Name: _____   NMSU ID#: _____

2023-2024 Medical Assisting Certificate Advising Worksheet

https://dacc.nmsu.edu/academics/programs/allied-healthcare-assistant/

SPECIAL PRE-REGISTRATION REQUIREMENTS
Clinical Clearance Packet

The <u>complete</u> *Clinical Clearance Packet* is available online or at the front desk at DACC, Espina Campus, Health & Public Services Building, DAHL 190.

Students must submit and upload Health Checklist items listed in the *Clinical Clearance Packet* online to CastleBranch, a medical document management service, at https://mycb.castlebranch.com/ <u>before</u> registering for NA 105, NA 109, NA 110, and NA 214.

Registration for courses is on a "first-come/first-serve" basis in order of registration.

⇨⇨⇨See page 2 for the Registration Checklist section of the *Clinical Clearance Packet.*

CORE REQUIREMENTS - 10-14 cr.		Cr.	Sem/Grade	PREREQUISITE/COREQUISITE LIST				
HIT 120	Intro to Pharmacology	3		BIOL 2210	Pre/Corequisite: *CHEM 1120G* or *CHEM 1215G*			
AHS 120	Medical Terminology	3		BIOL 2225	Prerequisites: BIOL 2210 **and** *CHEM 1120G* or *CHEM 1215G*			
BIOL 1130G or	Introductory A & P	4		*CHEM 1215G*	C- or better in **MATH 1215** or placement in **MATH 1220G** or higher	DEVELOPMENTAL COURSES		
BIOL 2210 & BIOL 2225	Anatomy & Physiology I / Anatomy & Physiology II	4 + 4		NA 104/104L	Eligible to be enrolled in ENGL 1110G / Corequisites: NA 104/104L	If required by ACT, SAT, ACCUPLACER or need.		
TECHNICAL REQUIREMENTS - 28 cr.		Cr.	Sem/Grade	NA 105	C- or better in NA 104 or consent of instructor	Course	Cr.	Sem/Grade
NA 104	NA Fundamentals	3		NA 109	Pre/Corequisite(s) **BIOL 1130G** or BIOL 2225	CCDR 101N	4	
NA 104L	NA Fundamentals Lab	1				CCDR 103N	3	
NA 105	Nursing Asst. Clinical	4		NA 212	Prerequisites: NA 105, 109, 110, AHS 120, **BIOL 1130G** or BIOL 2210 & BIOL 2225, BOT 208, HIT 228, and HIT 248	CCDR 110N	4	
NA 109	Phlebotomist Basic	4				CCDE110N	4	
NA 110	ECG/EKG Technician	4		NA 214	Prerequisites: NA 105, 109, 110, AHS 120, **BIOL 1130G** or BIOL 2210 & BIOL 2225, BOT 208, HIT 228, and HIT 248; Pre/Corequisite: NA 212	CCDM 105N	5	
NA 212	Medical Asst. Capstone	6				CCDM 114N	4	
NA 214	Medical Assistant Practicum	6						

⇨ <u>NOTE</u>: Must be at least 18 years of age for clinical courses (NA 105, 109, 110, and 214)

All courses require a grade of C - or better.	38-42	Total

AHS 250 Spanish for Healthcare Providers is strongly encouraged for non-Spanish speakers

● Courses in *BOLD* are identical to those offered at NMSU main.

Semester _____	Semester _____	Semester _____	Semester _____	Semester _____	Semester _____	Semester _____

Clinical Clearance Packet (Condensed information below - entire packet available online)

Registration Checklist:

1. ❑ **ACCUPLACER score of 75-120, ACT English 16-24, SAT Writing and Language 23-31, or completion CCDE 110N with at least a "C-" or ENGL 1110G with a "C-" or better.** The ACCUPLACER test is free to students. To register for the test go to: http://dacc.nmsu.edu/testing/accuplacer-assessment/

2. **A basic college level Anatomy and Physiology course**
   - Phlebotomy course (NA 109)
       ❑ **BIOL 1130G** or equivalent is required as a *corequisite or prerequisite* for the Phlebotomy course (NA 109)
   - Electrocardiography Technician course (NA 110)

Health Checklist: To provide care to patients, students must be free of illness with the following information:

3. ❑ **Physical Assessment**

   Categories of Essential Functions

   In order to participate in the Medical Assisting Program, the student must be capable of performing the following:

   Observation: 1) Visually discriminate incremental readings on various medical equipment; **2)** visually discriminate between different colored objects; **3)** Discriminate between various auditory stimuli.

   Motor: 1) Stand for at least 5 hours **2)** Lift/carry 50 pounds, release from MD may be required **3)** Perform patient-care procedures with finger & manual dexterity.

   Intellectual: Collect, interpret, and integrate information.

Provide proof of injections (shots) OR positive blood levels (titer)

4. ❑ **(2) MMR measles, mumps, rubella doses OR Rubella and Rubeola titers**

5. ❑ **(2) Varicella doses OR titer if you have had chicken pox.**

6. ❑ **(1) Dose Tetanus Diphtheria and Pertussis (Tdap), within the last 9 years** (Cannot expire during the semester)

7. ❑ **(3) Hepatitis B doses OR titer if you have had the shots in the past but cannot find documentation of shots**

8. ❑ **Annual Flu shot after August 15 of each year.** (not needed for summer semester)

9. ❑ **A Tuberculosis (TB) test is required *Annually*.** A TB test must be *current through the end of semester* in which the student is applying. If the TB test is reactive (positive) the student must obtain a chest X-Ray to determine that the student does not have an active case of tuberculosis. A negative chest X-ray and yearly documentation of negative physical signs and symptoms of tuberculosis is required for any reactive TB skin test.

10. ❑ **7 Panel Drug Screen *Annually*.** Please do drug screens through CastleBranch using package code: DF23dt. There is a cost for this. The results will be posted directly to your CastleBranch account. Students with positive drug screenings will not be admitted to clinical courses.

11. ❑ **BLS for Health Care Providers:** AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS *ONLY no other CPR will be accepted* . Cannot expire during the semester in which you will be attending clinical.

12. ❑ **Personal Health Insurance** to cover cost of medical treatments for accidents that may occur in the Laboratory or Clinical Courses.

13. ❑ **Submit by uploading all documents online to CastleBranch,** a medical document management service at https://mycb.castlebranch.com/.
   There is a fee for annual management of documents:
   - A 1 year code: (DF23annual) ● Or unlimited use code: (DF23) are options. ●
   Once all the documents are uploaded, email the Data/Records Coordinator for the Health Science Division (nsmith@dacc.nmsu.edu) to request for documents to be reviewed and the clinical course to be opened for registration.

14. ❑ **Caregiver Criminal History Screening Application:** This will be done at the time of registration. Please complete everything else in the packet first.
   - There is a cost for background screening.
   - Please bring a credit card or a cashier's check to pay for the background check and fingerprints.
   - **Past felony convictions may prevent a student from being admitted, completing the program, and gaining employment in the field.**

15. ❑ **Go get fingerprints done and return within 24-48 hours.**