

MEDICAL ASSISTING APPLICATION

Fall 2012 – Full-time days

DEADLINE: July 15, 2012



Submit completed application to the Admissions Office

Palm Beach State at LAKE WORTH

4200 Congress Avenue

Lake Worth, FL 33461-4796

Web Site:

<http://www.palmbeachstate.edu/medicalassistant.xml>

Equal Opportunity Institution

Program Information

About the Program

This comprehensive program is designed to prepare students for employment as a Medical Assistant and as a vital member of the physician's health care team. The program is taught in an office-like setting allowing students to learn the necessary skills to work in both the administrative and clinical settings of a Physician's office, Hospital, Emergency Centers, Outpatient Clinics, etc. . Program completers will receive a Post Secondary Adult Vocational Certificate required for eligibility to take the American Association of Medical Assistants (AAMA) National Certification Exam in order to be awarded the Certified Medical Assistant credential (CMA-AAMA). This program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (www.maerb.org).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street

Clearwater, FL 33756

727/210-2350

Medical Assisting Education Review Board (MAERB)

20 N. Wacker Drive, Suite 1575

Chicago, Illinois 660606

1-800-228-2262

Program Begins: August 23, 2012

Program Length: 1300 clock hours, approximately 13 months. (Includes 173 hours for required Practicum (Externship).

Program Schedule: Monday – Friday. Full-time Days.

Program Location: Lake Worth campus

Final semester - Practicum locations vary throughout Palm Beach County

What are the costs for the program?

Costs are approximate and subject to change. Please refer to the current college catalog for tuition rates per clock hour.

Program textbook costs are in the range of \$700-\$1,000. Scrubs, name badge, FDLE Screening (Criminal Background and Drug Screening), Physical Examination, Immunizations, AAMA membership and CMA (AAMA) Certification Examination are at the student's own expense (all mandatory).

Financial Aid is available for this program and it is recommended that you apply early. You can apply online at www.palmbeachstate.edu/FinancialAid.xml. Also, there are a limited number of scholarships through Palm Beach State Foundation. Currently, all Foundation Scholarships require the FAFSA, which may be filed on-line at www.fafsa.ed.gov. Toll-free "help line" 8:00 – midnight 1-800-433-3243.

Requirements for Consideration for Selection

If a student is selected and does not enter the program, or is not selected, the student must reapply and is not guaranteed acceptance in any subsequent selection process. All documentation must be on file at Palm Beach State Admissions Office, Lake Worth, by **July 15, 2012**.

APPLICATION

First-time Palm Beach State Students:

- *Apply to the college* -Submit a completed Palm Beach State general credit application at www.palmbeachstate.edu/AdmissionsApplications.xml (choose Admissions) and pay the appropriate fee by the deadline date. This one-time fee is \$30 for U.S. citizens, \$75 (U.S. currency) for international students and is non-refundable. Be sure to insert your current and active e-mail address where requested; be specific regarding your program of study. Once submitted, a confirmation page with conditions of admission will be sent to the e-mail address provided in the college application. Print the confirmation page and follow the instructions within.

Applicants must also complete the program application, on last page, contained in this packet and submit to the Admissions office.

Non first-time Palm Beach State Students:

- *Apply to the program* – **Applicants must complete the program application in this packet and submit to the Admissions office.**

ACADEMIC HIGH SCHOOL DIPLOMA OR GED

Official standard high school transcripts or equivalent (*transcripts are considered official if sent directly to Palm Beach State from the previous institution or hand delivered in a sealed envelope sealed by the issuing institution*) **delivered to Palm Beach State Admissions Office** showing proof of a standard high school graduation, GED, or validated foreign equivalent. All applicants – new, current, and college transfer students must have their official high school or GED transcript on file at Palm Beach State. You may download the transcript request form from our website at www.palmbeachstate.edu/Transcripts.xml. Students who received a Florida GED can request their scores using the downloaded form at www.palmbeachstate.edu/Transcripts.xml

COLLEGE TRANSCRIPTS

Official college transcripts (*transcripts are considered official if sent directly to Palm Beach State from the previous institution or be hand delivered in a sealed envelope sealed by the issuing institution*) from **ALL** post-secondary institutions attended must be submitted **to Palm Beach State Admissions Office**. You may download the transcript request form from our website at www.palmbeachstate.edu/Transcripts.xml. All post-secondary records from out of the country must be submitted with a commercial evaluation. If you have attended college, we still require proof of a standard high school diploma, GED or validated foreign equivalent. Commercial evaluation of foreign transcripts must be conducted by approved evaluators listed at <http://www.naces.org/members.htm>

TESTS (SCORES ARE VALID FOR 2 YEARS)

a. TEST OF ADULT BASIC EDUCATION (TABE)

All applicants **MUST** pass Test of Adult Basic Education (TABE), Survey, Level D and score 10th grade level in Reading and Language and Math in order to be eligible to **complete** the program. Your scores are valid for two years. The Student Learning Center (SLC) at each Palm Beach State location provides TABE remediation courses for students who need additional skills to pass the TABE test. For more information, please call (561) 868-3795.

Exemptions: Students with an A.A.S/ A.S./A.A. degree or higher; or students who have already met the minimum cut scores, within the past two years, on the FCLEPT (CPT), SAT1 or ACT-E, are exempt from the exam. Documentation required.

There is a fee for this exam. Please pay the cashier and report to the Testing Center (with photo ID) to arrange to take the TABE exam.

Please pay the cashier and report to the Lake Worth testing center (with photo ID) to arrange to take the exam.

For TABE testing information call:

Belle Glade (561) 993-1125
Boca Raton (561) 862-4330
Lake Worth (561) 868-3011
Palm Beach Gardens (561) 207-5359

For TABE remediation information call SLC:

Belle Glade (561) 993-1148
Boca Raton (561) 862-4492
Lake Worth (561) 868-3795
Palm Beach Gardens (561) 207-5216

COMPLETION OF COURSES:

All applicants who have completed Health Care Concepts (HSC0003), Body Structure and Function (PRN0022), Medical Terminology for Body Systems (MEA0230) and Introduction to Keyboarding/Word Processing (OTA0100) prior to the start of the program, will **not** need to repeat these courses if taken in the last 5 years. If you have completed Introduction to Health Care Lecture and Lab (HSC1000/HSC1000L) with a C or better within the last five years, you will be exempt from taking Health Care Concepts (HSC0003). If you have completed Anatomy/Physiology I (BSC2085/Lab) AND Anatomy/Physiology II (BSC2086/Lab) with a C or better, within the last 5 years, you will be exempt from taking Body Structure/Function (PRN0022). These course substitutions must be made prior to the start of the program.

After submitting your application

To monitor your Limited Access Program Application Status:

1. Go to www.palmbeachstate.edu/pantherweb.xml.
2. Log on using your Palm Beach State student ID number and pin.
3. This takes you to your student Panther Web page.
4. Click on "Limited Access Application status."

Acceptance/Registration

Applicants who are selected will be notified approximately two weeks after the deadline date. If an applicant is selected and does not complete the registration process, the applicant must reapply and is not guaranteed acceptance in any subsequent selection process.

The provisional acceptance notice will include:

1. Registration information
2. Medical exam form.
3. Criminal Background Check (Includes Social Security number verification).
4. Drug screen form..
5. Date of Mandatory Orientation

After admission, the above documentation must be on file with the Medical Assisting Program Office. All students are conditionally accepted and will be required to obtain Criminal Background Checks and Drug Screenings (at their own expense) prior to the start of class. Further information will be provided when admitted into the Medical Assisting Program. Failure to provide such documentation will result in termination of application.

Withdrawal/Program Dismissal

If the student withdraws from a semester of the Medical Assisting Program, the student must reapply to the program through the applicant pool. Students previously dismissed from any Palm Beach State Health Science program and who have exhausted the appeal process are not eligible to apply.

Curriculum

Entire tuition/fees are ***not*** due upon acceptance into the program. Registration fees are paid upon registration for each course.

Full-time curriculum:

REQUIRED COURSE SEQUENCE

<u>Course ID</u>	<u>Course Title</u>	<u>Clock Hours</u>
<u>Semester I</u>		
HSC0003	Health Care Concepts	78
PRN0022	Body Structure & Function	69
OTA0100	Introduction to Keyboarding/Word Processing**	60
MEA0230	Medical Terminology for Body Systems	95
MEA0310	Introduction to Medical Office Procedures	90
<u>Semester 2</u>		
MEA0234	Diseases, Disorders & Treatment I	120
MEA0334	Medical Insurance & Coding	75
MEA0237	Disease, Disorders & Treatment II	120
MEA0322	Advanced Medical Office Procedures	75
MEA0258	Radiology for the Medical Assistant	50
<u>Semester 3</u>		
MEA0520	Phlebotomy	75
MEA0242	Pharmacology for the Medical Assistant	95
MEA0540	Electrocardiography for the Medical Assistant	75
MEA0254	Basic Medical Laboratory for the Medical Assistant	50
<u>Semester 4</u>		
MEA0801	Externship for the Medical Assistant	173
Total Program Clock Hours:		1300

****OTA0100 Introduction to Keyboarding/Word Processing may be taken prior to application to program and receive an extra point towards the entry process.**

Applicant Point System for Selection

After all eligibility requirements for placement into the selection pool have been satisfied, the following point system will be utilized for selection into the program. Only one point value from each category will be awarded.

In the event of a tie, the selection will be based on:

- (1) Point system
- (2) Completion of a Health Related Program

I. HEALTH RELATED WORK EXPERIENCE

All work experience must be within the past 3 years and for 6 months consecutively to earn points. Proof of work experience must be provided in the form of a letter(s) from your employer(s) on company letterhead. The letter(s) must provide a contact name and phone number for verification, the dates of employment and daily duties. The letter(s) must be submitted to the Limited Access Program office by the application deadline date in order to receive points.

Healthcare Experience totaling at least 2 years or more.....1

II. Education

(Transcripts must be from a regionally accredited institution)

Currently enrolled Palm Beach State student.....1

OR

Associate Degree in any area of study.....2

OR

Bachelors Degree or higher level degree in any area of study.....3

III. High School Courses

To receive points for high school courses below, applicant must attach a sealed official high school transcript to this application.

Health Sciences I, II or III1

***This is in addition to submission of official transcript for college admission**

IV. Completion of OTA0100 (Introduction to Keyboarding/Word Processing)1

V. RESIDENCY STATUS

(Florida).....1

MAXIMUM POINTS POSSIBLE.....7

IF AN APPLICANT IS SELECTED AND DOES NOT COMPLETE THE REGISTRATION PROCESS, THE APPLICANT MUST REAPPLY AND IS NOT GUARANTEED ACCEPTANCE IN ANY SUBSEQUENT SELECTION PROCESS.

DEADLINE: JULY 15, 2012

MEDICAL ASSISTING APPLICATION

Program Code 5236



Please Type or Print Clearly

PALM BEACH STATE STUDENT ID _____

1. NAME _____
LAST FIRST MIDDLE/MAIDEN SUFFIX

Please list all previous names under which documents may be sent _____

2. LOCAL ADDRESS _____
NUMBER AND STREET ADDRESS CITY

_____ COUNTY (or PROVINCE) STATE ZIP CODE

3. HOME TELEPHONE () _____ **4. WORK TELEPHONE** () _____
OTHER - CELL () _____

5. DATE OF BIRTH ____ - ____ - ____

Month Day Year

6. TRANSCRIPTS—Official transcripts must be sent directly to Palm Beach State from issuing school/agency. All applicants, including college transfers, must submit high school or GED transcripts directly to Palm Beach State. College transfer students must submit official transcripts from all colleges in which applicant has enrolled.

7. COLLEGE/UNIVERSITY

List all postsecondary colleges or universities you have enrolled. Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDIT S

To list more colleges/universities, attach a separate page.

8. Are you currently enrolled at Palm Beach State?
 Yes No

9. Are you currently enrolled at another college/university? Yes No

10. FLORIDA RESIDENT? Yes No

11. Have you taken the Test of Adult Basic Education (TABE)? (TABE scores cannot be older than 2 years) Yes No

12. Do you currently work in a health related field? Yes No If yes, how long? _____

Employer _____ Employer's Telephone _____

Position Title _____ Duties _____

Letter from employer(s) must be submitted documenting work experience including job duties and extent of experience. *(refer to Application Point System for Selection.

I understand that falsification or omission of any information may result in my dismissal or rejection from the College.

I have read and understand all of the instructions pertaining to the Medical Assisting program as explained in the Medical Assisting application packet.

SIGNATURE OF APPLICANT

DATE