

Medical Assistant Program

2017-2018 Fall Cohort

Thank you for your interest in the Clackamas Community College Medical Assistant Program. We are pleased that you are exploring medical assisting as a profession.

The Clackamas Community College Medical Assistant Program offers a broad-based curriculum consisting of three terms of full time study. The medical assisting profession is a demanding discipline and the course of study is as challenging as it is rewarding. We urge you to recognize the dedication and commitment that is essential to be successful in this program.

Begin your application process as early as possible so that you have ample time to complete the requirements and the packet. Please review the contents of this application packet and supporting documents thoroughly prior to submitting your application. If you have questions regarding the Medical Assistant Program contact the Clackamas Community College, Health Sciences Department at: healthsciences@clackamas.edu.

Karen Maynard, RMA, RPbT (ASCP), AGS
KMaynard@clackamas.edu

Medical assistant candidates must meet Oregon statutory mandates for all healthcare students and providers. All students in the Health Sciences Department are required to have a criminal history background check and drug and alcohol test and pass successfully. If you have questions about criminal history disqualifiers, please reference <http://www.oregon.gov/dhs/chc/pages/tools.aspx> and read the 'provider crime lists' for detailed information.

Additionally, individuals who have been found guilty of a felony or have pleaded guilty to a felony, and/or have failed the Urine Drug Screen, will not be eligible to take part in the program externship requirements and thus unable to sit for the national certification exam. For more information you may contact:

- American Association of Medical Assistants, Certification Department 20 N. Wacker Dr., Ste. 1575, Chicago, Illinois 60606, certification@aama.nrl.org Phone 608-228-2262.

CCC Admission Policy Statement

Clackamas Community College supports an open door policy and welcomes all students who can benefit from the instruction offered, regardless of their educational background. Prospective students are eligible for admission if they are a high school graduate or have earned a GED. Admission to the College does not guarantee entrance to all programs.

Students seeking to enter a special admit program must meet additional admission criteria. As such students must:

- Provide official documentation that he/she will be at least 18 years of age prior to beginning externship experience, spring term, 2018.
- Must not have been convicted of, pleaded guilty to or currently charged with a felony
- Must pass Urine Drug & Alcohol Screen
- Must be in good standing with any organization that has granted a professional license, certification or registration.
- Students must provide and submit Oregon Health Authority (OHA) required documents within the specified time frame of the multiphase application process. Document requirements are clearly noted in the following application.

Any student that does not meet the above criteria will not be admitted into the 2017-2018 MA program.

Program Accreditation

The Medical Assistant Program at Clackamas Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assistant Educational Review Board, MAERB (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; tele: 727.210.2350; www.caahep.org

The program is designed to prepare students for entry level positions in the ambulatory care setting. The goal of the Clackamas Community College, Medical Assistant Program is to graduate students that have successfully demonstrated the ability to meet required competency in administrative and clinical practices, as well as, demonstrating positive work ethics, the ability to communicate effectively while demonstrating professional values and behaviors that are consistent with the requirements of the Medical Assistant Educational Review Board (CAAHEP).

Students in the Medical Assisting Program at Clackamas Community College are satisfied with the education that they receive at CCC, as there is an average of 100% graduate satisfaction rate over the past five years. Employers report a satisfaction rate of 100% over the same five year time period.

The program consists of three terms of full-time study with the addition of **two prerequisite courses**. Applicants are advised that a high level of dexterity, the ability to multitask and 'think on your feet', increased physical and mental stamina, along with a high degree of 'attention to detail' are required for the successful completion of the Medical Assistant Program.

Successful students are required to complete an administrative and clinical practicum within an ambulatory care setting in the Portland metro area. Students are placed in a variety of settings which may include family practice, immediate care, internal medicine, obstetrics and gynecology, pediatrics, or other specialty practices.

Certification

Upon successful program completion, national certification examination is offered through the American Association of Medical Assistants (AAMA) at www.aama-ntl.org. Check the websites for details.

Getting Started

- It is strongly suggested that each candidate read the application in it's entirety before initializing the application process. Your attention to detail will assist you in successfully completing the required four phases in a timely manner and in the acceptance process.
- Plan to meet Prerequisite Requirements prior to application
- Meet with an Advisor for guidance and to answer questions prior to or during the application process
 - Harmony Advising Center: allied_health_admissions@clackamas.edu
503.594.0623 or 503.594.0625
 - Oregon City Advising Center: advising@clackamas.edu
503.594.3475
 - E-mail your questions to: healthsciences@clackamas.edu
- Download the application from the website: <http://depts.clackamas.edu/healthsciences>
- Review Medical Assistant admission and program requirements as indicated in this packet.
- Take placement exams in the Testing Center; begin to gather necessary official transcripts and supporting documents needed for all phases of the application.
- Remember: Only completed applications that follow the application phases and deadlines will be considered for admission approval.

ADMISSIONS

- Eligibility for admission to the Medical Assistant Program will be based on meeting the current stated criteria. Spaces are limited; therefore, eligibility does not guarantee admission to the program. Submitting an application does not guarantee that applicants have satisfied minimum criteria.
- Admissions personnel will evaluate each application and supporting documents for eligibility requirements.
- The Admissions Team routinely monitors completion of prerequisite courses and Phase requirements.
- Any application submitted after the deadline will be considered on a space-available basis at the discretion of both the Health Sciences Department and the Registrar's Office. For questions regarding this, please contact healthsciences@clackamas.edu
- Admissions criteria are subject to change from year to year therefore it is the responsibility of the student to gather up to date information and stay informed.
- *The Health Sciences Department reserves the right to establish an alternate (wait) list. Students on the alternate list will be notified if space becomes available for them to begin the MA program in the fall of 2017.*

Medical Assistant Program Admission Process - 2017-2018

Thank you for your interest in the Medical Assistant Program. This is a limited entry program that requires you to meet requirements specific for the program prior to being admitted. This application process is for the 2017-2018 academic year as outlined below. Applicants must follow all steps to be invited to continue through each phase of the admission process, with the final phase resulting in the opportunity to be invited for admission to the Medical Assistant Program. Phase requirements are explained in detail below and on the program web site

<http://depts.clackamas.edu/healthsciences>

The following items must be supplied when requested without exception. Failure to follow the four phase process and timelines as outlined will result in failure to be considered for admission. Please read & follow the instructions given.

Please use this check off list to guide you through accurate completion of the steps required to apply for the MA program.

MEDICAL ASSISTANT PROGRAM PREREQUISITES:

MA-110 MEDICAL TERMINOLOGY (3 credits)

WR-121 ENGLISH COMPOSITION (4 credits)

- Prerequisites completed or in process: Remember to complete the Application Verification Checklist. These courses must be completed by 16 June, 2017 with a letter grade of "C" or better; without exception.

PHASE 1: The MA APPLICATION PACKET 09 January – 05 May 2017

- Completed application packets will be accepted until 4pm, 05 May 2017, at Harmony Campus, Milwaukie, Oregon. Contents must be in a sealed 8.5 x 11" manila envelope; postmarks not accepted. It is imperative that you write legibly
- Placement assessment: Competency in writing, math, and reading as measured by CCC placement assessment scores OR previous course work. Students must place into MTH-050/60 or MTH-065, or show previous college coursework of the equivalent or higher as documented on official college transcripts. Placement tests dated no earlier than June, 2012, will be accepted. Placement testing may be scheduled through the Harmony Campus Testing Center, 503.594.0636, or at the Oregon City campus Testing Center, 503.594.3283. No charge for CCC students.
- Official College Transcripts if coursework completed at another college / university other than CCC.
- Letter of Recommendation: The letter should originate from a credentialed healthcare or academic professional with whom you are well acquainted (no family members). This letter should address the likelihood of your success within this field of study: *Initiative, punctuality, work quality, dependability, emotional maturity, and analytical skill.*

The letter of recommendation must be placed in a sealed envelope with the candidates name printed on the front. The letter will be graded against a simple rubric: Fails to meet – Meets – Exceeds criteria.

 - o This letter must be on letterhead or include professional business card (stapled to the letter) and be signed by the originator. The letter should be directed to: Allied Health Admissions Team
 - o The Medical Assistant Program Director is not to be contacted directly
- Admission points: Currently the Medical Assistant Program offers a limited number of discretionary admission points that are available to each applicant should the candidate meet the criteria.
 1. College preparedness - 1 point may be awarded to those candidates who:
 - a. Have successfully completed a previous degree; or
 - b. Have successfully completed EL-111, College Study Skills. This course must be successfully completed with a letter grade of C or better by 16 June, 2017.
 2. Current employment in the healthcare field - 1 point
 - a. Please submit a letter from your employer on letterhead that describes the duties you perform in which you have direct patient contact (administrative/clinical), the length of your employment in this position; and it must be signed by your supervisor.
- Non-refundable application fee: \$50
- Completed, signed and dated Application Verification Checklist: write legibly

Note: Only completed application packets will be processed.

- Submitting the Phase 1 application packet does not guarantee advancement to the next phase.
- All application supporting documents are required regardless of age, educational background or experience.

Successful candidates will receive email notification of progression to PHASE 2: 22 May, 2017, by 5pm

Financial Aid:

Please take the time at this point, to fill out your FAFSA (federal financial aid) eligibility information even though you do not know if you will be admitted to the MA program. Being proactive in this manner, helps ensure you have the opportunity to be awarded money to assist with program costs in a timely manner. Visit: <http://www.fafsa.ed.gov> Clackamas Community College awards more than \$500,000 in scholarships each year. The open enrollment period is 01 January, 2017 through 30 April, 2017. Visit: <http://www.clackamas.edu/Scholarships> and apply!

PHASE 2: ESSAY COMPOSITION **22 May - 05 June 2017**

Candidates invited to Phase 2 will receive Essay Composition Instructions via the email address listed on the MA application packet submitted in Phase 1. Here you will receive specific instructions on how to schedule and complete your thirty minute, short, informational essay. The essay will be handwritten and consist of 300 words; topic information will be presented at the time of your appointment.

- ✓ The essay must be scheduled and **submitted no later than 5pm, 05 June 2017**, Harmony testing center
- ✓ After rubric scoring, *successful* candidates will be notified on **Wednesday 21 June 2017**, no later than 5pm, to move forward to Phase 3. (See Mandatory Orientation below)
- ✓ Completing the Phase 2 requirement does not guarantee advancement to the next phase.

MANDATORY ORIENTATION:

MONDAY 26 JUNE 1-4pm Harmony Campus

SAVE THE DATE and plan accordingly to attend this mandatory meeting

The purpose of the Mandatory Orientation is to meet face to face and inform candidates of the Oregon Health Authority requirements contained in Phase 3 & Phase 4 of the MA application process and the documentation submission process. **Failure to attend and/or displays of unprofessional behavior during the orientation preclude the candidate from moving forward in the application process.** Plan now to attend.

- Certified Background \$125.75
 - Criminal history background check
 - Urine drug/alcohol screen
- American Heart Association
 - BLS CPR certification (Basic Life Support CPR)
 - Heartsaver 1st Aid certification
- Health & Physical Form
- OHA required vaccinations and/or titers & health screens; how to submit documentation
- Scrub uniforms, text books, financial aid (grants and scholarships as available), the MA program Handbook

PHASE 3: CastleBranch® PERSONAL PROFILE **27 June – 06 July 2017**

MA candidates invited to Phase 3 will be required to create an account with CastleBranch® and begin the admissions process of your **criminal history background check & urine drug screen**. At the Mandatory Orientation (above) you received specific instructions on how to complete this phase of the application process which includes:

Program specific access code for:

- Criminal history background check
- Urine drug / alcohol screen (UDS)
- Payment of \$125.75 must be made to Certified Background

Phase 3 completion deadline: midnight, 06 July 2017

- *Please note that it may take up to 4 days for your submissions to be reviewed and accepted by Certified Background. Plan accordingly. **Submit early!** (by 02 July is highly suggested)*
- ✓ Reminder: You are required to pass the criminal history background check & urine drug/alcohol screen. Failure to do so will preclude you from moving into Phase 4 of the application / admission process.
- ✓ Acceptance of Phase 3 & 4 requirements will only be considered if candidate has attended the mandatory orientation and passes both sections of Phase 3 successfully
- ✓ MA students will be required to repeat the background check and UDS at their own expense within 30 days of practicum, spring term, 2017.
- ✓ All expenses incurred during Phases 3 & 4 are at the MA program candidates' expense.

Candidates will not receive refunds from Clackamas Community College or Certified Background for failure to pass or the failure to successfully complete any Phase of the application process

LETTERS OF CONDITIONAL ADMITTANCE TO THE MEDICAL ASSISTANT PROGRAM will be e-mailed to those candidates that have successfully passed all of Phase 3 requirements on or before **10 July 2017 at 5pm.**

PHASE 4: CLINICAL REQUIREMENTS **11 July – 17 August 2017**

Submit official documentation of the following Phase 4 Clinical Requirements provided to you at the Mandatory Orientation. This list will include:

- American Heart Association
 - BLS CPR certification
 - Heartsaver 1st Aid certification
- Health & Physical Form
- OHA required vaccinations and/or titers & health screens

Please keep a copy of the above documents for your personal file

11 July – 17 August 2017, no later than 3pm Completion of this phase in a timely manner is essential as **all Clinical Requirement documentation must be presented in its entirety to: Cindi Woodard, no later than 3pm on 17 August 2017.**

Successful completion of all Phase 4 requirements is a must in order to advance to the final admissions review phase of the MA application process.

If you have PHASE 4 questions after the Mandatory Orientation, please contact:

Cindi Woodard cindiw@clackamas.edu 503.594.0691

Should the candidate not meet the above deadline, he/she may be placed on the alternate list.

Admissions review phase: Upon successful completion of ALL phases of the MA application process, official email letter of acceptance will be sent to you by the Allied Health Admissions office.

CCC reserves the right to form a wait list of qualified applicants.

Clackamas Community College reserves the right to modify the criteria and the process for selection.

Application open	Ph 2 notification	Ph 2 Essay	Ph 3 notification	Orientation mandatory	UDS/ CBC dates	Ph 4 notification	Ph 4 ends
09 Jan – 05 May	Monday 22 May	22 May – 05 June	Wednesday 21 June	Monday 26 June	27 June – 06 July	Monday 10 July	Thursday 17 Aug



Medical Assistant Application for Admission- Fall 2017-2018

Date: _____

Social Security # or CCC Student I.D# _____

Indicate the term you are applying for:

Fall 2017

Birthdate: _____ Current age: _____

MM/DD/YYYY

If you're under 18, additional permissions may be required before you can register for classes.

Providing your Social Security Number (SSN) is voluntary. If you provide it, the college will use your SSN for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your Social Security Number means that you consent to the use of the number in the manner described.

Formal Name _____
Last First (i.e. Anthony) Middle Preferred (i.e. Tony)

Mailing address _____
Address City State County Zip

Telephone _____ Email address _____

Title of Program you will be studying? CC.medicalasst.

Residency/Student Type:

<p>In State (US citizen or permanent resident of Oregon, CA, ID, WA, or NV 90 days prior to first day of class.)</p> <input type="checkbox"/> Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Other <p>Out of State:</p> <input type="checkbox"/> US citizen - permanent resident outside of Oregon, CA, ID, WA, or NV <input type="checkbox"/> International visitor (B, J, H or other nonstudent Visa) <input type="checkbox"/> International student (requires I-20) <p>Race (Choose all that apply)</p> <p><i>Clackamas is required by the U.S. Federal Government to ask the following:</i></p> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	<p>Educational Goals check all that apply</p> <input type="checkbox"/> Earn a degree/certificate <input type="checkbox"/> Transfer classes <input type="checkbox"/> Learn job skills <input type="checkbox"/> Update job skills <input type="checkbox"/> High school completion/GED <input type="checkbox"/> Explore career/academics <input type="checkbox"/> Reading/writing/math skills <input type="checkbox"/> Learn English language <input type="checkbox"/> Personal interest <input type="checkbox"/> Other _____ <p><i>Please note: You must be certificate/degree seeking in order to be eligible for financial aid. . Social Security Number is required in order to receive financial aid</i></p>
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Ethnicity
<input type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> Not Hispanic or Latino

Gender: <i>CCC would appreciate your response to the following: (Identify as preferred)</i>
<input type="checkbox"/> Male
<input type="checkbox"/> Female

High School/GED Completion
<input type="checkbox"/> Received High School Diploma
Graduation Date _____
Name of School and Location _____
<input type="checkbox"/> I certify that I have graduated from high school or passed the GED exam.

Previous Colleges Attended

_____/_____/_____
Name of School Dates Location Award

_____/_____/_____
Name of School Dates Location Award

<p>Please answer the following questions: (For statistical purposes only)</p> <p>1. Are you the first person in your family to attend college? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. What is your household income? <input type="checkbox"/> \$0-\$15,000 <input type="checkbox"/> \$15,000-\$30,000 <input type="checkbox"/> \$30,000-\$50,000 <input type="checkbox"/> \$50,000+</p> <p>3. What is your employment status? <input type="checkbox"/> Employed 35 hrs/week or more <input type="checkbox"/> Retired <input type="checkbox"/> Employed less than 35 hrs/week <input type="checkbox"/> Not employed</p> <p>4. Are you a veteran of the U.S. Military <input type="checkbox"/> Yes <input type="checkbox"/> No or do you have a family member who is a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Certification of application information and academic standards policies.</p> <p>I have read and understand the admission criteria for the Clackamas Community College Medical Assistant program. I verify that all statements on this application are complete and true. I accept and agree that I will be required to sign an Individual Professional Standards Acknowledgement form prior to my entry into the program. Further, I certify that I am aware that I must have physical and mental abilities necessary to provide safe patient care, visual acuity, hearing, speech, manual dexterity, physical strength (ability to lift 50 lbs.), stamina and endurance to be physically active for an 8-10 hour work shift, and have effective English communication skills without patient safety concerns in the health care setting, in order to be successful in the program. I will complete, sign and submit the Health History form prior to end of Phase 4 of the application process.</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p> <p>I AM CURRENTLY ENROLLED IN REQUIRED PREREQUISITE COURSE(S) _____</p> <p>I HAVE SUCCESSFULLY COMPLETED PREREQUISITE COURSES _____</p>
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**Medical Assistant Program 2017 - 2018
APPLICATION VERIFICATION CHECKLIST**

Please complete this verification checklist as part of your Medical Assistant Program application. Be sure to include all transcripts, test scores and other supporting documents, as well as this checklist in your application.

Required:

- 1. I have **completed, signed and attached** the Medical Assistant Program Application for Admission; as well, I understand that all admission decisions are final.
- 2. I have taken **previous college level coursework** at another college or university and have included an **official transcript as proof** (must be in original sealed envelope) or have requested the transcripts be mailed too CCC.
- 3. Prerequisite completion: Please complete the table below to designate whether you have successfully completed the required prerequisite courses, or if you are currently in the process of successful completion prior to the June 16th deadline

	Name of institution	Completion date
MA110 Medical Terminology		
WR121 English Composition or WR101 Occupational Writing		

- 4. I have met the Math competency through one of the following (proof attached)
 - Completion of Math 50, Math 60 or higher
 - CCC Math Placement test (must be dated after 06.2012)
- 5. I understand that I must pass a criminal history background check and Urine Drug Screen as part of the application process as described within the MA application.
- 6. I have included my letter of recommendation as described in the MA application
- 7. I have included my handwritten 300 word essay as described in the MA application
- 8. I have included a \$50 non-refundable cheque or money-order for the Medical Assistant Application processing fee.
- 9. I have signed and dated the Medical Assistant Verification Checklist below
- 10. I have placed all documents in a sealed 8.5 x 11" manila folder with my name clearly printed in the upper right hand corner.

Discretionary Points Maximum of two (2) points awarded

- I am currently employed in the healthcare field in which I have direct contact (administrative / clinical) with patients. I have submitted a letter from my employer on letterhead describing the duties I perform, the length of my employment in this position; and it is signed by my supervisor.1 point_____
 - SELECT ONE:
I have successfully completed a college degree as evidenced by my official transcript1 point_____ or
I have completed (or will complete by 16 June 2017) EL-111, College Study Skills.....1 point_____
- Total discretionary point total: _____

I understand that it is my responsibility to meet all program and application criteria. I have contacted the Allied Health Admissions regarding any questions I may have about the application process. I verify that all statements on this application are complete and true. I understand that falsification of any information may lead to disqualification or dismissal from the program.

Signature _____ Printed name _____ Date _____

**Application must be received by:
05 May 2017 at 4pm (postmarks not accepted)
Submit your application to: Registration Desk
Clackamas Community College – Harmony Campus 7738 SE Harmony Rd., Milwaukie, Oregon 97222**