

GTCC

GUILFORD TECHNICAL
COMMUNITY COLLEGE

MEDICAL ASSISTING

<https://degreeprograms.gtcc.edu/medical-assisting/>

Fall 2018 Admissions Information

Priority Review Deadline May 24th, 2018

Medical Assisting is a limited enrollment program beginning each fall. Resources, such as clinical facilities and faculty, limit the number of applicants accepted into the program to 35 students. All applicants must meet minimum requirements to be considered for admission to the program. **Please note, however, that meeting the minimum requirements does not guarantee admission.**

Your official program of study while working on pre-requisites for the Surgical Technology program is Associate in General Education (AGE). AGE is an Associate degree program for students who are interested in pursuing a program of study in general education. This curriculum provides an introduction to the liberal arts and enables the student to tailor the program beyond that point to meet their personal needs and interests. Once you have been selected into Medical Assisting, the admissions office will change your major. If you are not selected, you are welcome to update your Limited Enrollment status and continue taking classes in AGE or change you major to a non-limited enrollment program.

All applicants must meet minimum requirements and specific deadlines. Applicants who have completed minimum requirements must meet with an admissions advisor by the May 24th, 2018 deadline in order to be considered as a qualified applicant for the program. If space is still available in the program after the priority deadline, qualified applicants will be admitted on a rolling basis. 35 students will be accepted to the program and an alternate list established. An alternate will be admitted to the program when an applicant originally accepted declines admission. Alternates not admitted to the program and other applicants denied admission must re-apply if they wish to be considered for the class beginning fall 2019.

APPLICATION PROCESS

- ___ 1. Complete a GTCC application.
- ___ 2. Meet with an admissions advisor for an admissions interview. (Admissions Office hours are 8:00 am to 6:00 pm, Monday through Thursday and 9:00 am to 4:30 pm on Fridays).
- ___ 3. Complete GTCC Placement Testing if required by the Admissions Office.
- ___ 4. Have an official high school transcript or GED scores mailed to the Admissions Office. (Official transcripts must be sent directly from the school to GTCC and have the school's seal or original signature.)
- ___ 5. Have official transcripts from **all** colleges or schools attended since high school sent to the Admissions Office. These will be reviewed for possible transfer credit.

6. Meet with an admissions advisor after completion of the minimum requirements listed on the back of this sheet by May 24th, 2018 for the priority admission. If spaces are available after the priority deadline, applicants are accepted on a rolling basis.

**THIS PROCESS COMPLETES THE ADMISSIONS FILE.
IT IS UP TO YOU TO MAKE SURE YOUR FILE IS COMPLETE.**

MINIMUM ADMISSIONS REQUIREMENTS

1. Course Eligibility Requirements

Applicants must be eligible to register for college-level English and Math. Below lists the different measures used to determine college-level readiness.

					<u>Placement Tests</u>		NC DAP		
COMPASS			ASSET	ACCUPLACER (CPT)		Math	English**		
						DMA010	7		
Writing:	70	Writing Skills:	41	Sentence Skills:	86	DMA020	7	DRE096	N/A
Reading:	81	Reading Skills:	41	Reading Skills:	80	DMA030	7	DRE097	N/A
Algebra:	46	Elem. Alg.:	41	Elem. Alg.:	55	DMA040	7	DRE098	N/A
						DMA050	7		

Placement test scores are valid for five years. Applicants not meeting these minimum scores should enroll in the appropriate developmental courses. To be considered for admission, **all developmental courses must be completed by May 24th, 2018.** College English or Algebra courses with a grade of “C” or higher may waive some of the tests. Acceptable SAT, ACT, PLAN, or PSAT scores within the past five years may also waive the need for placement testing, as well as an unweighted high school GPA of 2.6 or higher*. Please see an Admissions Officer to determine the need for placement testing. See scores below for SAT and ACT.

Tests:	SAT	ACT
English:	500	18
Reading:	500	22
Math:	500	22

* Must meet specific high school course requirements high school GPA consideration. High school GPA no later than 5 years past the graduation dated noted on the transcript.

** DRE Placement was not determined at the time of publication. Applicants who have completed DRE coursework must be eligible to register for college-level English prior to completing their MAR Review.

2. **Keyboard Proficiency**

Students must demonstrate proficiency by typing 35 words per minute with 3 errors or less. The keyboard testing is administered in the Assessment Center. A college level keyboarding class with a “C” or higher within the past 5 years will waive the test. Students not meeting this requirement must complete OST 131 with a “C” or higher prior to consideration for acceptance.

3. **Biology Competency with a grade of "C" or higher**

A high school or college level biology course taken since 2008 with a grade of “C” or higher will meet this requirement.

4. **Minimum Admissions Requirements (MAR) Review**

After **completion** of the minimum requirements and the application process, applicants **must** meet with an admissions advisor to complete the Minimum Admissions Review (MAR) form in order to be considered for admission to the program. This step must be completed by May 24th, 2018 to be considered for the priority review. Applicants for the program will not be considered for admission to the Medical Assisting program until this step is completed.

NOTIFICATION PROCEDURE

Students will be admitted to the program based on the **completion** date of the admissions file, not the date of the MAR. Notification letters will be mailed. If you did not meet the minimum requirements, were not accepted or declined your admission, you must submit a new application and complete the MAR review for the fall 2019 program by the specified deadline.

NOTE TO APPLICANTS

Applicants to the Medical Assisting program are **strongly encouraged** to begin completing the general education classes required in the Medical Assisting program. These are the classes listed in the catalog that do not have the Medical Assisting (MED) prefix. Your academic advisor will help you select these classes.

Accreditation

The Guilford Technical Community College's Medical Assisting Program in Jamestown, NC is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350 (www.caahep.org), upon recommendation of the **Medical Assisting Education Review Board (MAERB)**.

Beginning with the January 2001 administration of the AAMA certification examination, applicants that have been found guilty of a felony or pleaded guilty to a felony will not be eligible to sit for the certification examination. Students may request the opportunity to submit written evidence/request a hearing before the certifying board of the AAMA in order to obtain a waiver. Please see the Department Chair for the appeal process.

The Medical Assisting Program reserves the right to revise or change course requirements in accordance with applicable state laws, AAMA requirements, college requirements, and/or at the discretion of the Medical Assisting faculty. By accepting admission into the Medical Assisting program, the student agrees to abide at all times with the Medical Assisting Program Handbook and the respective Medical Assisting course syllabi issued at the beginning of each term of the course. Such student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the Medical Assisting Program. Changes made after publication of the Handbook will be posted in a revised syllabus, on Moodle and/or as an Addendum to the Handbook.

Drug Policy

Students will be required to have a criminal background check, a drug screen, and an OIG review (Office of Inspector General). Once a drug screen form is submitted at the lab, you must complete the drug screening process prior to leaving the site premises. Failure to complete the drug screening is considered an automatic failure and automatic dismissal from the Health Sciences Program. Students with positive checks and/or screenings will be denied clinical experience in the healthcare agency. Admissions into a new Health Science program requires a new drug screening.

Health Program Students Grade Policy

Students in limited enrollment health programs will maintain a final grade no lower than "C" in each course with a prefix of BIO, CHM, DEN, EMS, MED, NAS, NUR, OST, PHM, PHY, PTA, RAD and SRG.

A student enrolled in Medical Assisting who earns a grade of "D" or "F" in a course will be automatically suspended from the program at the end of the course in which the grade occurs. In addition, health program students who are not eligible to continue at clinical sites may be suspended.

Online or Web Based MED classes

Students must have daily access to a computer when taking online or web based courses in the CMA program.

MEDICAL ASSISTING ESTIMATED PROGRAM EXPENSES 2016 - 2017

Fall (1st year)		
Tuition: (\$69.00/credit hr)	\$1173.00	17 credit hours (8 MED, 9 gen.ed)
Student Fees:	\$81.00	
Books:	\$500.00	estimate for MED & gen.ed courses
	\$1754.00	

Fall (2nd year)		
Tuition: (\$69.00/credit hr)	\$1104.00	16 credit hours (all MED courses)
Student Fees:	\$81.00	
Books:	\$185.00	
Malpractice Ins:	\$17.00	
	\$1414.00	

Spring (1st year)		
Tuition: (\$69.00/credit hr)	\$1104.00	16 credit hours (8 MED, 8 gen.ed)
Student Fees:	\$81.00	
Books:	\$325.00	estimate for MED & gen.ed courses
Uniform*:	\$170.00	Must be GTCC MA Program approved
Equipment*:	\$85.00	
Physical Exam:	\$150.00	
Dental Exam:	\$75.00	
Vaccinations/Titers:	\$300.00	Will vary based on vaccinations needed
CPR/First Aid:	\$70.00	
	\$2360.00	

* Uniform consists of navy top, pants, & jacket (2 sets required), shoes, GTCC patches, nametag/student ID holder

* Required equipment includes stethoscope, blood pressure cuff, and watch w/ sweep second hand

Spring (2nd year)		
Tuition: (\$69.00/credit hr)	\$1104.00	16 credit hours (10 MED, 6 gen.ed)
Student Fees:	\$81.00	
Books:	\$125.00	estimate for MED & gen.ed courses
Malpractice Ins:	\$17.00	
AAMA Membership	\$25.00	
Certification Exam	\$95.00	
Graduation Fee	\$35.00	
MA school pin	\$30.00	
	\$1512.00	

Summer (1st year)		
Tuition: (\$69.00/credit hr)	\$621.00	9 credit hours (6 MED, 3 gen.ed)
Student Fees:	\$65.00	
Books:	\$135.00	estimate for MED & gen.ed courses
Malpractice Ins:	\$17.00	
Safety Equipment*:	\$50.00	
	\$888.00	

* Safety equipment includes OSHA Reg. fluid-resistant lab coat (must be purchased through GTCC bookstore) and safety goggles

**Total Estimated Program Cost:
\$7928.00**

Medical Assisting Technical Standards

The mission of the Medical Assisting Department at GTCC is to prepare graduates for an entry-level position as a Medical Assistant.

All students will be expected to perform assigned skills and class assignments at the same level, with or without accommodations. It is the responsibility of the applicant to read the technical standards carefully and ask for clarification of any standard(s) that is/are not understood.

If you have a disability that may affect your performance and are seeking accommodations, it is your responsibility to inform *disAbility* Access Services as soon as possible. It is important to request accommodations early enough to give *disAbility* Access Services adequate time to consider your request and recommend reasonable accommodations. Instructors will provide necessary accommodations based on the recommendations of *disAbility* Access Services.

To be successful in the program, students will need to demonstrate the following entry-level skills/abilities:

1. Communication Skills:

- a. Reading tasks require the ability to read course textbooks, lab skills, lab equipment procedure manuals, check-off lists and handouts associated with the course.
- b. Writing tasks require the ability to write legibly, make reports, document data in patient charts and take notes as necessary to complete assignments.
- c. Students must have adequate hearing/speech to allow for oral communication with co-workers and patients in face-to-face and automated situations.

2. Math Skills:

- a. Students must be able to perform basic mathematical/algebraic calculations when performing bookkeeping, assessing patient vital signs, and administering medications as ordered by the physician.

3. Analytical/Comprehension Skills:

- a. Students must be able to apply the principles of aseptic technique and OSHA regulations during clinical lab procedures.
- b. Students must be able to anticipate the needs of the physician as the examination/procedure progresses.
- c. Students must be able to process given information and evaluate administrative/clinical needs.
- d. Students must be able to use short and long-term memory and apply critical-thinking techniques to problem solve.

4. Vision:

- a. Students must have visual acuity and the ability to distinguish colors in order to differentiate normal/abnormal patient specimens using a microscope.
- b. Students must be able to determine positive/negative results on visual inspection on waived tests and instrument controls.

5. Physical Requirements:

- a. The student will be required to provide proof of physical and mental health by submitting a completed and signed North Carolina Community College physical form documenting their immunizations, past medical history and present medical history.
- b. The student will be in a lab setting for 6 hours and a clinical setting for 8 hours a day. The student must exhibit a professional appearance and implement measures to maintain own health.
- c. The student should be able to stand and/or walk up to 8 hours a day.
- d. The student should be able to work continuously for up to 4 hours.
- e. The student should be able to push heavy equipment or patients in wheelchairs weighing up to 350 lbs.

6. Behavioral Skills:

- a. The student will be expected to work in groups and respond in a positive manner to peer/instructor critique.
- b. The student will be expected to work on lab skills during assigned times.
- c. The student will be expected to work cooperatively.
- d. The student will be expected to adhere to the Code of Ethics of the American Medical Association and the American Association of Medical Assistants.

7. Motor Skills:

- a. The student must possess gross and fine motor skills sufficient to perform administrative, clinical and laboratory duties.
- b. The student should have tactile perception in both hands in order to assist the physician during minor office surgical procedures.
- c. The student should have tactile perception in both hands in order to safely handle instruments/sharps, contaminated waste and body fluids and laboratory specimens utilizing universal precautions and following OSHA/CLIA standards.
- d. The student should be able to perform basic clinical/lab/administrative duties in a timely manner in order to maintain the normal flow of patients through the physician's office.

8. Interpersonal Skills:

- a. The student must deal effectively with stress produced by the work environment and interpersonal interaction situations.
- b. A candidate must be able to develop mature, sensitive, and effective relationships with patients and colleagues.
- c. The student must be able to accept constructive criticism and make the necessary changes in performance to maintain program standards.
- d. A candidate must be adaptable, flexible and able to function in the face of uncertainty.
- e. He or she must have integrity, the motivation to serve, a high level of compassion and a consciousness of social values.
- f. A candidate needs the interpersonal skills to interact positively with people from all levels of society, ethnic backgrounds, age and beliefs.