

Columbia Gorge Community College

Medical Assisting Program

Fall 2012 Admissions Packet

Application Deadline: 3:00 p.m., Thursday, June 28, 2012

Program Information

The medical assistant performs a variety of clinical and administrative duties. Clinical duties may include: assisting the physician and preparing patients for examinations and treatment; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medications; collecting and processing specimens. Administrative duties may include: scheduling and receiving patients; maintaining medical records; handling telephone calls; correspondence and reports; insurance matters; office accounts; fees and collections.

Medical assisting is a one-year certificate that has 47 credit hours of required courses. Those who receive training in the Medical Assisting Program will find occupations involved with administrative and clinical aspects of health care in clinics and physicians' offices. Students are required to enroll in the program full time. There are 16 seats available each year. Classes begin fall term and run through spring term.

Admission Requirements

Applicants to the Medical Assisting program must meet the following requirements:

1. Completion of all program prerequisites with a letter grade of "C" or better.
2. Submission of official (unopened) college transcripts indicating prerequisite coursework.
3. Completion of all required forms, including CGCC Admissions form. A checklist of required documents is provided in this packet.
4. Two completed recommendation forms (included in this packet) from a recent employer or instructor or other qualified professional must be submitted by the qualified professional and be received by CGCC Medical Assisting Admissions by the application deadline.
5. Application narrative.
6. Attendance at Medical Assisting Orientation.
7. Students must have transportation to clinical facilities throughout the Mid-Columbia region for the clinical experiences.

Required Prerequisites

All program prerequisites must be completed with a letter grade of "C" or better. Applications will be accepted on a first come, first serve basis; priority will be given to applicants with completed prerequisites. Applicants who are enrolled in prerequisites for summer term can be accepted to the program pending completion of the prerequisite courses with a "C" or better.

- **BI 121 (Anatomy and Physiology)**
- **MP 111 (Medical Terminology)**
- **MTH 60 (Introductory Algebra)** Completion of MTH 60 or higher level math course for which MTH 60 is a prerequisite must be graded and transcribed. If the math prerequisite course was taken prior to winter 2007, the applicant must place into MTH 111 on a placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.
- **WR 121 (English Composition)**—Completion of WR 121 or higher level writing course for which WR 121 is a prerequisite must be graded and transcribed. If the writing prerequisite course was taken prior to winter 2007, the applicant must place into WR 121 on the placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.

Application and Admission Process

- Applicants will submit a complete application packet including official transcripts, all required forms and an application fee of \$50.00. Application documents should be delivered or mailed to either campus by the application deadline of 3:00 p.m., Thursday, June 28, 2012.

The Dalles Campus
Columbia Gorge Community College
Student Services
400 East Scenic Drive
The Dalles, OR 97058

OR

Hood River-Indian Creek Campus
Columbia Gorge Community College
Student Services
1730 College Way
Hood River, OR 97031

- After the application deadline, admissions staff will evaluate each application for completeness and eligibility.
- Applications will be evaluated using a weighted point scale based on the letters of recommendation and application narrative. A maximum of sixteen (16) students will be accepted. A maximum of ten (10) alternates will also be chosen. In case of a tie when scoring is completed, a lottery will be conducted.
- Each applicant will be notified in writing of his/her admissions status no later than July 13, 2012. Waitlisted applicants will be notified of their admissions status as space becomes available.
- Upon notification of admission or waitlist, students must indicate in writing by the stated deadline their intention to enroll, or their position will be given to the next person on the waitlist. Students **accepted** into the CGCC Medical Assisting Program Fall 2012 will be required to pay a **\$100 non-refundable** deposit and submit proof of payment along with their acceptance form by Friday, August 3, 2012 to hold their place in the program. This deposit will be applied toward first term 2012 tuition.
- Upon acceptance to the Medical Assisting Program, students must have documentation of the following prior to the beginning of winter term: satisfactory physical examination, Mantoux Test (PPD), evidence of immunity of measles, evidence of initiating the immunization series of Hepatitis B or sign a waiver.
- There will be a **MANDATORY ORIENTATION** for selected students and alternates on September 12, 2012 from 9:00a.m. – 12:00 p.m.

Point Scale

Points for the admissions process will be distributed as follows:

Application Narrative 1 – 25 points

Applicants are ranked highest to lowest according to their cumulative score.

Professional Behavior, Appearance and Grooming

Students of the Medical Assisting program are expected to conduct themselves in an appropriate, professional, business-like manner in the classroom and at Extern sites. Students will be required to follow the dress code for professional appearance as outlined in the Student Handbook for the Medical Assisting Program. Classroom and Extern site attire must be neat, clean, and appropriate for the work being performed and for the setting in which the work is performed. Jeans are not considered acceptable attire. Uniforms may be required for certain Extern-sites. This dress code is not intended to create an undue economic hardship for students. If you are unable to comply with the dress code due to personal circumstances, please see an academic advisor for assistance.

Legal Limitations for CMA Certification

Individuals who have been found guilty of a felony, or pleaded guilty to a felony, are not eligible to take the Certified Medical Assistance Examination (CMA). However, the certifying board may grant a waiver based on mitigating circumstances. See the American Association of Medical Assistance (AAMA) CMA Examination Application for specifics.

Criminal Background Check

All CGCC students enrolled in health care programs, including medical assisting, which require clinical experiences, will need to pass a Criminal Background Check and urine drug screening test prior to the beginning of spring term classes as a condition of their acceptance into a medical or other faculty for training.

Students who do not pass the Criminal Background Check and/or urine drug screening test may not be eligible to complete training at affiliated practicum sites, 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 obtain licensure or certification in your chosen field, you should contact the appropriate state board or the program director. ***A felony conviction and/or a positive drug test may be cause for dismissal from the Medical Assisting program.***

Course of Study

The program begins fall term only. Students must receive a grade of "C" or better in all program required classes. The program is designed to correlate classroom and laboratory experience with practical experience in health care facilities, and students are prepared to function under the supervision of a licensed physician.

Fall Term 2012

MA 112—Seminar 1	1 credit
MA 117—Medical Office Procedures I	3 credits
MA 180—Coding and Reimbursement	2 credit
MA 118—Medical Office Procedures II	2 credits
PSY 101-Psychology and Human Relations	4 credit
BI 122-Intro. Human Anatomy & Phys. II	<u>4 credits</u>
	16 credits

Winter Term 2013

MA 122—Seminar 2	1 credit
MA 123—Medical Office Clinical Procedure	3 credits
MA 124—Medical Office Clinical Lab	2 credits
MA 131—Intro to Medical Science	5 credits
MP 140- Medical Legal Aspects	3 credits
MA 120- Intro to Clinical Phlebotomy	1 credits
HE 113- First Aid and Professional CPR	<u>1 credits</u>
	16 credits

Spring Term 2013

MLT100- Medical Office Lab Orientation	3 credits
MA 136—Medications	2 credits
MA 132—Seminar 3	1 credit
MP 201- Intro to Electronic Health Records	3 credits
MA 270-Clinical Practicum	<u>6 credits</u>
	15 credits

Total Program Credits

47 Credits

Program Costs

All costs are approximate and are subject to change.

Tuition and fees	\$4,230.00
Books (approximate)	\$1,300.00
Miscellaneous expenses	<u>\$500.00</u>
	\$6,030.00

Financial Aid and Scholarship Information

Financial aid assistance is available by contacting the Financial Aid office, at 541-506-6021 or financialaid@cgcc.cc.or.us.

Tuition Scholarships are offered yearly and quarterly by the Columbia Gorge Community College Foundation. Applications are available online at <http://www.cgcc.cc.or.us/financialaid/Scholarships.cfm> or by contacting the Student Services Office at 541-506-6011 or 541-308-8211.

Support Services for Students with Disabilities

Support services for students with disabilities are available at CGCC. Students requesting assistance related to a disability should contact the Advisor, Disability Resources @ 506-6046 for information. Students must provide documentation and request services a minimum of four weeks prior to the beginning of the term to ensure the availability of appropriate and timely services.

Columbia Gorge Community College has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities. Candidacy is not accreditation nor does it ensure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation. Until separate accreditation is granted, CGCC will continue to deliver college credit instruction, certificates and degrees through its contract with Portland Community College (PCC). PCC is accredited through The Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates and degrees earned at CGCC appear on PCC transcripts and are transferable to four year institution, subject to the specific policies of those institutions.

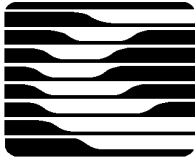
It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact:

Employment: Robb Van Cleave, Chief Talent and Strategy Officer, 541-506-6151

Educational Program: Dr. Susan Wolff, Chief Academic Officer, 541-506-6031

Student Programs, Activities, and Services: Karen Carter, Chief Student Services Officer, 541-506-6013



Columbia Gorge Community College
Medical Assisting Program
Application Requirements Checklist

Application Deadline: 3:00 p.m., Thursday June 28, 2012

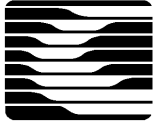
- CGCC Admissions Form (required even if you are a current CGCC student)**
- Medical Assisting Program Application**
- Official transcript showing completion or current enrollment in BI121, MP111, WR 121, and MTH 60 or higher.**
- Two Medical Assisting recommendation forms completed by a recent employer, instructor or other qualified professional.**
- Application Narrative**
- \$50 application fee**

All required documentation is the sole responsibility of the applicant.

Student Signature

Date

(Please return this page with application packet)



Columbia Gorge Community College Medical Assisting Program Application

Please type or print clearly **\$50 application fee required**

Date: _____ Social Security Number: _____

Name: _____
Last *First* *Middle* *Maiden*

Mailing Address: _____

City: _____ State _____ Zip _____ County _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Email: _____

In case of emergency, please notify: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Education

GED: _____
School Name *City* *State* *Year Received*

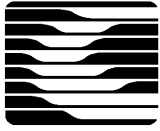
High School: _____
School Name *City* *State* *Year Graduated*

Colleges or Universities Attended:

Name of School	City, State	Year(s) Attended	Credits	Degree

Applicant's Signature

Date



Columbia Gorge Community College Medical Assisting Program Recommendation

Attn: Health Profession Admissions

Name of Applicant _____ Date: _____

Instructions to Applicant:

This form should be completed by previous employer, instructor, or other professional qualified person.

Instructions to Recommend:

Check the most appropriate square. Use freely the "Remarks" sections for significant comments descriptive of the individual. If one rating category does not apply to your acquaintance with the applicant, please indicate in "Remarks". **Please do not deliver to the student. Mail directly to: Columbia Gorge Community College, 400 E. Scenic Drive, The Dalles, OR 97058. ATTN: Medical Assisting Admissions**

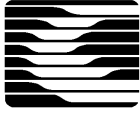
<p>1. GENERAL How long have you known the applicant and in what capacity?</p>	<input type="checkbox"/> 0-1 Years <input type="checkbox"/> 1-5 Years <input type="checkbox"/> Over 5 Years <input type="checkbox"/> Instructor <input type="checkbox"/> Employer <input type="checkbox"/> Other (state) REMARKS:
<p>2. INITIATIVE Ability to originate or develop ideas and to get things started.</p>	<input type="checkbox"/> Requires prodding <input type="checkbox"/> Tendency to go ahead <input type="checkbox"/> Unusually resourceful REMARKS:
<p>3. RESPONSIBILITY Reliability - can he/she always be counted on; does he/she stick to job?</p>	<input type="checkbox"/> Unreliable & irregular <input type="checkbox"/> Trustworthy <input type="checkbox"/> Extremely dependable REMARKS:
<p>4. APPLICATION Attention & application to school work, activities, or employment.</p>	<input type="checkbox"/> Needs close supervision <input type="checkbox"/> Has ups & downs <input type="checkbox"/> Is unsure of abilities <input type="checkbox"/> Steady & willing worker <input type="checkbox"/> Works well with associates REMARKS:
<p>5. PERSONALITY Consider behavior, effect on others.</p>	<input type="checkbox"/> Dislikes cooperating <input type="checkbox"/> Attitude disturbs harmony <input type="checkbox"/> Moody <input type="checkbox"/> Pleasing personality <input type="checkbox"/> Gets along well w/associates REMARKS:

Position and place of business (if applicable)

Printed Name

Signature

Columbia Gorge Community College
 The Dalles Campus • 400 East Scenic Drive • The Dalles, OR 97058 • 541-506-6011
 Hood River-Indian Creek Campus • 1730 College Way • Hood River, OR 97031 • 541-308-8211



Columbia Gorge Community College Medical Assisting Program Recommendation

Attn: Health Profession Admissions

Name of Applicant _____ Date: _____

Instructions to Applicant:

This form should be completed by previous employer, instructor, or other professional qualified person.

Instructions to Recommend:

Check the most appropriate square. Use freely the "Remarks" sections for significant comments descriptive of the individual. If one rating category does not apply to your acquaintance with the applicant, please indicate in "Remarks". **Please do not deliver to the student. Mail directly to: Columbia Gorge Community College, 400 E. Scenic Drive, The Dalles, OR 97058. ATTN: Medical Assisting Admissions**

1. GENERAL

How long have you known the applicant and in what capacity?

- 0-1 Years 1-5 Years Over 5 Years Instructor
 Employer Other (state)

REMARKS:

2. INITIATIVE

Ability to originate or develop ideas and to get things started.

- Requires prodding Tendency to go ahead Unusually resourceful

REMARKS:

3. RESPONSIBILITY

Reliability - can he/she always be counted on; does he/she stick to job?

- Unreliable & irregular Trustworthy Extremely dependable

REMARKS:

4. APPLICATION

Attention & application to school work, activities, or employment.

- Needs close supervision Has ups & downs Is unsure of abilities
 Steady & willing worker Works well with associates

REMARKS:

5. PERSONALITY

Consider behavior, effect on others.

- Dislikes cooperating Attitude disturbs harmony Moody
 Pleasing personality Gets along well w/associates

REMARKS:

Position and place of business (if applicable)

Printed Name

Signature

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APPLICATION NARRATIVE: Experience/Reason for Applying
(PLEASE TYPE YOUR RESPONSE)

Please describe in one page, any special skills, work experience or training that you have had which might be helpful to you in the program. Explain how you heard about this program, and why you are applying. Narratives will be scored on the following criteria:

- **Spelling/grammar:** Use of spell check is permitted.
- **Composition:** Essay follows logical order; summary has all major points; body of paragraph related to topic sentence & transitions are clear.
- **Content:** Identifies qualities that are correlated to success in medical assisting program, and identifies special skills, work experience or training which might be helpful in the program.

Do not put your name on the typed response. Please complete the information below, attach your narrative to this page and submit it with your application.

Signature

Date

Printed Name