



Medical Assisting Part II Checklist

Student Name: _____ Date: _____

Required Items	Yes	No
Registration Form		
Immunization records: <ul style="list-style-type: none"> • Hep B x 3 • MMR x 2 • Varicella x 2 • TDAP (within the last 10 years) • TB (yearly) • Flu (yearly) 		
RichmondCC Health Form		
Successful completion of RichmondCC CE Medical Assisting Part I course <p style="text-align: center;">OR</p> Program Coordinator Approval (through special admissions considerations) with any of the following: (Plus special requirements) <ul style="list-style-type: none"> • 1 year or more of previous relatable work experience (must complete employment verification form) • Proof of successful completion of a current medical administrative certification (if applicable) • Successful completion of MED 130, 131, 232 or OST 3000 or OST 3150 ❖ A competency test is required as part of the Program Coordinator approval.		
**Knowledge of Medical Terminology or completion of MED121, MED122, or MED3235 (recommended)		

**What Medical Terminology knowledge does the student have or course(s) has the student completed?

Plus Special Requirements:

Please note that Official HS Diploma/equivalent transcript (w/expected graduation or completion date to be completed within 6 months of completing course). Accuplacer Next Generation Reading **and** Math test and score at least 250 or higher **OR** submit an official college transcript showing successful completion of a college level English **and** Math class must be submitted, if records are not currently on file with RichmondCC.

Allied Health and Human Service Department
Richmond Community College
Hamlet, NC
 (maintain in student file)