

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 are important dates for the entire application process:

<u>Dates</u>	<u>Event / Stage</u>
May 20	First date for submission of the program application. Please either mail to the address below or scan & email to healthsciences@columbiabasin.edu .
July 1	Last date for submission of program applications. Late applications will not be considered.
July 26	Candidates will be emailed notification of application status: (1) accepted; (2) alternate status; or (3) denial. Accepted candidates will receive a letter via email. It will instruct you to submit your National Background search, register for a drug screening, and to start uploading documents into your immunization tracker account.
Aug 13	Mandatory program orientation from 8:00am - 1:30pm for all accepted Fall 2021 Medical Assistant students. This is part of the acceptance process and <u>attendance is required</u> . Orientation will be via zoom unless otherwise notified.

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

Health Science Center
healthsciences@columbiabasin.edu
(509) 544-8300

Mailing Address:
Health Science Center
Columbia Basin College
Attn: Kathy, MS-R2
2600 North 20th Avenue
Pasco, WA 99301

Deadline to submit application for fall quarter start: July 1, 2021

Demographic Information	Last Name		First	Middle	Previous Name(s)	
	Address			City	State	Zip
	Phone Number			CBC Student ID Number		
	High School Name			Date Completed		
	CBC Student Email Address (required)					

Program-Related Requirements	Are you proficient with computers?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Did you attend an information session?	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Date Attended
	American Heart Association BLS Provider CPR card completed (ATTACH FRONT & BACK COPY OF CARD OR COPY OF CERTIFICATE)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Expiration date

**** For Fall 2021, the American Heart Association BLS Provider CPR training is not a requirement to apply to the program. The CPR training will be required for those students that are accepted into the program and to be completed by the beginning of fall quarter 2021. Please attach a copy of your card or certificate if you have already completed the CPR requirement.**

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 both the American Heart Association BLS Provider CPR card to this application. I understand this application is due by the close of business on the date above.

 Applicant Signature

 Date

General Applications

1. Completed Application to the CBC admissions office (for new CBC students)
2. Completed Medical Assistant Application Checklist (Section 2 this page)
3. Completed Application Coversheet for admission to Medical Assistant program (Section 1)
4. Completed Student Course Self-Assessment (Section 3)
5. Completed Essay (Section 5)
6. Please mail your application to the address noted on the first page to Kathy Hayes with required documents. OR, if you prefer, you can scan & email the application with attached documents to khayes@columbiabasin.edu.

Transcripts

7. Completed Official College Transcripts sent 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 must be submitted to CBC 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. An American Heart Association BLS Provider CPR card is required by the beginning of fall quarter 2021 and required to be current for the duration of 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

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	_____		
Communication Studies	CMST& 101, 210, 220 or CMST 260	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____		

All non-Medical Assistant (non-MA) courses required for the Medical Assistant certificate and the AAS degree must be passed with a grade of 2.0 or better.

I certify the above information is accurate and complete.

Applicant Signature

Date

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. Communication Studies	CMST& 101, 210, 220 or CMST 260

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 Fall 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 Fall quarter classes (or Fall 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, 210, 220 or CMST 260 (5 credits)	Communication Studies	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 accepted into the program and invited to a mandatory student orientation.

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?

Minimum Entrance Requirements for the Medical Assistant 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 a placement test score that places them into Math 40 (formerly Math 83) or higher and Reading 99 or higher or a college transcript with higher level classes successfully completed.
- C. All non-Medical Assistant (non-MA) courses required for the Medical Assistant certificate must be passed with a grade of 2.0 or better. Students must send in official transcripts for all courses taken at any institution other than Columbia Basin College.
- D. Students must be able to demonstrate a basic understanding of computers.
- E. Students must have a current American Heart Association BLS Provider CPR card for the duration of enrollment in the program.
American Heart Association training is available at the following locations: CBC online registration (<https://cbc.coursestorm.com>); Trios Health (www.TriosHealth.org) or at Kadlec Medical Center (www.kadlec.org).
- F. After acceptance, students are required to submit a national criminal history background check, register for a drug screen, and begin to upload immunization documents to the immunization tracker using the college-approved third-party vendor, CastleBranch.
- G. After acceptance, students must comply with all program and college policies.

General Information for Prospective Students

Once a student has 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 highly encouraged to have accident/health insurance.
- B. All students are required to have malpractice insurance. This insurance 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 at (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](#)

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	\$ 7,500
	Tuition AAS degree	\$ 3,000
2.	National Background search and Immunization Tracker	\$ 109.75
	Drug Screen	\$ 44
	(costs to acquire vaccination history depends history available)	\$100 to \$300
3.	Textbooks for the four-quarter sequence	\$ 1,500
4.	Various class supplies four-quarters (notebooks, pens/pencils & materials)	\$ 400
5.	Scrub sets to be purchased with Uniforms Northwest, dark purple, (recommend two at \$52 each). More information at orientation if accepted into the program.	\$ 104
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 to \$200
9.	CBC clinical identification badge, present registration at Hawk Central with identification. First one at no charge, there is a replacement fee of \$3.50.	
10.	Washington State Dept of Health (DOH) Initial Credential fees (after successful completion of college program fourth quarter)	\$ 145
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 web page at columbiabasin.edu/payingforcollege and click on Tuition & Fees.

For additional details or assistance related to this program, contact the CBC Health Science Center office at (509) 544-8300.