MEDICAL ASSISTING
APPLICATION

Summer 2013 – Full-time days

DEADLINE: April 15, 2013

Submit completed application to the Admissions Office
Palm Beach State at LAKE WORTH
4200 Congress Avenue
Lake Worth, FL 33461-4796
www.palmbeachstate.edu/programs/medicalassistant/

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 60606
1-800-228-2262

Program Begins: May 13, 2013
Program Length: 1300 clock hours, approximately 13 months. (Includes 173 hours for required Practicum Externship).
Program Schedule: Monday – Friday. Full-time Days, Summer Entry —Monday--Thursday
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 on-line at www.fafsa.ed.gov. Toll-free “help line” 8:00 – midnight 1-800-433-3243.
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 Palm Beach State Admissions Office, Lake Worth, by April 15, 2013.

APPLICATION

First-time Palm Beach State Students:
- Apply to the college - Submit a completed Palm Beach State general credit application at www.palmbeachstate.edu/admissions/admissions-applications.aspx (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/admissions/transcript-request.aspx. Students who received a Florida GED can request their scores using the downloaded form at www.palmbeachstate.edu/admissions/transcript-request.aspx

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/admissions/transcript-request.aspx. 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 students are required to take the Adult Basic Education (TABE) test prior to enrolling in the program. Students must 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; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, within the past two years, on the FCELPT (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:  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 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/
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.
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>Semester 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSC0003</td>
<td>Health Care Concepts</td>
<td>78</td>
</tr>
<tr>
<td>PRN0022</td>
<td>Body Structure &amp; Function</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>Semester 2</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>Semester 3</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>Semester 4</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 program and receive an extra point towards the entry process.**
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 III ..............................................................................................................1

*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.
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  CREDITS

   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
    Position Title
    Duties
    Employer’s Telephone

    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

DEADLINE: April 15, 2013
MEDICAL ASSISTING APPLICATION
Program Code 5236