



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:

<u>Test Name</u>	<u>ACCUPLACER Score</u>	<u>ACT scores will be accepted with the following minimum requirements</u>
Writing	250	English 18
Reading	250	Reading 18

*** 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 Benita Petersen 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 Benita Petersen 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. 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 \$7.75 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

Social Security Number ____ - ____ - _____

Last First (legal) Middle Maiden Name

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

Permanent Address

Current Address (if different)

Number/Street

Number/Street

City State Zip Code

City State Zip Code

Country

Country

Contact Information

Home Phone ____ - ____ - _____

Work Phone ____ - ____ - _____

Cell 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 2020
- Fall 2021

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 Benita Petersen 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.

<u>Test Name</u>	<u>ACCUPLACER Score</u>	<u>ACT scores will be accepted with the following minimum requirements</u>	
Writing	250	English	18
Reading	250	Reading	18

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 Benita (MCC) or Jan (ECC) for specific dates.

Fall Term

*ADM154: Business Communications	3 credit hours
*BCA134: Word Processing <u>OR</u> *CSC110: Intro to Computers	3 credit hours
*HSC129: Anatomy & Physiology for Health Sciences	5 credit hours

OR

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

*BIO173: Human Anatomy and Physiology II	4 credit hours
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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



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 Adult Abuse Training** – Current certification with expiration after July 2021 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 2021 accepted – instructions will be given on how to complete this training through the DHS web site.

