- Calmly work with a wide variety of patients collecting specimens
- Confidently explain specimen collection to patients
- Work efficiently and confidently with patients and in a clinical setting
- Properly handle specimens
- Follow universal safety precautions and infection control procedures

Medical Office Administration
- Provide detailed information to clients and medical staff
- Have excellent organizational skills
- Be accurate and attentive to detail
- Possess good computer and administrative skills
- Act as a personal assistant to health service manager
- Prepare correspondence

Criminal Offender Record Information and Sex Offender Registry Information Checks
In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth’s Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issues by the Commonwealth’s Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. If a student is allowed to enroll or participate in such a program despite having certain criminal convictions or pending for criminal actions, this is no guarantee that a future employer would also disregard such criminal record.

Some clinical sites may require that students undergo CORI checks for any state that they have lived in for the past 5-7 years. In these cases, students will be responsible for the cost of these additional CORI checks.

For more information regarding the College’s CORI/SORI check process, please contact MCC’s Human Resources Department at 781-280-3532

Services Available to Academy of Health Professions Students:
All Academy students in the Phlebotomy and Medical Secretary programs will receive on-going academic and career support by the Program Director in both group and individual settings. The Program Coordinator will work with students to determine individual needs and refer students to MCC services such as tutoring, personal counseling, disability support, and outside resources if required.

Getting Started:
- Complete the Middlesex Community College admission application and indicate your program of interest, Phlebotomy or Medical Office Administration.
- Review the Admission Checklist and plan to:
  - Achieve a current score of ENG 101 on the College Placement Test
  - Complete the Academy of Health Professions Level I OR have comparable experience in a health field.
  - Completion of MAS 101 Medical Terminology.

Admissions Information:
The Admissions committee will review applicants in their entirety. Applicants are admitted on a rolling admissions basis. Rolling admissions means that applicants will be admitted in the order that they meet all of the admission requirements, until the class is filled. If the College is unable to admit all qualified applicants for a particular level, students will be admitted for the next available session. Non-Massachusetts residents will be admitted on a space available basis only.

Requirements after Admission to the Academy of Health Professions Program:
- Students must submit the Student Health Record form, provided by Middlesex Community College, to the Center for Health & Wellness. Required documentation of health status includes a completed physical examination, a two-step Mantoux (TB/PPD) skin test or blood test (T-Spot or Quantiferon Gold) for tuberculosis, a color deficiency test, proof of immunization against Measles, Mumps, Rubella, Hepatitis B, Varicella, and one lifetime dose of TDAP (Tetanus/Diphtheria/Acellular Pertussis – after 2006).
- Students enrolled in these programs must demonstrate a satisfactory level of performance in class and clinical settings in order to remain in the program.
# Level II Curriculum – You may select either Phlebotomy or Medical Office Administration

## Phlebotomy

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module I</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory Administration</td>
<td>AHP 109</td>
<td>3</td>
<td>Placement above or successful completion of ENG 060</td>
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<tr>
<td>Basic Anatomy &amp; Physiology</td>
<td>BIO 105</td>
<td>3</td>
<td>Placement above or successful completion of ENG 060</td>
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<tr>
<td><strong>Module II</strong></td>
<td></td>
<td></td>
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<tr>
<td>Phlebotomy Theory and Lab</td>
<td>AHP 106</td>
<td>6</td>
<td>Completion of or placement above ENG 070 or ENG 071; completion of MAS 101; and completion of AHP Level 1 or comparable experience in the health field</td>
</tr>
<tr>
<td><strong>Module III</strong></td>
<td></td>
<td></td>
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<tr>
<td>Preparation for College Math <em>(must complete Modules 1-4)</em></td>
<td>MAT 001</td>
<td>3</td>
<td></td>
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| English Composition I                     | ENG 101       | 3       | Completion of ENG 070 or ENG 071 with a C- or better and completion of ENG 060; or placement by exam |
| Phlebotomy Externship                     | AHP 107       | 1       | Completion of AHP 106 with a C or better                                        |

| Total credits                             | 19            |         |                                                                               |

## Medical Office Administration

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<td>Medical Office Administration</td>
<td>AHP 104</td>
<td>3</td>
<td>Completion of or placement above ENG 070 or ENG 071</td>
</tr>
<tr>
<td>Insurance and Medical Coding I</td>
<td>AHP 105</td>
<td>3</td>
<td>Completion of or placement above ENG 070 or ENG 071</td>
</tr>
<tr>
<td><strong>Module III</strong></td>
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<td>MAT 001</td>
<td>3</td>
<td></td>
</tr>
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</table>

| Medical Coding II                         | AHP 108       | 3       | Completion of MAS 101 and AHP 105                                             |

| Total Credits                             | 19            |         |                                                                               |

*Middlesex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College’s Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.