MEDICAL ASSISTING APPLICATION

Fall—August Entry—2017 – Full-time days

DEADLINE: July 24, 2017

Submit completed application to the Admissions Office:
Palm Beach State College:
www.palmbeachstate.edu/admissions
Web Site:
www.palmbeachstate.edu/programs/MedicalAssistant

Equal Opportunity Institution

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)
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
(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, 2017
Program Length: 1300 clock hours, approximately 13 months. (Includes 173 hours for required Practicum Externship).
Program Schedule: Monday – Friday. Full-time days. Summer schedule TO BE ANNOUNCED.
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. Also, there are a limited number of scholarships through Palm Beach State Foundation. Currently, all Foundation Scholarships require the FAFSA, which may be filed online at www.fafsa.ed.gov. The toll-free “help line” is available from 8:00 a.m. – midnight, at 1-800-433-3243. The institution code is 001512. The following are required for eligibility in the selection pool. Meeting criteria for selection does not guarantee admission to the Medical Assisting program. Final selection will be based on the applicant pool. 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 the Palm Beach State College Admissions Office, any campus, by July 24, 2017.

APPLICATION

First-time Palm Beach State College Students:
- **Apply to the College** - Submit a completed Palm Beach State College general credit application at [http://www.palmbeachstate.edu/admissions/admissions-applications.aspx](http://www.palmbeachstate.edu/admissions/admissions-applications.aspx), and pay the appropriate fee by the deadline date. This one-time fee is $40 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.

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

Returning Palm Beach State College Students:
- **Apply to the program** – Applicants must complete the program application in this packet and submit it 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 College from the previous institution or hand-delivered in a sealed envelope, sealed by the issuing institution) must be delivered to the Palm Beach State College 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 College. You may download the transcript request form from our website at [http://www.palmbeachstate.edu/admissions/transcript-request.aspx](http://www.palmbeachstate.edu/admissions/transcript-request.aspx). Students who received a Florida GED can request their scores electronically through following link: [www.ged.com](http://www.ged.com). The high school transcript may be waived for admissions purposes if a student has earned an Associate, Bachelor or higher degree from a regionally accredited institution.

COLLEGE TRANSCRIPTS

Official college transcripts (transcripts are considered official if sent directly to Palm Beach State College 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 prior to the program deadline. You may download the transcript request form from our website at [http://www.palmbeachstate.edu/admissions/transcript-request.aspx](http://www.palmbeachstate.edu/admissions/transcript-request.aspx). All international post-secondary records must be submitted with a foreign credentials course by course 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.html](http://www.naces.org/members.html). The high school transcript may be waived for admissions purposes if a student has earned an Associate, Bachelor or higher degree from a regionally accredited institution.
TESTS (SCORES ARE VALID FOR 2 YEARS)

TEST OF ADULT BASIC EDUCATION (TABE). Students are required to take the TABE prior to enrolling in the program. To determine if you are exempt, please go to page 24 of our college catalog, in the following link: http://www.palmbeachstate.edu/catalog/current/index.pdf All applicants MUST pass Test of Adult Basic Education (TABE), Survey, Level D and score a 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 College location provides TABE remediation courses for students who need additional skills to pass the TABE test. For more information, please call (561) 868-3795. There is a fee for this exam but if you paid your college application fee and never took a placement test, your receipt will cover the testing fee once. Please pay the cashier and report to the Lake Worth campus testing center (with photo ID) to arrange to take the exam.

For TABE testing information, call:   For TABE remediation information, call SLC:
Belle Glade (561) 993-1125   Belle Glade (561) 993-1148
Boca Raton (561) 862-4330   Boca Raton (561) 862-4492
Lake Worth (561) 868-3011   Lake Worth (561) 868-3795
Palm Beach Gardens (561) 207-5359   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/or Introduction to Keyboarding/Word Processing (OTA0100) prior to the start of the program will not need to repeat these courses, or the program equivalent, 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 Intro to Medical Assisting (MEA0005). 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 Anatomy & Physiology (MEA0231). If you have completed CGS1100, you will be exempt from Introduction to Keyboarding/Word Processing, OTA0100. These course substitutions must be made prior to the start of the program.

AFTER SUBMITTING YOUR APPLICATION

To monitor the Limited Access Program Application Status:

1. Go to www.palmbeachstate.edu/pantherweb.
2. Log on using your Palm Beach State student ID number and pin/password.
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 10 business days 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 College Health Science program and whom 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**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEA0005</td>
<td>Introduction to Medical Assisting</td>
<td>78</td>
</tr>
<tr>
<td>MEA0231</td>
<td>Anatomy &amp; Physiology</td>
<td>69</td>
</tr>
<tr>
<td>OTA0100</td>
<td>Introduction to Keyboarding/Word Processing**</td>
<td>60</td>
</tr>
<tr>
<td>MEA0230</td>
<td>Medical Terminology for Body Systems</td>
<td>95</td>
</tr>
<tr>
<td>MEA0310</td>
<td>Introduction to Medical Office Procedures</td>
<td>90</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEA0234</td>
<td>Diseases, Disorders &amp; Treatment I</td>
<td>120</td>
</tr>
<tr>
<td>MEA0334</td>
<td>Medical Insurance &amp; Coding</td>
<td>75</td>
</tr>
<tr>
<td>MEA0237</td>
<td>Disease, Disorders &amp; Treatment II</td>
<td>120</td>
</tr>
<tr>
<td>MEA0322</td>
<td>Advanced Medical Office Procedures</td>
<td>75</td>
</tr>
<tr>
<td>MEA0258</td>
<td>Radiology for the Medical Assistant</td>
<td>50</td>
</tr>
<tr>
<td><strong>Semester 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEA0520</td>
<td>Phlebotomy</td>
<td>75</td>
</tr>
<tr>
<td>MEA0242</td>
<td>Pharmacology for the Medical Assistant</td>
<td>95</td>
</tr>
<tr>
<td>MEA0540</td>
<td>Electrocardiography for the Medical Assistant</td>
<td>75</td>
</tr>
<tr>
<td>MEA0254</td>
<td>Basic Medical Laboratory for the Medical Assistant</td>
<td>50</td>
</tr>
<tr>
<td><strong>Semester 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEA0801</td>
<td>Externship for the Medical Assistant</td>
<td>173</td>
</tr>
</tbody>
</table>

**Total Program Clock Hours:** 1300

**OTA0100 Introduction to Keyboarding/Word Processing** may be taken prior to application to the program and receive an extra point toward 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**, first preference will be based on grade earned for OTA0100 or CSG1100. If necessary, second preference will be based on date of application submission.

**I. Education**  *Only one point value from the following will be awarded:*

- Credits earned from regionally accredited institution at college level (one area only)  
  - Up to 29 college credits ................................................................................................................................. 1
- 30 or more college credits or AS or AA degree .................................................................................................. 2
- Program Completer from a Palm Beach State College Health Sciences Program ........................................... 3
- Bachelor’s degree ............................................................................................................................................. 4
- Master’s degree or higher ................................................................................................................................. 5

**II. Completion of OTA0100 (Introduction to Keyboarding/Word Processing) ........................................ 1
or CGS 1100 (Microcomputer Applications)**

**III. U.S. Veteran**

The applicant must submit copy of DD214 with honorable discharge.............................................................. 1

**MAXIMUM POINTS POSSIBLE** .......................................................................................................................... 7

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**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.**
Please Type or Print Clearly

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 (         ) ___________________

PBSC STUDENT EMAIL ADDRESS: ______________________________@MY.PALMBEACHSTATE.EDU

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 in. Omission of any constitutes falsification of records and voids application.
   
<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>CITY/STATE</th>
<th>DATES</th>
<th>DEGREE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

11. Are you a U.S. Veteran? (If yes, attach a copy of DD214 with honorable discharge with your application.) □ Yes □ No

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