



# DAYTONA STATE COLLEGE

Dear Applicant:

Thank you for expressing an interest in applying for Daytona State College's Medical Assisting Program. This program provides students with training in the multi-skilled field of medical assisting. Students will be trained to assist in all aspects of a medical practice, including administrative and clinical skills, under the supervision of a physician.

Students will need to possess the ability to work with all types of people, be a team player, have good communication skills (written and verbal), and be flexible and motivated. Students will gain knowledge of Medical Terminology, Anatomy & Physiology, Pharmacology, Coding and Billing, as well as Clerical/Administrative skills for the clinical setting. Clinical experiences are provided for the students in physician's offices, ambulatory care centers and multi-physician clinics. Upon completion of the program the students are eligible for credentialing by the (AAMA) American Association of Medical Assistants using the initials CMA.

This field is a rapidly growing area in the medical profession with excellent job opportunities available throughout the state.

Enclosed is more information on the program and the application process. If you have any further questions please feel free to contact me at (386) 506-3215 email at [mottlet@DaytonaState.edu](mailto:mottlet@DaytonaState.edu) or Melissa L. Brown, Academic Advisor, at (386) 506-3052 or email at [brownm@DaytonaState.edu](mailto:brownm@DaytonaState.edu) .

Sincerely,

Tamara Mottler, BS, CMA, NR-CMA  
Assistant Chair/Program Manager  
Medical Assisting

## **Frequently asked Questions about the Medical Assisting Program**

### **What is the employment outlook?**

Statistics show that medical assisting is one of the fastest growing allied health fields with an outstanding employment outlook. Volusia, Flagler and Orange counties have numerous job openings each year.

### **What salary can I expect to earn?**

Salaries vary depending on the clinical setting. However, average starting pay is in the range of approximately \$10.21 to \$14.00 to start.

### **What is the typical working hours in the profession?**

Most employment opportunities will be in physician's offices. The majority of physician's offices are open from 8:00 am – 5:00 pm Monday through Friday. However some clinics may be open nights and weekends.

### **What are the program hours?**

Typical program hours will be Monday through Friday from 8:00 a.m. to 4:00 p.m., for a total of three semesters.

### **How much does the program cost?**

This is a 43.33 credit hour program, and In-state Florida resident students can expect to pay \$77.86 (\$3,373.00) per vocational credit hour tuition. Out-of-state tuition is \$311.48 (\$13,496.00) per vocational credit hour. FDLE Background Screening required after program acceptance \$24.00. The Certification Exam Fee is \$125.00, and an additional \$550.00 should be budgeted for books, uniforms, lab fees, etc.

### **Must I take a board exam upon completion of this program?**

There are several organizations, which offer certification exams. However, it is not mandatory that you sit for one of these exams to work in the field. Some employers will offer a salary incentive for the employee that is certified. Currently most physicians are requiring certification.

**Is licensure required to work in this occupation?**

The state of Florida does not require licensure to practice as a Medical Assistant. However, most physicians will require completion of a program such as the one offered at Daytona State College.

**What prerequisite courses must be completed before being considered for the program?**

The prerequisite course Introduction To Medical Assisting (MEA 0005) must be completed with a grade of “C” or better to be considered for program entry. This course is offered on-line during the Spring and Summer A terms. The TABE test is also required, and applicants must achieve a 10<sup>th</sup> Grade level or higher on each section of this test. It is strongly suggested that applicants take Dynamics of Student Success (SLS1122) and Basic Anatomy & Physiology (BSC1080) prior to admission. Students may also benefit from courses in Basic Math, Introduction to Computers and Keyboarding.

**Is externship training required in this program?**

Yes, students will be required to complete a 6-week externship (internship) in an approved clinical setting. This is the Summer A term, and tuition is assessed for the 8 credit hours.

**I have previous college courses. Will they count toward this program?**

At the present time this is a vocational certificate program. Therefore, previous college credits would not transfer. However, any background courses or acquired skills will enhance the learning process.

**When may I start the program?**

Classes are currently scheduled to start each Fall semester in August. Applications are reviewed for acceptance during the month of May, and throughout the summer until the class has been filled or which ever comes first. Applications may be submitted anytime during the year. Please be advised that submitting an application does not guarantee program acceptance.