

2010-2011 Medical Assistant Program 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 challenging as well as rewarding. We urge you to recognize the commitment that is essential if one is to be successful in this program.

Begin your application process as early as possible so that you have ample time to complete the packet. Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. If you have questions regarding the Medical Assistant Program contact the Clackamas Community College Allied Health Department at 503-594-0690. If you have specific questions about the application process contact our Admissions Specialist at 503-657-6958, ext. 2820.

Karen Maynard, RMA, EMT-I, RPbT (ASCP)
Medical Assistant Program Director, Clinical Coordinator
503-594-0695
kmaynard@clackamas.edu

Medical assistant students must meet statutory mandates for healthcare providers. Anyone with a criminal record may not be allowed in a healthcare facility as a student. The aim of this legislation is to prevent abuse situations with vulnerable adults and children. All students in the Allied Health Department are required to have a criminal history background check and drug test.

Individuals who have been found guilty of a felony or pleaded guilty to a felony may not be eligible to take the Certified Medical Assistant (CMA) exam. Direct questions to: AAMA Certification Department 20 N. Wacker Dr., Ste. 1575 Chicago, IL 60606, certification@aama.ntl.org, or phone 608-228-2262. For the Registered Medical Assistant exam (RMA), direct questions to www.amt1.com or phone 800-275-1268.

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, have a GED, or are over 18 years of age. Admission to the College does not guarantee entrance to all programs. Students seeking to enter a special admit program must meet additional admission criteria.

Students under the age of 18 that have not yet graduated from high school or obtained their GED are not admitted but are allowed to enroll in selected courses under ORS 339.030. Specific enrollment permissions may be required.

Program

The Medical Assistant Program at Clackamas Community College is accredited by the Commission on Accreditation of Allied Health Programs (CAAHP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHP, 35 East Wacker Drive, Chicago, IL 60601, 312-553-9355. 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 demonstrated competencies in administrative and clinical practices as well as demonstrated work ethics and professional values consistent with that of the American Association of Medical Assistants (AAMA).

The program consists of three terms of full-time study. Students are involved in an administrative and clinical practicum in the ambulatory care setting in the community. Students are placed in a variety of settings which may include family practice, immediate care, internal medicine, obstetrics and gynecology, orthopedics, pulmonology, urology, and dermatology.

Certification

Upon successful program completion, certification is through the AAMA. For more information please visit www.aama-ntl.org or American Medical Technologists at www.amt1.com.

Getting Started

- 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 and gather necessary transcripts and supporting documents.
- Complete the Medical Assistant application and submit by the filing deadline of June 4, 2010 for optimal consideration.

Only completed applications will be accepted in the Registrar's Office located in Roger Rook Hall at the Oregon City campus.

Applications received after June 4, 2010 will be considered on a space-available basis at the discretion of both the Allied Health Department and the Registrar's Office.

Submitting an application does not guarantee that applicants have satisfied minimum criteria.

2010-2011 Certificate of Completion Medical Assistant Program — Fall Cohort

The following must be included with application packet:

- Completed 2010-2011 Medical Assistant Program application
- Competency in math and reading as measured by CCC placement assessment dated no earlier than 2002 or previous college coursework as documented on official college transcripts. Students must place into at least MTH-050/60 or MTH-065, and RD-115 to be eligible to apply.
- 300 word, hand-written essay (refer to the back page of this application for instructions)
- Letter of recommendation (refer to the back page of this application for instructions)
- \$50 application fee (non-refundable)

Upon program acceptance, the following requirements must be met and acceptable proof of completion must be submitted by September 17, 2010:

- WR-101 or WR-121 completed with a letter grade of 'C' or better as documented on official transcripts. If course was completed at CCC, please provide an unofficial transcript.
- SP-100 or SP-218 completed with a letter grade of 'C' or better as documented on official transcripts. If course was completed at CCC, please provide an unofficial transcript.

If you plan to test at a school other than CCC, please contact the CCC Testing Center first for more information at 503-594-3283 or 503-594-0626.

All application supporting documents are required regardless of age, educational background or experience.

PRE-REQUISITES: TO BE COMPLETED PRIOR TO THE BEGINNING OF FALL TERM.		
WR-101	Communication Skills: Occupational Writing	
or WR-121	English Composition	3-4
SP-100	Basic Speech Communication	
or SP-218	Interpersonal Communication	3-4

CERTIFICATE OF COMPLETION

Medical Assistant Program Requirements

FALL TERM

BI-055	Introduction to Human Biology	
or BI-102	General Biology (prerequisite: BI-101).....	3-4
CS-120	Survey of Computing	4
MA-110	Medical Terminology.....	3
MA-112	Medical Office Practice.....	4
MA-145	Medical Coding and Health Information Management.....	3

WINTER TERM

MA-116	Introduction to Medications.....	2
MA-117	Clinical Laboratory Procedures I	2
MA-118	Examination Room Techniques.....	3
PSY-101	Human Relations	3
MTH-054	Math for Healthcare Professionals.....	4

SPRING TERM

(Weeks 1-5)

PSY-215	Introduction to Developmental Psychology	4
MA-121	Clinical Laboratory Procedures II	2
MA-115	Phlebotomy	1

(Weeks 6-11)

MA-119	Medical Assistant Practicum I	4
MA-120	Medical Assistant Practicum II.....	6

Minimum credits required for certificate 54-57

Application and Admission

- Submit a complete application packet and all required supporting documents including placement exam score report, written essay, letter of recommendation, official transcripts from previously attended colleges, and application fee to the CCC Registrar's Office located in Roger Rook Hall at the Oregon City campus by the deadline of June 4, 2010. **Only completed application packets will be processed.**

- Admissions personnel will evaluate each application and supporting documents for eligibility criteria.
- Eligibility for admission to the Medical Assistant Program will be based on meeting the stated criteria. Spaces are limited, therefore, eligibility does not guarantee admission to the program. **Applicants will be notified of admission decision within 30 days of the filing deadline.** Any application submitted after the deadline will be considered on a space-available basis at the discretion of both the Allied Health Department and the Registrar's Office.
- The Allied Health Department reserves the right to establish an alternate list. Students on the alternate list will be notified if space becomes available.
- WR-101 or WR-121 and SP-100 or SP-218 must be completed by the stated date, if not already completed.
- Admission criteria are subject to change from year to year. It is the responsibility of the student to be informed. Please refer to the current CCC academic catalog for program requirements and changes.

Submitting an application does not guarantee that applicants have satisfied minimum criteria.

Upon Acceptance

- Prior to beginning classes in the fall you must submit to the Allied Health Department the Health History form provided by CCC to be completed by an MD, DO, ANP/FNP or PA *and* show evidence of:
 - A physical examination within the last year
 - Immunity to measles, mumps, rubella, varicella, tetanus, diphtheria, and pertussis
 - Tuberculin skin testing or chest x-ray
 - Begin series of hepatitis B vaccinations or submit proof of completed series if within 7 years, or current titer results
- Attend a mandatory orientation for medical assistant students on July 15, 2010
- Prior to beginning the program, all students must provide the Registrar's Office and the program director with proof of CPR certification and First Aid certification. **Only American Heart Association Healthcare Provider CPR certification and American Red Cross First Aid certification will be accepted.** These certifications must remain current throughout the program. More information will be provided at orientation.
- All students in the Medical Assistant Program are expected to achieve a "C" grade or better in all required courses each term prior to moving on to the next term. Core curriculum is sequential and may not be taken out of order with the exception of MA-110 which may be taken before beginning the program. Core curriculum is intended to be completed in one academic year.
- Read and sign an Individual Professional Standards Acknowledgement form provided at orientation.
- Students must provide the Allied Health Department with Form FD-258 with their fingerprints for submitting to the Oregon State Police and the Federal Bureau of Investigation for obtaining a criminal history background check. Fingerprint forms may be obtained through your local law enforcement office. Students who do not pass the Criminal History Check (CHC) may not be eligible to complete training at affiliated practicum sites, to sit for licensure or certification exams or be hired for some professional positions. If you believe that your past history may interfere with your ability to complete the program of study or to obtaining licensure or certification in your chosen field, you should contact the appropriate state board or program director.
- All students in the Allied Health Department will be required to have a drug test prior to the start of their clinical practicum at their expense. Students will be notified when and where to have this test completed.

2010-2011 CCC Medical Assistant Application for Admission — Fall Cohort

Date: _____ Social Security # **or** CCC Student I.D.# _____

Indicate the term you are applying for: Fall 2010

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.

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

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

Mailing address _____
Address City State County Zip

Telephone _____ Email address _____
Home Cell Work

Residency/Student Type

Required for tuition purposes

- In State** (US citizen or permanent resident of Oregon, CA, ID, WA, or NV 90 days prior to first day of class.)
 Immigrant Refugee Other
- Out of State:**
 US citizen and permanent resident outside of Oregon, CA, ID, WA, or NV
 International visitor (B, J, H or other nonstudent Visa)
 International student (requires I-20)

CCC would appreciate your response to the following:

Gender Male Female

High School/GED Completion

Received High School Diploma _____
Name of School Location Graduation Date

I certify that I have graduated from high school or passed the GED exam.

Previous Colleges Attended

Name of School	Dates	Location	Award
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____

Clackamas is required by the U.S. Federal Government to ask the following:

Ethnicity

- Hispanic or Latino
 Not Hispanic or Latino

Race

(Choose all that apply)

- American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 White

What will you be studying?

_____ *cc.medasst*
Program Title

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.

Educational Goals

- Earn a degree/certificate
 Transfer classes
 Learn job skills
 Update job skills
 High school completion/GED
 Explore career/academics
 Reading/writing/math skills
 Learn English language
 Personal interest
 Other _____

CCC releases student "directory information" which includes enrollment status, verification of certificate or degree award, residency status, major and athletic participation. If you do not want information released, please contact the Registrar's Office and request the Restrict Directory Information form.

Please answer the following questions: (For statistical purposes only)

- Are you the first person in your family to attend college? Yes No
- What is your household income? \$0-\$15,000 \$15,000-\$30,000 \$30,000-\$50,000 \$50,000+
- What is your employment status? Employed 35 hrs/week or more Retired
 Employed less than 35 hrs/week Not employed
- Are you a veteran of the U.S. Military Yes No
or do you have a family member who is a veteran? Yes No

Clackamas Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law. The college's commitment to nondiscrimination applies to curriculum activity and all aspects of operation of the college.

Certification of application information and academic standards policies.

I have read and understand the admission enrollment 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 client care, visual acuity, hearing, speech, manual dexterity, physical strength (ability to lift 50 lbs.), and endurance to be successful in the program. I will complete and submit the Health History form prior to the start of classes.

Signature Date

Print Name

Certificate of Completion Medical Assistant Program

Written Essay Instructions Letter of Recommendation Instructions

- A written essay must be included in the application packet. This 300 word document must be hand-written. Please discuss each of the following in your essay:
 - What is your motivation for becoming a medical assistant?
 - Why are you pursuing your course of study at CCC?
 - What is your definition of professionalism?
 - How does professionalism apply to your role as a medical assistant?
 - What skills do you hope to have when you graduate?
 - How do you anticipate using these skills in the healthcare field?

- A letter of recommendation must be included in the application packet. Preferably, the letter should come from a healthcare or academic professional with whom you are well acquainted. This letter will address the likelihood of your success within your chosen field of study. This letter should be written on letterhead and signed by the originator.

Questions may be directed to:

Karen Maynard, Medical Assistant Program Director, kmaynard@clackamas.edu
Sheryl Smith, Admissions Specialist, sheryls@clackamas.edu
Academic Advising, advising@clackamas.edu