



Medical Assistant Student Application - 2009-2010

Welcome to the Columbia Basin College Medical Assistant program. The following package of materials has been prepared for students interested in applying for program admission.

This package contains four primary sections, including:

- Section 1, Application Coversheet
- Section 2, Application Checklist
- Section 3, Student Course Self-Assessment
- Section 4, Supplemental Application Information

Students applying to the Medical Assistant program need to complete and return Sections 1, 2, and 3. Section 4, the Supplemental Application Information should be maintained for reference by the applicant.

The following table provides important dates for the full application process.

<u>Date</u>	<u>Event / Stage</u>
June 9, 2009	Fall 2009 application available
July 7, 2009	Last date applications will be accepted
July 20, 2009	Candidates to be notified of application status: (1) accepted, (2) alternate status, or (3) denial.
August 10, 2009	Mandatory student orientation for all accepted candidates

For additional information or assistance related to the application process, please contact the following:

Heidi Clarke
hclarke@columbiabasin.edu

Medical Assistant Instructor
Health Sciences, MS-R2
2600 North 20th Avenue
Pasco, WA 99301
(509) 544-8322



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Section 1 - Due by July 7, 2009

Demographic Information

Last Name	First	Middle	Previous Name(s)
Address		City	State Zip
Phone	Alternative Phone	Birth Date	CBC Student ID Number
High School Attended	Date Graduated	Location	

Prerequisites for Admissions

Attach a copy of the following items:

7 Hour HIV/AIDS Certificate Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Provider	_____ Date Provided
Completed HIT 147	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Grade	
Completed HIT 115 or 118	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Grade	
American Heart Association Healthcare Provider CPR Card Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Provider	_____ Date of Expiration
First Aid Card Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Provider	_____ Date of Expiration
Ability to type 25 words per minute?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you proficient with computers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Financial Assistance

Will financial assistance be necessary to complete the program? Yes No

(Note: Consideration for program acceptance is not based on any financial assistance needs.)

I certify the above information is accurate and complete. I have attached copies of the Healthcare Provider CPR Card, First Aid Card, and 7 Hour HIV/AIDS Certificate to this application.

Applicant Signature _____
Date



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Application Checklist

General Applications

- 1. Completed Application to the College, including \$28.30 application fee (for new students)
- 2. Completed Medical Assistant Application Checklist (this page)
- 3. Completed Application Coversheet for admission to Medical Assistant program (Section 1)
- 4. Completed Student Course Self Assessment (Section 3)

Transcripts

- 5. Completed High School Transcript with an established GPA of 2.0 or higher or GED attached
- 6. Completed Official College Transcripts attached (for every college attended)
 - Students applying for admission into the Fall 2009 Medical Assistant class may use courses taken during Summer Quarter 2009 for the application process. Transcripts from other colleges must be received by Columbia Basin College Admissions office as soon as they are available. Transcripts may be submitted with the College application prior to program application. Doing so will help expedite the applicants' evaluation.
 - Students who have taken classes at Columbia Basin College do not need to include a transcript from CBC. The Admissions office will provide a current copy of your transcript to accompany this application.
- 7. Yes No Are you taking a class in Summer Quarter 2009 you expect to use in this application?
 If yes, from what college? _____
 What classes? _____

Applications will be accepted until July 7, 2009. Late applications will not be accepted.

Students accepted in the program will be required to participate in a national criminal background history review. Students accepted into the program agree to complete the following: required immunizations, an approved current First Aid, and American Heart Association CPR card for Health Care Providers; including adults, children, and infants for the duration of enrollment in the Medical Assistant program. First aid and HCP CPR training will be obtained from recognized and approved provider American Heart Association.

I have read all of the criteria and requirements for the Columbia Basin College Medical Assistant program and certify the information contained within this application is accurate and complete to the best of my ability.

Applicant Name (printed)

Applicant Signature

Date



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Student Course Self-Assessment - Section 3

Please complete the following self-assessment checklist. Columbia Basin College course numbers and names are listed, however, if you have taken transfer courses from another college or university please identify the course name, number, college or university, and grade in the appropriate space provided.

These courses help to prioritize applicants into the Medical Assistant program. Official transcripts from transfer colleges must be included with the student application to be considered for priority.

<u>Requirement</u>	<u>CBC Course</u>	<u>Completed</u>	<u>Course Name/Number</u>	<u>College/University</u>	<u>Grade</u>
Math 106 or above (except MATH 109)	MATH 106+	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
General Psychology	PSYC& 100	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
English Composition 1	ENGL& 101	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
Speech Essentials or Public Speaking	CMST& 101 or CMST& 220	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____

I certify the above information is accurate and complete.

Applicant Signature

Date



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Supplemental Application Information - Section 4

The Columbia Basin College Medical Assistant program utilizes two elements to prioritize student applicants for entrance into the Medical Assistant program. Those elements include (A) cumulative grade point average among selected priority element courses, and (B) departmental course completion score. Each of these elements is outlined further below. These two elements will be combined for a total **Medical Assistant Admissions Index Score** based on a total point value of 20 points.

A. Cumulative Grade Point

The cumulative grade point of the following courses will be calculated for the entrance index score.

1. Math 106 or above (except MATH 109)	MATH 106+
2. General Psychology	PSYC& 100
3. English Composition 1	ENGL& 101
4. Speech Essentials or Public Speaking	CMST& 101 or CMST& 220

The cumulative GPA (from a total possible cumulative score of 4.0) will be multiplied by a factor of 2.5 for 10 total possible points. Students who have not completed one or more of the courses listed will have a grade of 0.0 recorded for the number of credits identified within the list.

Letter grades (including those received from transferring colleges or universities) will be assigned the following decimal scores according to campus policy:

	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7

B. Departmental Course Completion Score

The departmental course completion score is a cumulative score based on the total number of Medical Assistant degree and/or certificate courses completed by an individual student. This score is calculated to include Summer Quarter 2009 classes (or summer semester classes where appropriate). The courses and their scores are provided below. Please note for transfer courses, a transcript evaluation must be completed by the Registrar's office at Columbia Basin College prior to the calculation of the Departmental Course Completion Score. Transfer courses will not be assigned a point value until the official transcript evaluation has been completed.

Course Number	Subject	Points
HIT 115 or HIT 118, 2 credit minimum	Legal Aspects of the Medical Office 1	2
HIT 147, 5 credits	Medical Terminology	2
HIT 155, 4 credits	Introduction to Coding	2
PSYC& 100, 5 credits	General Psychology	2
ENGL& 101, 5 credits	English Composition 1	2
Math 106 or above, 5 credits	Math 106 + (except MATH 109)	2
CMST& 101 or CMST& 220, 3 credit minimum	Speech Essentials or Public Speaking	2
Section Total		14

The departmental course completion score (from a total possible score of 14) will be divided by a factor of 1.4 for 10 total possible points.

The total Medical Assistant Department Admissions Index Score, including the two elements outlined above will total no more than 20 points. When the student makes application to the department, the Admissions Index Score will be computed and recorded for class cohort comparison. Those students with the top Admissions Index Scores (based on the total number of new admissions allowed in a given year) will be invited to a mandatory student orientation to determine final admission to the Medical Assistant program.



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Minimum Entrance Requirements

Requirements to be provided after enrollment into the Medical Assistant program

- A. Current American Heart Association Health Care Provider CPR/AED CPR card for Adult, Child, and Infant and a First Aid card. First Aid and Health Care Provider CPR/AED CPR card must be obtained through recognized and approved provider such as the American Heart Association.
- B. Completed seven hours of HIV/AIDS Bloodborne Pathogens training. Students must submit a copy of their completion certificate to the Health Science Division office and attach to the application.
- C. Final acceptance into the Medical Assistant program is contingent upon a physical exam report by a licensed health care provider. All forms for this information will be provided.
- D. Students must have an ability to pass a criminal background check prior to entering the clinical/externship facilities. All forms necessary to complete this process will be provided after the application process is completed.
- E. Once accepted to the Medical Assistant program, all students must be compliant, compliance with all program and college policies, and evidence of currency of required immunizations. Any immunization titers or lab test results need to be submitted to the Health Sciences Division office.
- F. Students must have one of the following:
 - Provide official high school transcript or proof of graduation from high school with an established G.P.A. of 2.0
 - Official GED certification
- G. Students must have an ASSET/COMPASS score that places them into Math 83 or higher and Reading 99 or higher.
- H. Students must be able to pass a typing test with a minimum requirement of 25 wpm. Students must be able to demonstrate a basic understanding of computers.

For additional information or assistance related to these entrance requirements, please contact the Health Division office.

Health Sciences Division, MS-R2
Columbia Basin College
2600 North 20th Avenue
Pasco, WA 99301
(509) 544-8300



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Certificate and Degree Options

The following One-Year Certificate and Associate of Applied Science Degree are available through the Medical Assistant program.

Medical Assistant One-Year Certificate Curriculum (First Year)*				Medical Assistant Associate of Applied Science Curriculum (First and Second Year)**			
Course Number		Course Title	Credits	Course Number		Course Title	Credits
Major Courses				Major Courses			
MA 111		Pharmacology I	5	MA 111		Pharmacology I	5
MA 114		Human Body Structure, Function, and Diseases I	4	MA 114		Human Body Structure, Function, and Diseases I	4
MA 115		Clinical Procedures Theory I	4	MA 115		Clinical Procedures Theory I	4
MA 1151		Clinical Procedures Lab I	4	MA 1151		Clinical Procedures Lab I	4
MA 140		Administrative Medical Assistant Office Procedures I	5	MA 140		Administrative Medical Assistant Office Procedures I	5
MA 141		Career Development for Medical Assistants	2	MA 141		Career Development for Medical Assistants	2
MA 211		Pharmacology II for Medical Assistants	5	MA 211		Pharmacology II for Medical Assistants	5
MA 214		Human Body Structure, Function, and Diseases II	4	MA 214		Human Body Structure, Function, and Diseases II	4
MA 215		Clinical Procedures Theory II	4	MA 215		Clinical Procedures Theory II	4
MA 2151		Clinical Procedures Lab II	4	MA 2151		Clinical Procedures Lab II	4
MA 240		Administrative Medical Assistant Office Procedures II	5	MA 240		Administrative Medical Assistant Office Procedures II	5
MA 241		Externship Seminar	1	MA 241		Externship Seminar	1
MA 2413		Externship	6	MA 2413		Externship	6
		Subtotal	53			Subtotal	53
Major Support				Major Support			
				Electives +100		Hum, Soc Sci, Beh Sci, or Nat Sci Distribution List	15
HIT 115		Legal Aspects of the Medical Office	2	HIT 115		Legal Aspects of the Medical Office	2
HIT 147		Medical Terminology	5	HIT 147		Medical Terminology	5
		Subtotal	7			Subtotal	22
General Education				General Education			
ENGL& 101		English Composition I	5	ENGL& 101		English Composition I	5
PSYC& 100		General Psychology	5	MATH 106+		Math over 106+ or above (except MATH 109)	5
CMST& 101 or		Speech Essentials or	3	CMST& 101 or		Speech Essentials or	3
CMST& 220		Public Speaking	5	CMST& 220		Public Speaking	5
		Subtotal	13-15	PSYC& 100		General Psychology	5
		Total Credit Required	73-75			Subtotal	18-20
						Total Credit Required	93-95

* Students who complete only the One-Year Certificate may be able to license as a Category E Health Care Assistant (WAC 246-826-170).

** Students who complete the Associate of Applied Science may be able to license as a Category F Health Care Assistant (WAC 246-826-180).



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General Information for Prospective Students

Once students have been accepted into the program, the following information will be helpful to guide them with other requirements necessary to maintain enrollment.

- A. Health Science students are encouraged to have accident/health insurance. A student injury and sickness insurance plan is available to purchase. Forms are available from the campus cashier's office.
- B. Health Science programs require students to have malpractice insurance. The policy will be included in the class tuition and fees at the time of registration.
- C. Student study requirements have been found to be a minimum of three hours per week for each scheduled theory credit hour.
- D. Scholarships and loans are available through the Financial Aid office. For more information contact that office and review the Columbia Basin College website (www.columbiabasin.edu).
- E. All Health Science students must have a **current CPR and First Aid card for Health Care Providers including adults, children, and infants** from the American Heart Association for the duration of enrollment.
- F. All students must successfully complete required prerequisites each quarter with a minimum 2.0 to remain enrolled in the Medical Assistant program.
- G. Attendance is vitally important to successfully completing the Medical Assistant program. Students must adhere to the attendance policy to continue regular enrollment in the Medical Assistant program.



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Physical Attributes of the Medical Assistant Profession

Students planning on entering the Medical Assistant program need to be aware of the following physical requirements generally expected by employers. Therefore, students will be expected to meet the same criteria during clinical/lab instruction in the Medical Assistant program. Inability to meet these requirements may cause the student to fail clinical courses.

1. Using good body mechanics, lift/carry a minimum of 25 lbs. independently and 50 lbs. with assistance.
2. Requires normal/corrected vision and hearing to normal range.
3. Intermittent sitting, standing, stooping, and walking. Full range of motion is required.
4. Requires good manual and finger dexterity.
5. Must be able to differentiate odors in the clinical setting.
6. Must be able to read and write in English. Must be able to communicate verbally in English both in person and on the telephone.
7. May be required to stand on carpeting, linoleum, or be seated at a standard desk for a varying amount of time.
8. Must be able to work in fast-paced medical/clinical facilities.



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Program Costs

All fees are estimated and are subject to change. However, the following figures may be used as a general guideline to assist applicants in preparing for the costs associated with enrollment in the Medical Assistant program.

1. Tuition: as stated in current course listing on page 7; approximately \$6,000 for the one-year certificate, and an additional \$1,800 for the degree; plus a \$10 lab fee for each class, maximum \$30 per quarter.
2. Books: approximately \$1,200 for the four-quarter Medical Assistant course sequence.
3. Supplies: notebooks, pencils, and other materials estimated at \$100 per quarter.
4. Student Injury & Sickness Insurance Plan for Health Science students who do not have health insurance is approximately \$155 per quarter. Forms about the state approved vendor are available at the Health Science Division office or the Cashier's office in Pasco. Although this coverage is not required, it is highly recommended for students who have no current healthcare insurance coverage.
5. Malpractice Insurance: approximately \$20-\$30 per year through Columbia Basin College. Fees are automatically assessed at the time of registration.
6. Physical exam and immunizations: approximately \$250. Please attach all required test results and immunizations to the physical exam form that is provided at the mandatory orientation.
7. Uniforms: **Must be purchased prior to the first day of class of the program.** A basic white lab jacket is also required. The scrub color for the Medical Assisting program is **dark purple**. A basic **white** lab jacket should be plain button/snap front, and long sleeve, approximately \$95-\$125.

Ordering information will be provided upon acceptance into the program. Students must order scrubs through the approved vendor. Each scrub set costs approximately \$30 plus shipping/handling and tax.

8. Nursing shoes: approximately \$60 a pair.
9. Wrist watch: with a second hand and band that is waterproof, estimate \$25.
10. Health Sciences identification badges must be worn at all time while students are at clinical hours. CBC identification badges are available at the Registration office. The first badge is free, additional badges will have a replacement fee to be determined by the Admissions office.
11. Stethoscope: approximately \$50-\$200.

