

TECHNICAL & VOCATIONAL PROGRAMS

Medical Assisting

A 45 40 0 Associate in Applied Science

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

College of The Albemarle's Medical Assisting Program is accredited by the Commission on Accreditation of Health Services Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Upon completion of the diploma program, graduates may be eligible to take the AAMAE Certification Exam to become Certified Medical Assistants. For more information, contact Commission of Accreditation of Health Services Education Programs, 35 E. Wacker Dr., Ste. 1970; Chicago, Illinois 60601-2208; (312)553-9355.

Pre-admission requirements: Complete and submit a written COA Application for Admission.

Bring or send an official high school transcript and official post-secondary transcript (if applicable).

Achieve minimum English, Math and Reading competencies.

Achieve and maintain a 2.0 minimum cumulative grade point average beginning Fall 2008 - Applicants must have completed one unit of biology in high school with a "C" or higher or the equivalent at a post secondary institution (BIO 090 or higher). [An official transcript must be provided. Achieve at or above all the set scores and the HOBET test for the Medical Assisting program. Complete the Medical Assisting application. Attend the Medical Assisting pre-admission meeting.]

General Education Courses

Communications	[prerequisite]	Seq	Class	Lab	Clin	Credits
ENG 111 Expository Writing	[ENG 090/RED 090]	S2	3	0	0	3
COM (Recommend COM 120)	[Varies]	S1	3	0	0	3
Natural Science/Mathematics	[prerequisite]	Seq	Class	Lab	Clin	Credits
MAT 115 Mathematical Models	[ENG 090/RED 090/MAT 070/HS Bio or BIO 090]	F2	2	2	0	3
Social/Behavioral Science:	[prerequisite]	Seq	Class	Lab	Clin	Credits
PSY 150 General Psychology	[ENG 090/RED 090]	S1	3	0	0	3
Humanities/Fine Arts:	[prerequisite]	Seq	Class	Lab	Clin	Credits
(Choose 3 semester credit hours of approved courses from the CAA Course List -- cannot be a COM prefix or a foreign language)	[Varies]	F2	3	0	0	3

Major Courses: Core

Core courses	[prerequisite]	Seq	Class	Lab	Clin	Credits
MED 110 Orientation to Med. Asst.		F1	1	0	0	1
MED 118 Medical Law & Ethics or OST 149 Med. Legal Issues		S1	2	0	0	2
MED 121 Medical Terminology I		F1	3	0	0	3
MED 122 Medical Terminology II	[MED 121]	F1	3	0	0	3
MED 130 Admin Office Proc. I		F1	1	2	0	2
MED 131 Admin Office Proc. II	[MED 130]	S1	1	2	0	2
MED 140 Exam Room Procedures I	[Coreq. - MED 272]	F1	3	4	0	5
MED 150 Laboratory Procedures I		S1	3	4	0	5
MED 232 Medical Insurance Coding	[MED 131]	F2	1	3	0	2
*MED 260 MED Clinical Externship		S1	0	0	15	5
**MED 262 Clinical Perspectives		S1	1	0	0	1
MED 272 Drug Therapy	[Coreq. - MED 140]	F1	3	0	0	3
MED 276 Patient Education		F2	1	2	0	2
BIO 163 Basic Anat. & Physiology	[One unit HS Biology or BIO 090, ENG 090/RED 090]	F1	4	2	0	5
BUS 121 Business Math	[MAT 070 & RED 090]	S2	2	2	0	3
BUS 137 Principles of Management		F2	3	0	0	3
BUS 285 Business Management Issues	[BUS 137]	F2	2	2	0	3
NUT 110 Nutrition		F2	3	0	0	3

Total Semester Hours Required for Associate Degree:

68

* This is a supervised externship experience. Students shall not receive compensation/payment, monetary or otherwise, from the externship site.

** Students must take the CMA(AAMA) or RMA(AMT) National Exam in order to graduate.



College of The Albemarle
 Associate in Applied Science
 Medical Assisting (A 45 50 0)
 Graduation Check Sheet – 2009-2011 Catalog

Listed below are the requirements for your degree program. It is your responsibility to keep this sheet up-to-date and review it with your advisor to know what you need to graduate. Complete the Graduation Application one semester prior to the intended date of graduation.

Title	Seq	Class	Lab	Crd	Grade	Semester
I. GENERAL EDUCATION COURSES						
Communications						
ENG 111 Expository Writing	S2	3	0	3	_____	_____
COM (Recommend COM120)	S1	3	0	3	_____	_____
Natural Science/Mathematics:						
MAT 115 Mathematical Models	F2	2	2	3	_____	_____
Social/Behavioral Science:						
PSY 150 General Psychology	S1	3	0	3	_____	_____
Humanities/Fine Arts:						
Humanities/Fine Arts elective (Cannot be a COM prefix)	F2	3	0	3	_____	_____
II. MAJOR COURSES: CORE						
MED 110 Orientation to Medical Assisting	F1	1	0	1	_____	_____
MED 118 Medical Law & Ethics	S1	2	0	2	_____	_____
MED 121 Medical Terminology I	F1	3	0	3	_____	_____
MED 122 Medical Terminology II	F1	3	0	3	_____	_____
MED 130 Admin. Office Procedures I	F1	1	2	2	_____	_____
MED 131 Admin. Office Procedures II	S1	1	2	2	_____	_____
MED 140 Exam Room Procedures I	F1	3	4	5	_____	_____
MED 150 Laboratory Procedures I	S1	3	4	5	_____	_____
MED 232 Medical Insurance Coding	F2	1	3	2	_____	_____
MED 260 MED Clinical Externship	S1			5	_____	_____
MED 262 Clinical Perspectives	S1	1	0	1	_____	_____
MED 272 Drug Therapy	F1	3	0	3	_____	_____
MED 276 Patient Education	F2	1	2	2	_____	_____
BIO 163 Basic Anat. & Physiology	F1	4	2	5	_____	_____
BUS 121 Business Math	S2	2	2	3	_____	_____
BUS 137 Principles of Management	F2	3	0	3	_____	_____
BUS 285 Business Management Issues	F2	2	2	3	_____	_____
NUT 110 Nutrition	F2	3	0	3	_____	_____
Total Semester Hours Required for Degree					68	

Medical Assisting D 45 40 0 Diploma

General Education Courses

<i>Communications</i> COM (Recommend COM 120)	[prerequisite]	<i>Seq</i> S1	<i>Class</i> 3	<i>Lab</i> 0	<i>Clin</i> 0	<i>Credits</i> 3
<i>Social/Behavioral Science</i> PSY 150 General Psychology	[prerequisite]	<i>Seq</i> S1	<i>Class</i> 3	<i>Lab</i> 0	<i>Clin</i> 0	<i>Credits</i> 3

Major Courses: Core

<i>Core Courses</i>	[prerequisite]	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
MED 110 Orientation to Med. Asst.		F1	1	0	0	1
MED 118 Medical Law & Ethics		S1	2	0	0	2
MED 121 Medical Terminology I		F1	3	0	0	3
MED 122 Medical Terminology II	[MED 121]	F1	3	0	0	3
MED 130 Admin Office Proc. I		F1	1	2	0	2
MED 131 Admin Office Proc. II	[MED 130]	S1	1	2	0	2
MED 140 Exam Room Procedures I	[Coreq. - MED 272]	F1	3	4	0	5
MED 150 Laboratory Procedures I		S1	3	4	0	5
*MED 260 MED Clinical Externship		S1	0	0	15	5
**MED 262 Clinical Perspectives		S1	1	0	0	1
MED 272 Drug Therapy	[Coreq. - MED 140]	F1	3	0	0	3
BIO 163 Basic Anat. & Physiology	[One unit HS Biology or BIO 090, ENG 090/RED 090]	F1	4	2	0	5

Total Semester Hours Required for Diploma:

43

**This is a supervised externship experience. Students shall not receive compensation/payment, monetary or otherwise, from the externship site.*

***Students must take the CMA(AAMA) or RMA(AMT) National Exam in order to graduate.*



College of The Albemarle
 Associate in Applied Science
 Medical Assisting-Diploma (D 45 40 0)
 Graduation Check Sheet – 2009-2011 Catalog

Listed below are the requirements for your degree program. It is your responsibility to keep this sheet up-to-date and review it with your advisor to know what you need to graduate. Complete the Graduation Application one semester prior to the intended date of graduation.

Title	Seq	Class	Lab	Crd	Grade	Semester
I. GENERAL EDUCATION COURSES						
Communications						
COM (Recommend COM120)	S1	3	0	3	_____	_____
Social/Behavioral Science:						
PSY 150 General Psychology	S1	3	0	3	_____	_____
II. MAJOR COURSES: CORE						
MED 110 Orientation to Medical Assisting	F1	1	0	1	_____	_____
MED 118 Medical Law & Ethics	S1	2	0	2	_____	_____
MED 121 Medical Terminology I	F1	3	0	3	_____	_____
MED 122 Medical Terminology II	F1	3	0	3	_____	_____
MED 130 Admin. Office Procedures I	F1	1	2	2	_____	_____
MED 131 Admin. Office Procedures II	S1	1	2	2	_____	_____
MED 140 Exam Room Procedures I	F1	3	4	5	_____	_____
MED 150 Laboratory Procedures I	S1	3	4	5	_____	_____
MED 260 MED Clinical Externship	S1			5	_____	_____
MED 262 Clinical Perspectives	S1	1	0	1	_____	_____
MED 272 Drug Therapy	F1	3	0	3	_____	_____
BIO 163 Basic Anat. & Physiology	F1	4	2	5	_____	_____
Total Semester Hours Required for Diploma					43	

COA Health Science Programs Comparison Grid

Students must complete these requirements before receiving a Health Sciences application

Pre-Admission Requirements***											
Program	COA Appl. on file	HS and College Transcripts on file	Eng Devel. Requirement Completed through	Math Devel. Requirement Completed through	Minim. GPA	HS Biology C / 77 or better required	HS Chemistry C / 77 or better required	HOBET Math	HOBET Reading	HOBET Composite	Applic. Deadline date -5 p.m.
A.D.N. (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	1/14/2011
LPN-A.D.N. (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	9/15/2010
MLT* (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	5/15/2011
PN (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.0	Yes	---	50%	45%	50%	3/15/2011
Surg Tech (168/169)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	Yes**	50%	45%	50%	5/15/2010
Med Asst (163)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	---	45%	35%	40%	6/1/2010
Phleb* (none)	Yes	Yes	ENG 090& RED 090	MAT 060	2.0	Yes	---	****	****	****	6/15/2011

*MLT and Phlebotomy Programs admit students every other year, starting with 2007 (odd years only)

****Chemistry is a Bio 168 - Anatomy & Physiology I pre-requisite; if any questions please call Kiesha Knight, ext. 2304**

***** Shaded areas MUST be completed before a student will be allowed to take the HOBET. When students have completed ALL shaded requirements for their program of interest - they should see Annette Roberson for validation of meeting these pre-admission requirements and pay to take the HOBET Admission test (\$30.00)**

**** Phlebotomy program does not require the HOBET test - but they still must complete the validation form. Students are selected on a first-come-first-served basis based on the date on their validation form.

HOBET TESTING DATES

Computer Lab-Owens Center, EC Campus
Choice of test sessions are usually 9 am, 1 pm, or 6 pm on the dates listed:

2010

Thursday Jan. 14
Thursday Feb. 11
Thursday Mar. 11
Thursday Apr. 8
Thursday May 13

Thursday Jun. 10
Thursday Jul 8
Thursday Aug. 12
Thursday Sept. 9
Thursday Oct. 14
Thursday Nov. 11
Thursday Dec. 9

2011

Thursday Jan.13
**Picture ID Required!!!
Pencils, scrap paper & calculators provided.**

College of The Albemarle HOBET Information

What is the HOBET? The **H**ealth **O**ccupation **B**asic **E**ntrance **T**est is a computerized test administered by College of The Albemarle at the Owens Center, on the Elizabeth City campus, & at the Dare County campus for most of the Health Sciences programs. It is a diagnostic test used to help provide information on a prospective student's aptitude for success by identifying skill development in math and reading comprehension related to the competitive Health Science programs. In addition, the HOBET provides valuable information on learning style, test-taking skills, and other components essential for student success in the health science programs.

How can I prepare for the HOBET? The coursework you have already completed is probably the best preparation for this test. However; if you would like additional preparation, two copies of the HOBET study guide are available for review at the Owens Center from **Kiesha Knight, office 107** or **Vivian Bridgers, office 102**, however; you will only be allowed to use these copies at the Owens Center and cannot take them out of the facility. We also suggest a Google websites search for additional study guides and sample practice test.

How do I sign up for the HOBET? You must complete the pre-admission requirements for the Health Science program(s) you wish to apply for before you can request to take the HOBET. Verification of completed pre-admission criteria is done through a HOBET Validation form with **Annette Roberson, Admission Technician office AE 133, ext. 2221**. You will need to take the form to the business office and pay for the test and bring the form back to Ms. Roberson with your payment receipt to verify payment. Your file will then be forwarded to the Owens Center for review of pre-admission requirements. You may call **335-0821 ext. 2304**, or stop by the Owens Center (**office OC 107 or OC 102**) after completing the validation form to schedule a date and time for testing.

How long does it take and when will I get my results? The timed test will be taken on a computer in the Owens Center and will last approximately three hours. Results will be available immediately after completing the test.

How are scores used? The most recent HOBET test score is used for qualification. Students must score the minimal required scores for their program(s) of interest in Math, Reading and Composite scores within a single HOBET test. The Composite percentage score(s) are also used as 50% of the competitive ranking process. If you do not score at the minimal scores, the test will give you feedback on your strengths and weaknesses so you can work to improve these areas or consider other career options.

How much does it cost? A \$30.00 fee will be charged for each opportunity to take the HOBET and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form.

How many times can I take the test? You may take the test once and then are allowed one retake within a 365 day period, as long as 90 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. Retakes are not permitted once minimum scores for a program of interest have been met. If an applicant schedules but does not show for the HOBET test, it will be considered as one of the applicant's testing opportunities.

How long are my scores good for? Once passing minimum scores have been achieved for all three sections within a single HOBET assessment, the scores are good for three years from the test date. Applicants should be aware that if they score lower on a HOBET retake, that lower score will be used as the most recent score for qualification and ranking consideration.

How do I secure reasonable accommodations for testing if I am a student with a disability? If you are seeking reasonable accommodations for the HOBET, please see Andrea Temple, Director of Disability Support Services, at 335-0821 ext. 2277, atemple@albemarle.edu, or visit AE 119.

IMPORTANT!!!

A PICTURE ID (Student ID or Driver's License) IS REQUIRED FOR TESTING. CALCULATORS, PENCILS AND SCRAP PAPER WILL BE PROVIDED.

MEDICAL ASSISTING PROGRAM GUIDANCE SHEET

This guidance sheet for students and their advisors is designed to serve as an abbreviated version and check-off sheet for the requirements of the Medical Assisting admission process. Students and their advisors should refer to the Medical Assisting Admissions Fact Sheet for specific information related to each phase and criteria of the admission process.

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Medical Assisting program must complete the following steps by **June 1, 2010** in order to be considered for acceptance for the **Fall Semester 2010**.

- _____ A. **Complete and submit a written COA Application for Admission**
- _____ B. **Bring or send an official high school transcript and official post-secondary transcripts.**
- _____ C. **Achieve minimum English, Math, and Reading competencies.**
- _____ D. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable.
- _____ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher)

REQUIREMENTS A, B, C, D, and E must be met in entirety before applicants may apply for requirement F. Once a student has met criteria A-E completely, they should contact the Health Science Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements and to receive an eligibility form to take the HOBET at a cost of \$30.00. Proof of payment for the test will be required with the validation form.

- _____ F. **Achieve at or above all the set scores for the HOBET test for the Medical Assisting program within a single test administration.**

PHASE II: MEDICAL ASSISTING APPLICATION REQUIREMENTS:

- _____ G. **COMPLETE A MED. ASST. ADMISSION APPLICATION by 5 p.m. on June 1, 2010.**
- _____ H. **ATTEND THE MED ASST PRE-ADMISSION MEETING** Qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the Med. Asst. faculty.

PHASE III: SELECTION PROCESS: APPLICANTS SHOULD BE AWARE : STUDENTS WHO INDICATE FIRST PREFERENCE FOR THE MEDICAL ASSISTING PROGRAM WILL BE SELECTED/RANKED SEPERATELY; PRIOR TO ALL OTHER APPLICANTS TO THE PROGRAM.

_____ **NUMERICAL RANKING PROCESS:** system is utilized to determine the most qualified students based on their performance on the HOBET Composite percentage score (50%), cumulative GPA (**The most recent transcript containing a minimum of twelve (12) semester hours or eighteen (18) quarter hours of non-developmental course work will be used**) (25%), and points awarded for courses completed in the med. asst. curriculum, previously earned degree(s) and health related work experience (25%). The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year’s admissions.

_____ **OTHER REQUIRMENTS:** if selected for entrance into the program, applicants will be required to complete a health physical with immunization requirements and proper CPR certification by December 1st, 2010. Students should also be aware that a criminal background check and/or a drug testing screening may be required by clinical sites prior to participation in the clinical component of the program.

**COLLEGE OF THE
ALBEMARLE
FALL 2010
MEDICAL
ASSISTING
DIPLOMA
ADMISSION
FACT SHEET**

**EACH APPLICANT MUST PROVIDE CORRECT CONTACT
INFORMATION TO THE ADMISSIONS DEPARTMENT**

**INFORMATION CONTAINED IN THIS FACT SHEET IS CURRENTLY
UNDER REVIEW AND THEREFORE SUBJECT TO CHANGE**

COLLEGE OF THE ALBEMARLE
PO BOX 2327
1208 NORTH ROAD STREET
ELIZABETH CITY, NC 27906-2327
 COLLEGE OF THE ALBEMARLE \ ELIZABETH CITY CAMPUS
 (252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)

MEDICAL ASSISTING PROGRAM FACT SHEET

The admission process outlined in this fact sheet was developed by the Medical Assisting faculty and is to be implemented by the Admissions Office with Medical Assisting faculty oversight.

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Medical Assisting program must complete the following steps by **June 1, 2010**, in order to be considered for acceptance for the Fall Semester 2010. (At the discretion of the MA Program Coordinator, some applications may be considered after the deadline.)

- _____A. **Complete and submit a written COA Application for Admission**, which expresses interest in the Medical Assisting program, to the Admissions Office, Elizabeth City Campus.
- _____B. **Bring or send an official high school transcript and official post-secondary transcripts**, if applicable, to the Admissions Office.
- _____C. **Achieve minimum English, Math, and Reading competencies.**
 Minimum English, Reading, and Math competencies may be accomplished by achieving the minimum scores listed below on the college placement test or SAT/ACT exams. Students who do not achieve these minimum scores may retest once or complete the applicable developmental course(s), with a grade of "PC" or better, from a regionally accredited institution. Placement tests will be waived if the student has completed, with a minimum grade of "C" or better before the application deadline, ENG 111 and/or MAT 070 or their equivalents, or courses beyond these, from a regionally accredited institution. (MAT 115 does not satisfy the math competency requirement.)

This requirement may also be accomplished by completion with a minimum grade of "PC" or "C" on ENG 090 and RED 090 or ENG 111 or their equivalents, or courses beyond these, from a regionally accredited institution and completion with a minimum grade of "PC" or "C" on MAT 070, or it's equivalent, or courses beyond these, from a regionally accredited institution.

PLACEMENT TEST/SAT/ACT MINIMUM SCORE CHART

For those who took SAT/ACT **after 2005**, the following scores apply.

	COMPASS	ASSET	SAT	ACT
Reading	81	41	440 *	19 *
English	70	41	440 *	19 *
Math	47 Pre-Algebra	41 Numeric		
Math	46/Beginning Algebra	41/Elementary Algebra		

- **SAT and ACT scores prior to 2005 will not have scores for Reading. These test scores require a Verbal Score of 440 for the SAT and a English score of 19 for the ACT.**

- _____ D. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.
- _____ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

REQUIREMENTS A, B, C, D, and E, must be met in entirety before applicants may apply for requirement F. Once students have met criteria A-E completely, they should contact the Health Science Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements and to receive a validation form to take the HOBET (Health Occupations Basic Entrance Test). HOBET Validation forms will be submitted to the Health Science Administrative Office by the Health Science Admissions Technician. One week after submitting HOBET Validation forms, students may contact the Health Science Administrative Assistant (Owens Center, Office 102, Ext. 2283) or Chris Robertson, Health Sciences Admissions, Lab/Clinical Coordinator (OC 107, Ext 2304) who will confirm their form has been received and at that time the applicant may select and schedule an appointment to take the HOBET.

- _____ F. **Achieve at or above all the set scores for the HOBET test for the Medical Assisting program.** Students must achieve the minimum score or above for all three scores within a single test attempt. Not meeting the score of any one section will result in not meeting the requirements of this criterion.

The required minimum scores for the HOBET are:

Essential Math Skills Percentage Score	Reading Comprehension Percentage Score	Composite Percentage Score
45%	35%	40%

A \$30.00 fee will be charged for each opportunity to take the HOBET and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form. Students who do not provide proof of payment with their validation form will not be allowed to schedule a time for the HOBET.

Applicants are allowed one retake of the HOBET within a 365 day period, as long as 30 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. **Only the most recent HOBET test score available is used for qualification and ranking for the program.**

Applicants should be aware that if they score lower on a HOBET retake, that lower score will be used as the most recent score for qualification and ranking consideration. If an applicant schedules but does not show for the HOBET test, it will be considered as one of the applicant’s testing opportunities.

Once passing minimum scores have been achieved for all three sections within a single HOBET assessment, the scores are good for three years from the date the test was taken. If an applicant retakes the HOBET after achieving minimal score requirements, the more recent scores will be used for qualification and ranking for the program, even if any or all scores are lower.

PHASE II MEDICAL ASSISTING APPLICATION REQUIREMENTS:

G. COMPLETE THE MEDICAL ASSISTING ADMISSION APPLICATION.

Once students have met all preadmission criteria A,B,C,D, E, and F - students must complete an application to the COA Medical Assisting Program.

Applications may be obtained at the Health Science Administrative Assistant's office (Owens Center, Office 102) or from Chris Robertson, Health Sciences Admission , Lab/Clinical Coordinator (Owens Center, Office 107). Applications will only be given to students who demonstrate completion of preadmission requirements A-F.

Only those students who have completed an application form in its entirety will be considered for the admission ranking process. Applications must be received in the Health Science Administrative Assistant's office (Owens Center, Office 102) by 5 p.m. on June 1, 2010. Late applications will NOT be accepted for any reason.

H. ATTEND THE MEDICAL ASSISTING PRE-ADMISSION MEETING

After meeting the minimum PRE-ADMISSION qualifications for admission to the Medical Assisting program and submitting the Medical Assisting application, qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the MA faculty. The purpose of the pre-admission meeting is to inform prospective applicants about the Medical Assisting program and answer questions or concerns of the applicants. During the meeting, applicants may be requested to validate the accuracy of the academic data contained in their file. This academic data will be utilized in the ranking process.

Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the Health Science Administrative Assistant's office, Owens Center, Office 102, Extension 2283 or Extension 2307. It is the applicant's responsibility to maintain communication with the college via the Health Science Administrative Assistant's office, Owens Center, Office 102, Extension 2283.

MEDICAL ASSISTING PROGRAM NUMERICAL RANKING PROCESS

Students who have met all the required academic and testing criteria, have a complete Medical Assisting Program application on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked based on a numerically objective and weighted ranking system if there are more applicants than allotted slots. This system is utilized to determine the most qualified students based on their performance on the HOBET (50%), college or high school cumulative GPA (25%), and points awarded for courses completed in the Medical Assisting curriculum schema, previously earned degree(s), and health related work experience (25%).

The numerical ranking system assigns points from the following three different areas:

1) HOBET Score – 50%

The applicant will receive the number of percentage points based on their **COMPOSITE PERCENTAGE SCORE** on the HOBET

2) POINTS System – 25%

The applicant will receive a point total based on specific courses within the Medical Assistant Program that have already been completed, previous degrees earned and previous health care experience. Points are awarded as follows:

SPECIFIC COURSE POINTS

The Course Points section of the ranking process assigns points based on academic performance from these four (4) academic courses. All of the courses are required for the Medical Assisting program.

BIO 163 –Basic Anatomy & Physiology (If a student elects to meet the Biology requirement by taking the higher level BIO 168 and 169 courses, the ranking process will give points for the BIO 168 score as the grade for computing the 5 credit hour point total for BIO 163 (whether or not the student has completed BIO 169). BOTH courses must be completed with a “C” or better to receive course credit and both must be completed by the end of the Fall semester to continue to progress in the Medical Assisting program.).

PSY 150 –General Psychology

COM Elective – (COM 120 recommended)

MED 110- Orientation to Medical Assisting

MED 121- Medical Terminology I

MED 122- Medical Terminology II

Points will not be assigned for BIO 163, PSY 150, and COM elective if the course(s) was/were completed five years or more prior to enrollment in first semester nursing classes. Points will not be assigned for courses the student has enrolled in more than twice.

POINTS FOR PREVIOUSLY EARNED DEGREE(S)

5 points will be assigned for an Associates’s Degree which was earned at a regionally accredited institution. (Limit of one degree)

5 points will be assigned for a Bachelor’s Degree which was earned at a regionally accredited institution. (Limit of one degree)

5 points will be assigned for a Master’s Degree which was earned at a regionally accredited institution. (Limit of one degree)

POINTS FOR PREVIOUS HEALTH CARE EXPERIENCE

One point will be assigned for every full year of paid fulltime (32 hours or more per week) health care related work experience within the past 10 years, not to exceed a total of 10 points. Acceptable fields of work experience are CNA I, CNA II, Paramedic (EMT), Surgical Technology, and Phlebotomy. Awarding of points for other health related occupations will be at the discretion of the Medical Assisting Program Coordinator, whose decision is final.

Proper documentation must be provided when submitting the MA application or by the deadline date and must include a dated statement on official letterhead from the Personnel/Resource Officer of the health care facility where the applicant worked. The letter must include the following information:

- Beginning and ending dates of work
- Basic description of job duties
- Average number of hours worked per week
- Applicant’s current employment status

Awarding of all points related to previous health care experience is at the discretion of the MA Program Coordinator, whose decision is final.

3) OVERALL GRADE POINT AVERAGE - 25%

The cumulative OVERALL GRADE POINT AVERAGE section of the ranking process assigns points from the most recent college transcript. This transcript must contain a minimum of twelve (12) semester hours or eighteen (18) quarter hours of non-developmental course work. High school transcripts will be used for ranking purposes if college transcripts do not meet the necessary criteria.

PHASE III: SELECTION PROCESS

- A. Results from the HOBET Composite Percentage Score, Points System, and Overall Grade Point Average point assignment will be added together for the total points assigned to each applicant.
- B. Applicants will be ranked in a descending numerical order which is based on total points.
- C. Letters of contingent acceptance will be sent to the top applicants for the number of program slots available.
- D. Letters to other applicants who qualified, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their total ranking points. It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the MA Program Coordinator, whose decision is final, starting with “Alternate 1.”
- E. The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year’s admissions.

An applicant who has concerns about the admissions process to the Medical Assisting Program should address the problem with the Program Coordinator of the Medical Assisting Program (Owens Center, Office 106, Ext. 2307).

OTHER IMPORTANT INFORMATION RELATED TO THE MEDICAL ASSISTING PROGRAM

Upon conditional acceptance, but prior to enrollment in the MA program, applicants will be required to provide additional information including:

- A. **Documentation of current CPR Certification (must be either American Heart Association - Health Care Provider or American Red Cross – Professional Rescuer) provided to the Medical Assisting Program Coordinator’s office by December 1st, 2010. Students who do not meet this requirement will not be allowed to progress to clinical and laboratory classes, even if they have met all other criteria.**
- B. **A completed COA health care examination form indicating physical and emotional health and record of immunizations must be received in the Medical Assisting Program Coordinator’s office by December 1st, 2010. Students who do not meet this requirement will not be allowed to progress to clinical and laboratory classes, even if they have met all other criteria.**
- C. **Criminal Background Check** and/or drug testing may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited certification and employment opportunities.

READMISSION PROCESS:

Definition of Re-Admit: A student who has previously been enrolled in any medical assisting program. Applicants applying for readmission into the Medical Assisting program should contact the MA Program Coordinator (ext. 2307) for information concerning this special situation.

MA CURRICULUM SCHEMA

Fall Semester		Spring Semester	
BIO 163 Basic Anatomy and Physiology	5	COM elective (recommend COM 120)	3
MED 110 Orientation to Medical Assisting	1	PSY 150 General Psychology	3
MED 121 Medical Terminology I	3	MED 118 Medical Law and Ethics	2
MED 122 Medical Terminology II	3	MED 131 Admin. Office Procedures II	2
MED 130 Admin. Office Procedures I	2	MED 150 Laboratory Procedures I	5
MED 140 Exam Room Procedures I	5	*MED 260 MED Clinical Externship	5
MED 272 Drug Therapy	3	MED 262 Clinical Perspectives	1
TOTAL Semester Hours	22		21

Total Credit Hours Required for Graduation = 43 Semester Hours

* This is a supervised externship experience. Students shall not receive compensation/payment, monetary or otherwise, from the externship site.

**One month prior to graduation, students MUST participate in the National Certification Exam in order to graduate.

***After completion of this diploma program, students may opt to continue onto an Associate in Applied Science Degree in Medical Assisting.