



Medical Assistant Program Application

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 five primary sections, including:

- Section 1, Application Coversheet
- Section 2, Application Checklist
- Section 3, Student Course Self-Assessment
- Section 4, Supplemental Application Information
- Section 5, Supplemental Essay

Students applying to the Medical Assistant program need to complete and return Sections 1, 2, 3, and 5. 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>Fall Dates</u>	<u>Event / Stage</u>
May 8	First date for submission of program applications to either CBC Pasco campus Student Records office or Health Science Center office.
June 30	Last date for submission of program applications. Late applications will not be considered.
July 21	Candidates will be mailed notification of application status: (1) accepted, (2) alternate status, or (3) denial. Accepted candidates will be mailed a letter. Submit your National Background search and start uploading into your Immunization Tracker account through the college approved vendor.
August 15	Mandatory Orientation for all selected fall freshmen Medical Assistants. This is part of the students' acceptance process, attendance is required.

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

Jill LaGrange
jlgrange@columbiabasin.edu

Program Support
Health Sciences, MS-R2
2600 North 20th Avenue
Pasco, WA 99301
(509) 544-8302 or
(509) 544-8300



Medical Assistant Program Application Coversheet - Section 1, no program fees

Fall deadline to submit application is June 30

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

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	
Did you attend a mandatory information session?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Date Attended
Seven-Hour HIV/AIDS Bloodborne Pathogens Training Certificate completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Training date
American Heart Association Healthcare Provider CPR/AED adult, child, and infant card completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Expiration date
First Aid Card completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Expiration date

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

I understand that if I am selected for the program that I am required to attend the mandatory orientation in order to confirm my acceptance into the Medical Assistant program.

I certify the above information is accurate and complete. I have attached copies of the American Heart Association Healthcare Provider CPR/AED Card, First Aid Card, and Seven-Hour HIV/AIDS Bloodborne Pathogens Training Certificate to this application. I understand this application is due by the close of business on the date above.

Applicant Signature _____

Date _____



Medical Assistant Program Application

Application Checklist - Section 2

General Applications

- 1. Completed New CBC students submit your online WA State College Application and pay the \$50 admissions assessment fee
- 2. Completed Medical Assistant Application Checklist (Section 2 this page) No Fees
- 3. Completed Application Coversheet for admission to Medical Assistant program (Section 1) No Fees
- 4. Completed Student Course Self-Assessment (Section 3)
- 5. Completed Essay (Section 5)

Transcripts

- 6. Completed Washington State Department of Health credentialing requirements for Medical Assistant Certified; completion of high school education or its equivalent. The ability to read, write and converse in the English language. You will be asked to sign and date the Washington State application packet as proof of completion.
 - 7. Completed Official College Transcripts submitted to CBC Student Records office (for every college attended)
- Transcripts from other colleges must be received by Columbia Basin College Transcript 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 applicant’s 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.

Students accepted into the program are required to submit a National Background search using the college-approved vendor. Vaccination history and health documents are uploaded by all accepted students to verify required immunizations and an approved current First Aid and American Heart Association CPR/AED Healthcare Provider (HCP) cards are required for the duration of enrollment in the program.

Late applications will not be considered.

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 Program Application

Student Course Self-Assessment - Section 3

Please complete the following self-assessment checklist. Columbia Basin College course numbers and names are listed. 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. Your index score will be calculated based upon the classes completed through Spring Quarter.

The resulting index score will be used to calculate your ranking. The ranking is one of the factors used to determine which applicants are offered a seat in Medical Assistant each year. The essay section of this application is where you can explain more about your intentions.

These courses are priority elements for admission into the Medical Assistant program. Official transcripts from transfer colleges must be received by the records office in Pasco 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>
Medical Terminology	HSCI 147	<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 Program Application

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. Medical Terminology	HSCI 147
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. Only courses and GPAs completed through Spring quarter will be used to calculate your index score and ranking. The essay section of this application is where you can explain more about your intentions.

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 spring quarter 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 records 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
HSCI 147, 5 credits	Medical Terminology	2.5
PSYC& 100, 5 credits	General Psychology	2.5
ENGL& 101, 5 credits	English Composition 1	2.5
CMST 101 <i>or</i> CMST 220, 3 credit minimum	Speech Essentials <i>or</i> Public Speaking	2.5
Section Total		10

The total Medical Assistant Department Admissions Index Score, including the two elements outlined above, will total no more than 10 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.



Medical Assistant Program Application

Supplemental Essay - Section 5

Essay

Please respond to the following question in 250 words or less. Type your answer and attach a hard copy to the application.

Why are you interested in medical assisting, and what impact do you hope to make in your community when you become a medical assistant?



Medical Assistant Program Application

Minimum Entrance Requirements

Minimum Entrance Requirements for the Medical Assistant Program

- A. Students must include a copy 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. Students must have a current American Heart Association Healthcare Provider CPR/AED Adult, Child, Infant card and a First Aid card for the duration of enrollment.
Training is available at TRIOS Health Care in Kennewick at (509) 586-5119.
- E. Completed seven hours of HIV/AIDS Bloodborne Pathogens training. Students must attach a copy of their completion certificate to the application.
Training is available (no cost) at the CBC Library. Call for hours at (509) 542-4458 in Pasco or (509) 544-8336 in Richland. You do need to view and complete the DVD training series in the library, materials do not leave the library.
- F. After acceptance, students are required to submit a national criminal history background check and begin Immunization Tracker uploads using the college-approved vendor.
- G. After acceptance, students must comply with all program and college policies.

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 at Hawk Central at the Pasco campus, or the Health Science Center office.
- B. All students are required to have malpractice insurance; this is included with your quarterly tuition and fees.
- 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 Financial Aid and review the Columbia Basin College website (columbiabasin.edu/payingforcollege).
- E. All students must successfully complete required courses each quarter with a minimum 2.0 to remain enrolled in the Medical Assistant program.
- F. Attendance is vitally important to successfully complete the Medical Assistant program. Students must adhere to the attendance policy to continue regular enrollment in the Medical Assistant program.

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

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

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.

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, coworkers, and subordinates by telephone, in written form, email, 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 Program Estimated 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 One-Year Certificate	\$ 5,500
	Tuition AAS degree	\$ 2,000
	Student Injury & Sickness Insurance; optional & recommended	Ask for policy
2.	National Background search and Immunization Tracker	\$ 97
	(costs to acquire vaccination history depends history available)	\$100 -\$300
3.	Textbooks for the four-quarter sequence	\$ 1,200
4.	Various class supplies four-quarters (notebooks, pens/pencils & materials)	\$ 400
5.	Scrub sets to be purchased before the first day of class of Dark Purple. Purchase to be made with college approved vendor at orientation.	\$ 110
6.	Shoes (white leather nursing or tennis style with closed toe and heel)	Varies
7.	Wrist watch with second hand and waterproof (estimate)	\$ 25
8.	Stethoscope (approximately)	\$ 50 – 200
9.	CBC clinical identification badge, present registration at Hawk Central with identification. First one at no charge, there is a replacement fee	
10.	Washington State Dept of Health (DOH) Initial Credential fees (after successful completion of college program fourth quarter)	\$ 115
11.	American Association of Medical Assistants (AAMA) Certified Medical Assistant (CMA) examination fees (after successful completion of college program fourth quarter)	\$ 125

Students need to confirm actual costs of quarterly tuition and fees using CBC's Paying for College webpage at columbiabasin.edu/payingforcollege

For additional details or assistance related to this program, contact the CBC Health Science Center office at 509.544.8302.

