



Medical Assistant Student Application 2010-2011

Coversheet

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 4, 2010	Fall class 2010 application available
July 6, 2010	Last date applications will be accepted
July 19, 2010	Candidates will be notified of application status: (1) accepted, (2) alternate status, or (3) denial.
August 2, 2010	Deadline for students obtaining an accepted status to complete Letter of Intent to Enroll
August 6, 2010	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



Medical Assistant Student Application 2010-2011

Coversheet - Section 1

Due by July 6, 2010

Demographic Information

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

Program Related Requirements

7 Hour HIV/AIDS Certificate Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed HIT 147, Medical Terminology Completed (GPA of 2.0 or greater)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed HIT 115 or HIT 118, Legal Aspects of the Medical Office (GPA of 2.0 or greater)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
American Heart Association Healthcare Provider CPR Card Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
First Aid Card Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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
(Optional, does not affect program eligibility)

Will you need financial assistance to participate in this program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you qualify for funding through WorkSource, including low income or dislocated worker funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you like to be contacted by a WorkSource representative to assist in determining eligibility for special funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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



Medical Assistant Student Application 2010-2011

Application Checklist - Section 2

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 Diploma or GED attached
- 6. Completed Official College Transcripts attached (for every college attended)
 - Students applying for admission into the Fall 2010 Medical Assistant class may use courses taken during Summer Quarter 2010 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 2010 you expect to use in this application?
 If yes, from what college? _____
 What classes? _____

Applications will be accepted until July 6, 2010. Late applications will not be accepted.

Students accepted in the program will be required to participate in a criminal background history review. Additionally, all accepted students must have all CBC required immunizations and 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 CPR training must be obtained from recognized and approved providers such as the 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



Medical Assistant Student Application 2010-2011

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 are priority elements for admission 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



Medical Assistant Student Application 2010-2011

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:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
	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 Spring Quarter 2010 classes (or spring 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
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		12

The departmental course completion score (from a total possible score of 12) will be divided by a factor of 1.2 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.



Medical Assistant Student Application 2010-2011

Minimum Entrance Requirements

Minimum Entrance Requirements for the Medical Assisting Program

- A. Students must show proof of graduation from high school with an established GPA of 2.0 or GED certification.
- B. Students must have an ASSET/COMPASS score that places them into Math 83 or higher and Reading 99 or higher.
- C. 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.
- D. Have a current American Heart Association Health Care Provider CPR/AED CPR card for Adult, Child, and Infant. First Aid cards must be obtained through recognized and approved providers such as the American Heart Association.*
- E. Completed 7 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.*
- F. 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 acceptance to the program.
- G. 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.
- H. Once accepted to the Medical Assisting program, all students must provide results of a yearly tuberculin skin test, 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.

* Students not meeting this requirement upon program entry will be required to participate in a CBC sponsored course at the student's expense.

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



Medical Assistant Student Application 2010-2011

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).



Medical Assistant Student Application 2010-2011

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. All 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. All students are required to have malpractice insurance. The policy must be purchased at the College 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.



Medical Assistant Student Application 2010-2011

Occupational Information

The following information has been provided to help applicants have a clear understanding of the variety of tasks associated with being a Medical Assistant in the healthcare environment. The following materials have been provided by the United States Department of Labor Dictionary of Occupational Titles as presented in Occupational Information Network, O*Net OnLine (online.onetcenter.org). Students enrolled in the Medical Assistant program are generally expected to demonstrate equivalent skills and abilities associated with the requirements noted below.

Title: Medical Assistant

Code: 31-9092.00

Description: Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Sample of reported job titles: Medical Assistant, Certified Medical Assistant (CMA), Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant.

The following information has been provided to inform students of the variety of skills and abilities required of the Medical Assistant professional and student.

Tasks

- Record patients' medical history, vital statistics and information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Authorize drug refills and provide prescription information to pharmacies.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Prepare and administer medications as directed by a physician.
- Show patients to examination rooms and prepare them for the physician.
- Explain treatment procedures, medications, diets and physicians' instructions to patients.
- Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.
- Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.

Skills

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking - Talking to others to convey information effectively.

Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.



Medical Assistant Student Application 2010-2011

Occupational Information

Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

Coordination - Adjusting actions in relation to others' actions.

Service Orientation - Actively looking for ways to help people.

Abilities

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Speech Clarity - The ability to speak clearly so others can understand you.

Near Vision - The ability to see details at close range (within a few feet of the observer).

Speech Recognition - The ability to identify and understand the speech of another person.

Written Comprehension - The ability to read and understand information and ideas presented in writing.

Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Written Expression - The ability to communicate information and ideas in writing so others will understand.

Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.

Work Activities

Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Assisting and Caring for Others - Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Performing for or Working Directly with the Public - Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.

Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.

Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

*Source: Occupational Information Network, O*NET OnLine (online.onetcenter.org)*



Medical Assistant Student Application 2010-2011

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 \$7,000 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.
7. Uniforms: Must be purchased prior to the first day of class of the program. The scrub color for the Medical Assisting program is **dark purple**. A basic white lab jacket is also required. The jacket should be plain white, button/snap front, and long sleeve, approximately \$95-\$125.

Ordering details will be provided upon acceptance into the program. Students must order scrubs through the approved vendor with approved College identification.

8. Nursing shoes: approximately \$60 a pair.
9. Wrist watch: with a second hand and band that is waterproof, estimate \$25.
10. Name pin: \$1.50 paid for at time of registration.
11. Stethoscope: approximately \$50-\$200.

