Medical Assisting Program Checklist for Students

☐ Complete Admissions Application to MCC/ECC.

☐ Complete FAFSA and financial aid paperwork to begin financial aid approval process as soon as possible.

☐ Submit HS transcripts and/or college transcripts, if applicable

☐ Complete ACCUPLACER testing, with successful completion as follows:

<table>
<thead>
<tr>
<th>Test Name</th>
<th>ACCUPLACER Score</th>
<th>ACT scores will be accepted with the following minimum requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>250</td>
<td>English 18</td>
</tr>
<tr>
<td>Reading</td>
<td>250</td>
<td>Reading 18</td>
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</table>

*** If successful completion, can move on to next step. If scores are too low, the student must retake the applicable sections of the ACCUPLACER testing in order to move on or will need to successfully complete College Prep Writing I or II with a 75% (C) or higher to be accepted into the Medical Assisting Program.

**Beginning with the 2020-2021 Academic Year, the requirement at ECC in place of ACCUPLACER scores will be successful completion of both ENG105 and ENG109**

☐ Complete the Medical Assisting Program Application & submit with a copy of your ACCUPLACER scores to Liz Lacina at MCC or to Jan Sauerbrei for ECC. Once you have completed all necessary paperwork for acceptance with Admissions, you will need to submit your Medical Assisting Application to Liz Lacina or Jan Sauerbrei, and request to be added to our waiting list.

☐ If you haven’t already done so, you will also want to get registered for your College Prep Writing I course, if your ACCUPLACER scores were below the required scores for acceptance. You may also register for any of the courses listed in the curriculum that do not begin with MAP prior to being accepted into the program. Many of the non-MAP required courses are also offered online in the summer.

*** For a complete listing of required courses and a copy of the schedule for the upcoming academic year, please visit www.MarshalltownCommunityCollege.com, click on the ‘Academics’ menu and select ‘Degree Programs’, then select ‘Medical Assisting’. Then scroll down to find printable forms including the Medical Assisting Program curriculum for the upcoming year and the Alternate Course Offerings page to see terms, times, and days that these courses are offered.

☐ Complete forms and register for CPR and Mandatory Reporting Classes (online through DHS). These are generally scheduled around mid-August through January; however, they are required to be completed before your summer externship can be completed. Current certification will be accepted if expiration date is not prior to projected end date of program.

☐ By July 1, you should receive notification about your acceptance into the program, or be notified if you are on a waiting list. Name badges are required for your externship, and you will have the option to purchase them for $8.00 each. You can purchase as many as you would like, but most students prefer to order two, just in case one is lost.
Application for Medical Assisting Program

Date ___________________________  ID# ___________________________

Personal Information

Last ___________________________ First (legal) _______________ Middle ________ Maiden Name ___________________________  

Last name/other names on your previous academic transcripts: __________________________________________________________

Permanent Address

Number/Street __________________________________________  

City __________________ State ______ Zip Code __________________

Current Address (if different)

Number/Street __________________________________________  

City __________________ State ______ Zip Code __________________

Country ___________________________  

Contact Information

Home Phone ______ - ______ - ______ ______  

Cell Phone ______ - ______ - ______ ______

Work Phone ______ - ______ - ______ ______  

Email ____________________________________________________

Medical Assisting Program Information (Required)

 Please check your anticipated enrollment status:

❑ Pre MA enrolled in General Education Courses  

❑ Full-time MA

Anticipated Date of Enrollment in the MA Program: (check one)  

❑ Fall 2021  

❑ Fall 2022

For office use only:

❑ CPR Certified ____________________  

❑ Adult/Child Mandatory Reporter Certified ____________________  

❑ ACCUPLACER/ACT Scores: R: ________ W: ________ OR score of 75% or higher in the following: ______________
Medical Assisting Program Entrance Requirements

Academic Advising
Individuals interested in applying to the Medical Assisting Program are required to meet with Dee Lynk, Coordinator/Instructor for Marshalltown or Ellsworth Community Colleges; or if Dee is not available, you may contact Jan Sauerbrei at ECC or Liz Lacina at MCC.

Deadline for Application
While there is no deadline for completing applications to the Medical Assisting program, we encourage the applicant to do so as soon as possible. Completed applications are reviewed and admission decisions are made on an on-going basis.

Admission Criteria
The criteria listed below describe the standards that must be met in order for admission to this program. Please be advised, the number of qualified applicants may exceed the number of available seats. Because spaces in the Medical Assisting Program are limited, students are accepted in the order that they complete their admissions requirements.

1. Application for college admission completed and signed.
2. Official high school transcript or GED equivalency required.
3. Official transcripts from other colleges you have attended (if applicable).
4. ACT scores submitted or the ACCUPLACER assessment taken prior to registration for Medical Assisting required courses.

Must meet the minimum required test scores below for the ACCUPLACER Test. Tests must have been taken within the last five years. To take the ACCUPLACER test, please contact the Admissions Offices at Ellsworth Community College (641-648-8524); Iowa Valley Community College Grinnell (641-269-2216); or Marshalltown Community College (641-844-5710). If you do not meet the minimum scores listed below, you must retake any testing that is below the required entrance scores.

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5. CPR and Mandatory Reporting, documentation or certificate must be provided. The CPR needs to be current through the following summer. For example: if you start the program in the Fall of 2020, then the CPR must be current through July 2021 and so forth.

6. Upon completion of all the requirements as listed above, you will be notified of your acceptance into the program.

NOTE: The following Medical Assisting courses can be taken prior to acceptance into the program:
- Business Communications (ADM 154) - 3 credit hours
- Word Processing (BCA134) – 3 credit hours OR
- Introduction to Computers (CSC110) – 3 credit hours
- Anatomy & Physiology for Health Sciences (HSC 129) - 5 credit hours OR
- Human Anatomy & Physiology I (BIO168) and Human Anatomy & Physiology II (BIO173) – 4 credit hours each
- Human Body Health and Diseases (BIO 532) – 3 credit hours
Medical Assisting Program Curriculum

CPR for (Health Providers) and Mandatory Reporting (both Child and Dependent Adult Abuse) are usually offered in August before classes start, but are required before placement for Summer Externship. Contact Liz Lacina (MCC) or Jan (ECC) for specific dates.

**Fall Term**

*ADM154: Business Communications*  
3 credit hours  

*BIO168: Human Anatomy and Physiology I*  
4 credit hours  

*BCA134: Word Processing OR *CSC110: Intro to Computers*  
3 credit hours  

*HSC129: Anatomy & Physiology for Health Sciences*  
5 credit hours  

**OR**

*HSC129: Anatomy & Physiology for Health Sciences*  
5 credit hours  

**AND**

*BIO173: Human Anatomy and Physiology II*  
4 credit hours  

MAP111: Medical Office Management  
3 credit hours  

MAP225: Medical Lab Procedures I  
4 credit hours

**Spring Term**  

*BIO532: Human Body: Health & Disease*  
3 credit hours  

MAP118: Medical Office Management II  
4 credit hours  

MAP141: Medical Insurance  
3 credit hours  

MAP229: Medical Lab Procedures II  
6 credit hours  

MAP512: Medical Assisting Pharmacology  
2 credit hours

**Summer Term**  

MAP616: Medical Assisting Externship  
6 credit hours  

MAP602: Clinical Experience Seminar  
1 credit hour

**Total Credit Hours for Medical Assisting Program as presented:**  
43 - 46 credit hours

*Can be taken prior to acceptance into program
Medical Assisting Program Cost Estimate
(This is subject to change)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition costs are figured at $184.00 per credit hour</td>
<td>$8,464.00</td>
</tr>
<tr>
<td>Materials/Technology fee ($18.50 per credit hour)</td>
<td>$851.00</td>
</tr>
<tr>
<td>Distance Learning Fee ($13.00 per credit hour for all online courses)</td>
<td>$230.00</td>
</tr>
<tr>
<td>Student Fee &amp; Facility Fee ($7.50 per credit hour)</td>
<td>$345.00</td>
</tr>
<tr>
<td>Medical Assisting Lab Course Fee ($50.00 per semester)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Books/Procedure Manual/Checklist/MA notes/Administrative supplies</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Uniforms and shoes for externship (students are responsible for this cost)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Lab coats/stethoscope/blood pressure cuff/disposable otoscope/bandage scissors/pen light/measuring tape/safety glasses/watch (w/ second hand). Students are responsible to get uniforms and shoes.</td>
<td>$300.00</td>
</tr>
<tr>
<td>Name pin (suggesting getting 2 name pins) $8.00/pin (Money due at time of orientation)</td>
<td>$16.00</td>
</tr>
<tr>
<td>Certified Background Check</td>
<td>$52.75</td>
</tr>
<tr>
<td>HIPAA Training (online)</td>
<td>$11.95</td>
</tr>
<tr>
<td>Bloodborne Pathogen Training (online)</td>
<td>$17.95</td>
</tr>
<tr>
<td>Certification Exam (AAMA Student Rate)</td>
<td>$125.00</td>
</tr>
<tr>
<td>CE Solutions CPR Class</td>
<td>$28.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$12,641.65</strong></td>
</tr>
</tbody>
</table>

The above estimated cost is for the 2021-22 school year.
These are estimated costs and are subject to change. Tuition and fees are subject to change. Some externship sites may require a 9-panel urinalysis drug screen (approximately $45.00) and/or an additional criminal background check (approximately $35.00 - $40.00). Both of these will be at the cost of the student if required.
If student is selected to perform Externship at the ISU Thielen Student Center, an additional charge of $28.00 will be required for a parking pass at the student’s expense.
Non-Iowa residential and international student tuition (please contact Admissions)
Immunization Requirements

The following immunizations must be completed and documented:

- **Tdap** – Must have DT booster within the last 10 years. The Tdap is highly recommended of the two.

- **Measles, Mumps, Rubella (MMR)** – Documentation of two doses of the vaccine or serological proof of immunity.

- **Varicella** – Physician documented proof of disease, documented serological proof of immunity, or documented two-dose vaccine series.

- **Hepatitis B** – Documentation of the three-dose vaccine series, serological proof of immunity, or documentation of refusal of immunization.

- **TB Screening** – Documentation of TB skin test to be completed annually. If the student has a positive skin test, the following must be provided:
  - Documentation of the TB Skin Test result
  - Results of a baseline chest radiograph
  - Symptom evaluation
  - Documentation of treatment history TB disease if applicable.

- **Seasonal Flu** – Must be completed by October 15th or documentation of refusal or contraindication.
Health Training Requirements

The following health trainings are required.

- **CPR** – Must be the American Heart Association BLS. Document must not expire prior to end of Summer externship experience.

- **Bloodborne Pathogen Training (Infection Control)** – Must include completion done within the past 12 months through CE solutions.

- **HIPAA Training** – Must include completion done within the past 12 months through CE solutions.

- **Child Abuse Training** – Current certification with expiration after July 2022 accepted – instructions will be given on how to complete this training through the DHS web site.

- **Dependent Adult Abuse Training** – Current certification with expiration after July 2022 accepted – instructions will be given on how to complete this training through the DHS web site.

*ALL CERTIFICATES AND FORMS MUST BE IN YOUR FILE BEFORE THANKSGIVING BREAK!*