

Course Sequencing		
Year	Quarter	Subject
First Year	Fall	<a href="#">ENGL&amp; 101, 102 or 235</a> (English Composition 1, English Composition 2 or Technical Writing) <a href="#">PSYC&amp; 100</a> (General Psychology)
	Winter	<a href="#">CMST&amp; 101, 210, 220 or CMST 260</a> (Introduction to Communication Studies, Interpersonal Communication, Public Speaking or Multicultural Communication) <a href="#">HSCI 147</a> (Medical Terminology) Elective (5 credits)
Second Year	Fall	<a href="#">MA 111</a> (Pharmacology 1) <a href="#">MA 114</a> (Human Body Structure, Function & Diseases 1) <a href="#">MA 140</a> (Administrative Medical Assistant Office Procedures 1)
	Winter	<a href="#">MA 115 &amp; 116</a> (Clinical Procedures Theory 1 & Lab) <a href="#">MA 211</a> (Pharmacology 2) <a href="#">MA 214</a> (Human Body Structure, Function & Diseases 2)
	Spring	<a href="#">MA 141</a> (Career Development for Medical Assistants) <a href="#">MA 215</a> (Clinical Procedures Theory 2) <a href="#">MA 216</a> (Clinical Procedures Lab 2) <a href="#">MA 240</a> (Administrative Assistant Office Procedures 2)
	Summer	<a href="#">MA 241</a> (Externship Seminar) <a href="#">MA 242</a> (Externship)

## BEFORE YOU START

College transcripts of applicants into the Medical Assistant program will be reviewed for the following courses:

- [HSCI 147](#) Medical Terminology (5 credits)
- [PSYC& 100](#) General Psychology (5 credits)
- [ENGL& 101, 102, or 235](#) English Composition 1, English Composition 2, or Technical Writing (5 credits)
- [CMST& 101, 210, or 220 or 260](#) (Introduction to Communication Studies, Interpersonal Communication, Public Speaking or Multicultural Communication) (5 credits)
- MATH 40 (formerly Math 083) and RDG 099 or higher reflected via a placement test or a college transcript with higher level classes successfully completed

Additionally, Medical Assistant applications need to include a copy of the following healthcare documentation:

- American Heart Association BLS Provider CPR card

Prospective students MUST attend an information session before applying to the Medical Assistant program. A high school diploma or GED must be earned prior to program acceptance.

## Steps in Application Process

- The application and required documentation need to be scanned & emailed to [healthsciences@columbiabasin.edu](mailto:healthsciences@columbiabasin.edu) or mailed via USPS by the posted due date. Instructions are on the first page of the application. All prerequisite courses need to be completed by the end of Spring quarter of the year applying. Grades from the prerequisite courses will be utilized in the Admission Index Score. Applicants will receive a letter of acceptance or denial into the program by the end of July. Acceptance is based on an Admission Index Score. The Admission Index Score creates equity among applicants. Accepted students will attend a **mandatory** orientation before Fall quarter (date will be announced). Each student will be required to submit a national background search and drug screen to the college-approved vendor. The background check must be initiated and paid for before registration can occur for Fall quarter. Accepted students must also provide proof of the required immunizations before going to clinical. The cost to the student for the background check, drug screen and the immunization tracker is approximately \$180.00. Those students not admitted may reapply the following year.

## ABOUT THE PROGRAM

An important member of the health care team, the Medical Assistant helps patients and providers in today's medical clinics. From updating electronic medical records and performing laboratory services to giving injections and assisting with procedures, the medical assistant performs an essential role.

The Medical Assistant program at Columbia Basin College (CBC) prepares students to work within a medical office with valuable skills in office administration as well as clinical and patient care skills. Medical Assistants are commonly employed in outpatient physician offices, clinics, health maintenance organizations and hospitals. The program consists of three quarters of coursework followed by a 198-hour unpaid externship with a local employer. The Medical Assisting program at Columbia Basin College has an exam passage rate of 100% (2019).

## OUT OF CLASS TO DO'S

### *National Background Search & Drug Screen Requirements*

As part of the admission requirements for Health Science programs, applicants must successfully pass a criminal background check and drug screen prior to working with patients in clinical areas. The background check and drug screen are paid by the student and administered through a third party company, CastleBranch. In addition to the background check required by CBC, each clinical facility reserves the right to conduct its own criminal background check prior to allowing a student to enter its health care facilities for clinical participation. Certain criminal convictions, pending charges, or negative actions may automatically disqualify a person from having unsupervised access to vulnerable adults, juveniles and children. Clinical facilities reserve the right to accept or decline a student's placement in its facility.

## CAREER OPPORTUNITIES

Medical Assistants work within a medical office with valuable skills in office administration as well as clinical and patient care skills. Medical assistants are commonly employed in:

- Outpatient physician offices
- Primary care clinics
- Health maintenance organizations
- Hospitals
- Urgent care clinics

### FAQs

#### **Class Times/Delivery Format**

The program consists of in-class instruction, labs where students practice position, and web-enhanced instruction.

#### **Length of Program**

The program is four quarters in length.

#### **Which Quarter Can I Begin?**

The program starts every fall.

The Medical Assistant program is a part of CBC's Health Sciences guided pathways. The program was developed knowing students commonly want to continue their education into other career areas, including nursing. Students completing CBC's Medical Assistant program will also be able to continue their studies in the field of applied business with the Bachelor of Applied Science in Applied Management degree program. The Medical Assistant Certificate program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). To communicate with CAAHEP or verify accreditation status, please contact: 9355 113th St. N, #7709, Seminole, FL 33775. (727) 210-2350.

## APPLY FOR FINANCIAL AID OR OTHER FUNDING

**Please complete:**

**The FAFSA application:** The Free Application for Federal Student Aid (FAFSA) provides financial aid for U.S. citizens and eligible non-citizens, such as permanent residents. Visit the [FAFSA website](#) to create your FSA ID and to complete your application.

**OR**

**The WASFA application:** The Washington Application for State Financial Aid (WASFA) is for DACA or HB 1079 undocumented students. Visit the [Washington Student Achievement Council website](#) to complete your WASFA application.

**Did you know???** You can apply for CBC scholarships two times every year! Click [here](#) for more information!

**PLEASE NOTE:** This document represents a sample plan for degree completion with this program of study. Actual course selection and sequence may vary and should be discussed individually with your Completion Coach. Completion Coaches can also help you plan other experiences to enrich your education such as internships, research, learning communities, and campus involvement and community-based learning.

Office Hours: Monday to Thursday 7 am to 4:30 pm; Friday 7 am to noon

LEARN MORE |

@ [healthsciences@columbiabasin.edu](mailto:healthsciences@columbiabasin.edu)

 509.542.5600

 891 Northgate Dr.,  
Richland, WA 99352

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to the Vice President for Human Resources & Legal Affairs and CBC's Title IX/EEO Coordinator at (509) 542-5548. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact CBC Disability Support Services at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.