

**NORTHERN ESSEX COMMUNITY COLLEGE
CHECKLIST FOR
MEDICAL BILLING AND CODING CERTIFICATE PROGRAM
For September 2027 Admission**

Dear Applicant:

This checklist will enable you to create a personal record of the documents/activities you have completed towards applying to the Medical Billing and Coding Program.

Admission Information:

Admission to the Medical Billing and Coding Program is competitive and seats are limited. After having met with a health program academic advisor to verify completion of all admission requirements, applicants will be provided access to the online application to be considered for admission. Seats fill quickly for program admission and the waitlist.

The information below reflects the MINIMUM standards and requirements to be considered for admission.

Academic Advising:

Individuals interested in applying to the Medical Billing and Coding Program are encouraged to meet with an academic advisor to answer questions.

- ☐ **APPLICATION FOR ADMISSION** (if you are a new student or have not been enrolled for the previous three years) **Major Choice: General Studies: Health Specialization, Interest in Medical Assistant Certificate program.**
- ☐ Official **high school transcript(s)** showing evidence of high school graduation, or the equivalent with passing GED/HiSet scores.
- ☐ Official **college transcript(s)** if transfer credits are being requested. **GPA 2.0 or higher is required each course being requested.**
- ☐ Completion of ENG 101 – English Comp I course. Students must attain a “C” or higher for admission to the program.

IMPORTANT FINAL STEP:

- ☐ Request for final review of criteria – To be eligible to apply to the Medical Billing and Coding program, all of the above criteria must be complete. To be considered for application to the Medical Billing and Coding for Fall 2027, all prospective applicants must email healthprogramadmissions@necc.mass.edu.

ADDITIONAL PROGRAM INFORMATION

Program Capacity

The Medical Assistant Program has a limited number of seats.

Wait List Status

The Medical Assistant Program Review Committee establishes a wait list for qualified applicants who are not initially accepted into the program. In general, the wait list is up to 50% of the program capacity. Applicants are called from the wait list on a space available basis. Applicants who are placed on the wait list, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year.

If there are significant changes in the admission criteria, applicants on the wait list may be required to comply with the new criteria. This decision is at the sole discretion of the academic program faculty.

Transfer Credits

Transfer credits from other colleges/universities are awarded only for comparable courses that are completed with a grade of 'C' or higher.

Health Requirements

Information regarding the College's health requirements will be sent to you upon your acceptance to the program. Information about the program's Technical Standards, describing the physical and behavioral required to successfully complete the program are available at www.necc.mass.edu/learn/credit-programs/health/required-forms-for-health/ and we encourage you to review these as soon as possible.

CPR Certification

All students in the Medical Assistant program are required to hold CPR certification at the Health Care Provider level. Evidence of current certification is required before a student is allowed to participate in clinical externship courses, and certification must be maintained throughout the program.

Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)

Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI or SORI reports. Depending on the contents of a student's CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). For more information, contact Program Coordinator.

Clinical Affiliate Random Drug & Alcohol Screening Analysis Notification to Students

Please be advised that students enrolled in the following Health Professions programs will be required to undergo and pass a drug screening or a drug & alcohol screening analysis in order to be eligible for placement in a clinical facility. Students who are assigned to clinical education experiences at the clinical facilities may be required to undergo and pass random drug screening or random drug & alcohol screening analysis in order to remain at that clinical facility. Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening or a drug & alcohol screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program. Health Programs in which Students are Subject to Drug Screening

Analysis only: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing Associate Degree, Healthcare Technician, Practical Nursing, Radiologic Technology, Community Health Worker, Public Health and Clinical Research Coordinator Advanced Certificate. Health Programs in which Students are Subject to Drug & Alcohol Screening Analysis: Sleep Technologist, Respiratory Care. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

Information about Licensure

There is no mandated state licensure requirement to practice as a Medical Assistant in Massachusetts. However, graduates of the Program are eligible to sit for the American Association of Medical Assistants (AAMA) Certified Medical Assistant Examination. The AAMA administers this national exam for qualified candidates to earn the credential of Certified Medical Assistant (C.M.A.). Obtaining the C.M.A. credential is voluntary, although many employers require this credential in order to hire a medical assistant.

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL, (727) 210-2350.

Please note that the AAMA has established policies regarding eligibility to earn the C.M.A. credential. If an otherwise eligible candidate has been found guilty of a felony, or pleaded guilty to a felony, then the candidate can be denied eligibility to earn the C.M.A. credential. However, the Certifying Board may grant a waiver based upon mitigating circumstances. Please contact the Program Director for further details or visit the [AAMA's website](#).

Affirmative Action

For further information please go to the [Affirmative Action Policy](#) website.