

## **MEDICAL ASSISTING PROGRAM**

### **Next Class – MAY 2017**

Acceptance is based on first-come, first-serve.

### **How to Apply for the Medical Assisting Program**

Applicants must first complete the Medical Assisting Application. The application can be obtained from the Allied Health Department. Once application is received, you will be given the application packet for the program.

The following will be required for enrollment into the program:

1. Proof of Education: Submit one of the following:  
Official High School Transcript  
Official College Transcript  
Official GED Certificate/Scores
2. Medical Assisting Packet (the packet must be **complete** to be accepted)

### **Class Schedule**

Class meets Monday through Friday from 7:45 a.m. to 2:15 p.m., while in class. Clinical will begin in the 3<sup>rd</sup> trimester of the program. Clinical hours vary based on the site you will be attending. Clinical hours are subject to change, clinical is mandatory to complete the program.

### **Cost of Training**

For the costs of the Medical Assisting Program, please refer to the expense sheet available on the school website. The costs includes tuition, textbooks, supplies, and tools required for the program.

**NOTE: Uniforms, textbooks and supplies are required for the first day of class.**

### **FOR MORE INFORMATION CONTACT**

Vickey Myatt, Allied Health Secretary ----- (615) 425-5533  
Kathi Gilmore, Medical Assisting Instructor ----- (615) 425-5577  
TCAT NASHVILLE Website ----- [www.tcatnashville.edu](http://www.tcatnashville.edu)