

# YOU CARE. NOW BUILD A CAREER.

## MOSTEM Medical Assistant Program



Use your passion for helping people through this tuition-free program to train as a medical assistant. You can make the difference by being the front-line face of the medical office and connect patients with physicians for a quality patient care experience.

### Front office skills you'll learn:

- Medical coding and billing, including ICD-10 and CPT-4
- Patient record keeping
- Medical ethics and policies
- Telecommunications

### Back office skills you'll learn:

- Vital signs
- Patient rooming
- Phlebotomy introduction
- Urinalysis
- Medication administration
- Examinations

### WHAT YOU'LL PAY

Through a federal grant, eligible students pay no tuition costs! Students are responsible for other items and program costs (see other side of flyer).

### WHEN YOU'LL ATTEND CLASS

The program is from 9 a.m. to 1 p.m. Monday through Friday

### WHERE YOU'LL ATTEND CLASS

The program is located at the MCC-Penn Valley Health Science Institute at 3444 Broadway, Kansas City, MO 64111.

### HOW MUCH YOU'LL MAKE

The national median salary for medical assistants is \$31,000 a year, while the median salary in Missouri is \$28,000.

### WHO YOU CONTACT

For more information, contact the employment development coordinator George Hudson at 816.604.5025 | [george.hudson@mccckc.edu](mailto:george.hudson@mccckc.edu)



**MORE THAN A  
GREAT START.**

**Metropolitan  
Community College**



**HEALTH SCIENCE INSTITUTE**

# MOSTEM Medical Assistant Program

## YOUR FIRST STEP

Contact George Hudson, employment development coordinator, to set up a meeting and begin the process.  
816.604.5025 | [george.hudson@mccckc.edu](mailto:george.hudson@mccckc.edu)

Submit the following required documents before enrolling:

(These required documents will be explained during your meeting with the Coordinator.)

- Two separate Mantoux Tuberculosis skin test results taken within the past 12 months. You can obtain these tests at the Kansas City Health Department (816.513.6008), Free Health Clinic (816.753.5144), Truman Medical Centers (816.404.1000), doctors' offices and some pharmacies. Please call locations to check on times and cost.
- Family Care Safety Registry, which costs \$13. We recommend that you complete this online because online registrations are processed the same day they are received. Complete this registration at [health.mo.gov/safety/fcsr](http://health.mo.gov/safety/fcsr). You will receive a letter in the mail from the Missouri Department of Health and Senior Services. You must bring this letter to your enrollment appointment to enroll.

## Additional class supplies and program costs not covered by the grant:

- Stethoscope
- Watch with second hand
- Medical scrubs
- Manual blood pressure cuff
- Large three-ring binder
- Today's Medical Assistant textbook and study guide, 3rd edition (\$158)

(not eligible for federal aid)

## Pre-clinical items and immunizations you'll need:

- Tetanus, diphtheria, pertussis, T-dap booster within 10 years
- Varicella. Documentation of vaccination, two doses or positive titer
- Measles, Mumps and Rubella (MMR). Documentation of vaccination, two doses or positive titer
- Hepatitis B. Documentation, two doses or positive titer
- Influenza vaccination
- Background check (\$39)
- 10-panel drug screen (\$32)
- Castle Branch (\$20)



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