

Medical Assistant Program

2019-2020 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 or career pathway.

The Clackamas Community College (CCC) Medical Assistant (MA) Program offers a broad-based curriculum focused on meeting the demands of healthcare today. The MA profession is a demanding discipline and the course of study is as challenging as it is rewarding. We urge you to recognize the dedication and commitment that is essential to be successful in this program.

Begin your application process as early as possible so that you have ample time to complete the requirements and the application packet. Please thoroughly review the contents of the packet and supporting documents prior to submitting your application. If you have questions regarding the MA Program, contact the CCC Department of Health Sciences at: healthsciences@clackamas.edu

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Medical Assistant Program Accreditation

The MA Program at CCC is accredited by the *Commission on Accreditation of Allied Health Education Programs* (CAAHEP) upon the recommendation of the *Medical Assistant Educational Review Board*, MAERB (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; tele: 727.210.2350; www.caahep.org

The CCC MA Program is designed to prepare students for entry level positions in the ambulatory care setting. The goal of this program is to graduate students who have successfully demonstrated the ability to meet required competency in administrative and clinical practices, positive work ethics, and the ability to communicate effectively while demonstrating professional values and behaviors that are consistent with the requirements of the MA Educational Review Board (CAAHEP).

CCC Admission Policy Statement

CCC 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 or have earned a GED. Admission to the College does not guarantee entrance to all programs.

Students seeking to enter this special admit program must meet additional admission criteria including Oregon statutory mandates for all healthcare students and providers:

- Must not have been convicted of, pleaded guilty to or currently charged with a felony; and they must pass a criminal history background check and a Urine Drug Screen to enter the program and once again to be released for externship
 - Individuals who have been found guilty of a felony or have pleaded guilty to a felony, and/or have failed the Urine Drug Screen, will not be eligible to take part in the program or program externship requirements and thus unable to sit for the national certification exam. If you have questions about criminal history disqualifiers, please reference the "Provider Crime Lists" on the Department of Human Services website (<http://www.oregon.gov/dhs/chc/pages/tools.aspx>) for detailed information.
- Provide official documentation that he/she will be at least 18 years of age prior to beginning his/her externship experience in Spring term 2020
- Must be in good standing with any organization that has granted a professional license, certification or registration
- Provide and submit Oregon Health Authority (OHA) required documents within the specified time frame of the multiphase application process. Document requirements are clearly noted in the following application

NOTE: Any student that does not meet the above criteria will not be admitted into the 2019-2020 MA program.

About the program: The MA program consists of three terms of full-time study with the addition of two prerequisite courses. Applicants are advised that a high level of dexterity, the ability to multitask and “think on your feet,” increased physical and mental stamina, along with a high degree of ‘attention to detail’ are required for the successful completion of the MA Program. Successful students are required to complete an administrative and clinical practicum within an ambulatory care setting in the Portland metro area. Students are placed in a variety of settings which may include family practice, immediate care, internal medicine, obstetrics and gynecology, pediatrics, or other specialty practices. According to the annual survey of graduates, students in the MA Program at CCC are satisfied with the education that they receive, as there is an average of 100% graduate satisfaction rate over the past five years.

Getting Started

It is strongly suggested that each candidate *review the application in its entirety* before initializing the application process. Your attention to detail will assist you in successfully completing the required four phases in a timely manner and in the acceptance process.

- Meet with an Advisor for guidance and to answer questions prior to or during the application process:
 - Harmony Community Campus (*Milwaukie, OR*): philir@clackamas.edu, (503) 594-0623 or margieg@clackamas.edu, (503) 594-0625
 - Oregon City Campus: advising@clackamas.edu, (503) 594-3475
 - Wilsonville Campus: advisingwilsonville@clackamas.edu, (503) 594-0959
- E-mail your questions: healthsciences@clackamas.edu
- Download the application: <http://www.clackamas.edu/academics/departments-programs/medical-assistant>

Remember: Only completed applications that follow the application phases and deadlines will be considered for admission approval.

Limited Entry Program ADMISSIONS

- Eligibility for admission to the MA Program will be based on the current stated criteria. Spaces are limited; therefore, eligibility does not guarantee admission to the program. Submitting an application does not guarantee that applicants have satisfied minimum criteria.
- Allied Health personnel will evaluate each application and supporting documents for eligibility requirements.
- The Allied Health team routinely monitors completion of prerequisite courses and Phase requirements.
- Any application submitted after the deadline will be considered on a space-available basis at the discretion of both the Department of Health Sciences and the Registrar’s Office.
- Admissions criteria are subject to change from year to year; therefore, it is the responsibility of the student candidate to gather up-to-date information and stay informed.
- *The Health Sciences Department reserves the right to establish an alternate (wait) list. Students on the alternate list will be notified when and if space becomes available for them to begin the MA program in the fall of 2019.*

Certification exam: Earning the CMA (AAMA) credential

Upon successful program completion, national certification examination is offered through the American Association of Medical Assistants (AAMA) at www.aama-ntl.org. Check the website for details. Registration for the AAMA exam is a graduation requirement.

Graduates of the CCC Medical Assistant program continue to demonstrate a 100% pass rate over the past five years. Additionally, employers report a satisfaction rate of 100% over the same five-year time period.

2019-2020 Medical Assistant Program Admission Process

This application process is for the 2019-2020 academic year, as outlined below. Applicants must follow all steps to be invited to continue through each phase of the admission process, with the final phase resulting in the opportunity to be for admission to the MA Program. Phase requirements are explained in detail below and on the program web site: <https://www.clackamas.edu/academics/departments-programs/medical-assistant-cc>

The following items must be supplied when requested, without exception. Failure to follow the four phase process and timelines as outlined will result in failure to be considered for admission.

Please read & follow the instructions given.

Below is a check off list to guide you through accurate completion of the steps required to apply!

MEDICAL ASSISTANT PROGRAM PREREQUISITES:

MA-110 MEDICAL TERMINOLOGY (3 credits)

WR-121 ENGLISH COMPOSITION (4 credits)

- Prerequisites completed or in process: Remember to complete the Application Verification Checklist
Prereq courses must be completed by 14 June, 2019 with a letter grade of "C" or better; without exception.

PHASE 1: The MA APPLICATION PACKET **01 January – 03 May 2019**

- Completed application packets will be accepted until 5:00pm, May 3, 2019, at Harmony Community Campus, 7738 SE Harmony Road, Milwaukie, OR, 97222.
Contents must be in a sealed 8.5 x 11" manila envelope; postmarks not accepted. *It is imperative that you write legibly.*
- Math competency. Coursework equivalent to Math-65 or Math-98 as shown on college transcripts with a grade C or better; or math placement higher than Math-65 or Math-98. Placement tests dated no earlier than June 2016 will be accepted.
Placement testing may be scheduled through the Harmony Campus Testing Center, 503.594.0636, or at the Oregon City Campus Testing Center, 503.594.3283. *No charge for CCC students.*
- Official College Transcripts, if coursework completed at another college / university other than CCC.
- Letter of Recommendation: The letter should originate from a credentialed healthcare or academic professional with whom you are well-acquainted (no family members).
This letter should address the likelihood of your success within this field of study by discussing the following topics:
 - *Initiative, punctuality, work quality, dependability, emotional maturity, and critical thinking skill **The Letter of Recommendation must be placed in a sealed envelope with the candidate's name printed on the front. The letter will be graded against a simple rubric: *Fails to meet – Meets – Exceeds criteria.*
 - This letter must be on letterhead or include professional business card (stapled to the letter) and be signed by the originator.
 - The letter should be directed to: *Allied Health Admissions Team*
 - **The Allied Health Admissions team will RUBRIC score the submission.*
- Non-refundable application fee: \$50*
- Completed, signed and dated Application Verification Checklist contained in this application
Note: Only completed application packets will be processed.

- Submitting your Phase 1 application packet does not guarantee advancement to the next phase.
- All application supporting documents are required regardless of age, educational background or experience.

Friday, 24 May 2019: Successful candidates will receive email notification to attend Mandatory Information Session, Saturday 01 June 2019, 10am-1pm. You must attend Orientation to move to Phase 2: Essay

Financial Aid & Scholarships

Please take the time now to fill out your FAFSA (federal financial aid) eligibility information even though you do not know if you will be admitted to the MA program. Being proactive in this manner, helps ensure you have the opportunity to be awarded money to assist with program costs in a timely manner. Visit: <http://www.fafsa.ed.gov>

Financial Aid & Scholarships (continued)

Clackamas Community College awards more than \$500,000 in scholarships each year. The Financial Aid department offers two rounds of scholarships each academic year. The scholarship application for the 2019-2020 academic year is open from Jan. 30 through Nov. 1. There are two scholarship deadlines: April 12 and Nov. 1. Students who submit an application for round 1 are automatically considered for round 2. Students are notified by the end of November of round 2 results. Visit: <http://www.clackamas.edu/Scholarships> & apply!

MANDATORY Information Session:

SATURDAY, 01 JUNE 2019 - 10:00am-1:00pm - Harmony Community Campus

SAVE THE DATE and plan accordingly to attend this mandatory meeting

The purpose of the Mandatory information session is to meet face to face, review the application process, and inform candidates of the Oregon Health Authority requirements contained in Phases 3 and 4 of the MA application process and the documentation submission process. Failure to attend and/or displays of unprofessional behavior during the orientation preclude the candidate from moving forward in the application process. Plan now to attend.

Oregon Health Authority Requirements for healthcare students:

- Criminal history background check
- Urine drug/alcohol screen
- American Heart Association
 - o BLS CPR certification (Basic Life Support CPR for Healthcare Providers)
 - o Heartsaver 1st Aid certification
- Health & Physical Form
- Vaccinations and/or titers & health screens; how to submit documentation

Program information: Scrub uniforms, text books, financial aid (grants and scholarships as available), WorkSource

PHASE 2: ESSAY COMPOSITION

June 03-10, 2019

Candidates invited to Phase 2 will receive Essay Composition Instructions via the email address listed on the MA application packet submitted in Phase 1. You will receive specific instructions on how to schedule and complete your thirty minute, short, informational essay. The essay will be handwritten and consist of 400 words; topic information will be presented at the time of your appointment in the Harmony Testing Center. Hours: 9am-5pm

- ✓ Completing the Phase 2 requirement does not guarantee advancement to the next phase.
- ✓ The essay must be scheduled and submitted no later than 5pm, **10 June 2019**, Harmony testing center
- ✓ After rubric scoring, *successful* candidates will be notified no later than 5pm, **17 June, 2019**, to move forward to Phase 3.

PHASE 3: CastleBranch® PERSONAL PROFILE

June 23 – July 3, 2019

MA candidates invited to Phase 3 will be required to create an account with CastleBranch® and begin the admissions process of your criminal history background check & urine drug screen. You will receive specific instructions in your Phase 3 notification about how to complete this phase of the application process; IE: program specific access code for the above-mentioned criminal background check and drug screen.

Phase 3 completion deadline: 12:00AM (midnight), July 3, 2019 **PLAN AHEAD**

- o **Please note: it may take up to 4 days for your submissions to be reviewed and accepted by CastleBranch. Plan accordingly. Submit early to meet the timeline!**
- ✓ Consideration of Phase 3 requirements will be accepted only if candidate has attended the mandatory meeting.
- ✓ Reminder: You are required to pass the criminal history background check & urine drug/alcohol screen. Failure to do so will preclude you from moving into Phase 4 of the application / admission process.
- ✓ MA students will be required to repeat the background check and UDS at their own expense within 30 days of practicum, spring term 2020.
- ✓ All expenses incurred during Phases 3 & 4 are at the MA program candidates' expense. *Candidates will not receive refunds from Clackamas Community College or CastleBranch for failure successfully pass or complete any Phase of the application process*

STATEMENTS OF *CONDITIONAL ADMITTANCE* TO THE MEDICAL ASSISTANT PROGRAM will be e-mailed to those candidates that have successfully passed all of Phase 3 requirements on **11 July 2019 at 5:00pm.**

PHASE 4: CLINICAL REQUIREMENTS

July 15 – August 19, 2019

Submit official documentation of Phase 4 Clinical Requirements provided to you at the Mandatory Information Session. All Clinical Requirement documentation must be presented in its entirety to Cindi Woodard, before 3pm on Monday, 19 August 2019. We do not accept original documents; they are yours for your personal file. Please submit copies of all clinical requirements for your CCC record.

If you have PHASE 4 questions after the Mandatory Information Session, please contact:

Cindi Woodard cindiw@clackamas.edu (503) 594-0691

Timely completion of all Phase 4 requirements is essential to advance to the final admissions review phase of the MA application process. Should the candidate not meet the above deadline, he/she may be placed on the alternate list.

Admissions review phase: Upon successful completion of ALL phases of the MA application process, official email letter of acceptance will be sent to you by the Allied Health Admissions office.

CCC reserves the right to form a wait list of qualified applicants.

Clackamas Community College reserves the right to modify the criteria and the process for selection.

2019 application timeline

MA application	Invitation to Mandatory Information Session	Mandatory Information Session at Harmony East	Phase 2 Essay	Phase 3 notification	Phase 3 UDS / Criminal history	Notify Phase 4	Phase 4 Clinical requirements
Due by 03 May	24 May	01 June 10am-1pm	03-10 June	17 June	23 June – 03 July	11 July	15 July – 19 August

**Medical Assistant Program 2019-2020
APPLICATION VERIFICATION CHECKLIST**

Please complete this verification checklist as part of your Medical Assistant Program application. Be sure to include all transcripts, test scores and other supporting documents, as well as this checklist in your application.

Required:

- 1. I have completed, signed and attached the Medical Assistant Program Application for Admission; as well, I understand that all admission decisions are final.
- 2. I have taken previous college level coursework at another college or university and have included an official transcript as proof (must be in original sealed envelope) or have requested the transcripts be mailed to CCC for evaluation
- 3. Prerequisite completion: Please complete the table below to designate whether you have successfully completed the required prerequisite courses, or if you are currently in the process of successful completion prior to the June 14th deadline

	Name of institution	Completion date
MA110 Medical Terminology		
WR121 English Composition		

- 4. I have met the Math competency through one of the following (official proof attached if taken at another college)
 - Completion of Math 65 or Math 98 or higher
 - CCC Math Placement test: place higher than either Math 65 or Math 98 (must be dated after 06.2016)
- 5. I understand that I must pass a criminal history background check and Urine Drug Screen as part of the application process as described within the MA application.
- 6. I have included my letter of recommendation as described in the MA application and followed the instructions given
- 7. I have included a \$50 non-refundable check or money-order for the Medical Assistant Application processing fee.
- 8. I have signed and dated the Medical Assistant Verification Checklist below
- 10. I have placed all documents in a sealed 8.5 x 11" manila folder with my name clearly printed in the upper right hand corner.

I understand that it is my responsibility to meet all program and application criteria. I have contacted the Allied Health Admissions regarding any questions I may have about the application process. I verify that all statements on this application are complete and true. I understand that falsification of any information may lead to disqualification or dismissal from the program.

Signature

Date

Printed Name

Application must be received by:
 03 May 2019 at 4pm (postmarks not accepted)
 Submit your application to: Registration Desk
 Clackamas Community College – Harmony Campus
 7738 SE Harmony Rd., Milwaukie, Oregon 97222



Medical Assistant Application for Admission- Fall 2019-2020

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

Indicate the term you are applying for:

Fall 2019

Birthdate: _____ Current age: _____

MM/DD/YYYY

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

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.

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

Mailing address _____
Address City State County Zip

Telephone _____ Email address _____

Title of Program you will be studying? CC.medicalasst.

Residency/Student Type:

<p><small>In State (US citizen or permanent resident of Oregon, CA, ID, WA, or NV 90 days prior to first day of class.)</small></p> <p>Immigrant</p> <p>Refugee</p> <p>Other</p> <p><small>Out of State:</small></p> <p>US citizen - permanent resident outside of Oregon, CA, ID, WA, or NV</p> <p>International visitor (B, J, H or other nonstudent Visa)</p> <p>International student (requires I-20)</p> <p><small>Race (Choose all that apply)</small></p> <p><small>Clackamas is required by the U.S. Federal Government to ask the following:</small></p> <p>American Indian or Alaska Native</p> <p>Asian</p> <p>Black or African American</p> <p>Native Hawaiian or other Pacific Islander</p> <p>White</p>	<p>Educational Goals check all that apply</p> <p>Earn a degree/certificate</p> <p>Transfer classes</p> <p>Learn job skills</p> <p>Update job skills</p> <p>High school completion/GED</p> <p>Explore career/academics</p> <p>Reading/writing/math skills</p> <p>Learn English language</p> <p>Personal interest</p> <p>Other _____</p> <p><small>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</small></p>
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Ethnicity
Hispanic or Latino
Not Hispanic or Latino

Gender: <small>CCC would appreciate your response to the following: (Identify as preferred)</small>
Male
Female

High School/GED Completion
Received High School Diploma
Graduation Date
Name of School and Location
I certify that I have graduated from high school or passed the GED exam.

Previous Colleges Attended

_____/_____/_____
Name of School Dates Location Award

_____/_____/_____
Name of School Dates Location Award

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

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

Certification of application information and academic standards policies.

I have read and understand the admission 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 patient care, visual acuity, hearing, speech, manual dexterity, physical strength (ability to lift 50 lbs.), stamina and endurance to be physically active for an 8-10-hour work shift, and have effective English communication skills without patient safety concerns in the health care setting, in order to be successful in the program. I will complete, sign and submit the Health History form prior to end of Phase 4 of the application process.

Signature _____ Date _____

Print Name _____

I AM CURRENTLY ENROLLED IN REQUIRED PREREQUISITE COURSE(S) _____

I HAVE SUCCESSFULLY COMPLETED PREREQUISITE COURSES _____