



Utah State University Eastern™

MEDICAL ASSISTANT PROGRAM

Application and Information Packet
HEALTH PROFESSIONS

**DEADLINE: First Friday of August (For fall semester)
Third Friday of November (For spring semester)**

Allied Health Program at Utah State University-Eastern

Medical Assistant

The Medical Assistant Program is a certificate program that can be completed in one year. The program prepares and trains individuals for a career in health care. Medical Assistants can seek employment with health care providers in offices or other medical settings in both the administrative and clinical procedures. The Medical Assistant Program is an accredited program with the American Medical Technologists, (AMT). Upon the successful completion of coursework, students will be required to sit for and pass the AMT RMA certification examination. Students will then receive a Certificate of Completion from Utah State University. The USU Eastern Medical Assistant Program complies with the national requirements for Medical Assistants. Students successfully completing the program will be well prepared for a career in Medical Assisting.

Medical Assistant Entrance Requirements

Utah State University Eastern has an open admission policy. Applicants will be admitted without regard to race, color, religion, sex, national origin, age, disability, or veteran's status. In addition, discrimination on the basis of sexual orientation for employees in all aspects of employment and for students in academic programs and activities is prohibited. High school graduation, or GED is required for classes needed to be accepted into the program. Acceptance into this program will be by the selection process.

General Admissions Procedures

To be officially admitted to the college as a full-time matriculated student, an applicant must submit the following:

1. A completed Application for Admission.
2. A \$50 nonrefundable application fee.
3. Official transcripts of all previous high school and/or their GED and college work if the student is a transfer student.
4. Placement and evaluation exam. ACT (American College Test), or Accuplacer Exam.
5. Must have a minimum GPA of 2.0 to be accepted into the program and maintain a GPA of 2.6667 this throughout the program.

Notification of acceptance and resident status will be sent from the Health Professions Department Chairperson. If a student's application is incomplete at the time of registration, the student will not be admitted to the program. Students applying for financial aid, must be **a high school graduate or GED recipient, and be** matriculated before receiving aid.

A declaration of a major is accomplished through the Application for Admission. Students desiring to change their majors after acceptance are required to complete "A Change of Major" form at the Admissions and Records Office.

Returning Students

A student who has been away for more than 2 semesters, must submit a new application for admission along with a **\$20.00** reapplication admission fee. Those who have attended other colleges or universities in the interim will be asked to submit transcripts of all college credits.

Enrollment Prior to High School Graduation

An academically qualified high school student who wishes to enroll at USU Eastern must fill out a Concurrent Enrollment-Early College form as well as a Student Acknowledgement & Parental Consent Agreement form. **Students may work concurrently on high school classes and the college courses required for acceptance into the MA Program, while still in high school.**

Transfer Students

A transfer student from another college or university must submit the following:

1. A completed Application for Admission.
2. A \$50 one-time nonrefundable application fee.
3. Official transcripts of all previous college work. (Official transcripts must be sent directly from the previous school. Hand carried transcripts will not be accepted.)
4. ACT or Accuplacer test scores. If a transfer student has completed 20 hours and has taken an English course equivalent to our English 1010, they will not be required to take the above tests.
5. A transfer student cannot transfer credits with D or E (F) grades or credits from developmental or remedial courses. **Grades of C or better will be allowed for all classes required for the Program. Credits from remedial classes will not be accepted.**
6. The student must be in good standing and eligible to re-enroll at the college or university where they were most recently registered.
7. Transfer students will not be matriculated until official transcripts of all previous college or university work are submitted to USU Eastern.

Application Requirements Checklist (Checklist in PDF format to print and turn in with paperwork)

1. Complete The Medical Assistant Application and return it to:

Lori Rager, Instructor
McDonald Career Center (CC) 200 F
Utah State University Eastern
451 E 400 N
Price, UT 84501

2. **Advising** - Students interested in the Medical Assistant Programs must complete a MA Application, be accepted and provide all required documents **PRIOR** to registering for MA classes.
3. **Registration Date and Time** - Please visit the USU Eastern Website for registration information.
4. **We have begun working with CastleBranch Compliance Tracking system. This new system will allow you to apply for a background check and drug screen. All immunization records and copies of certificates should be given to the program instructor.**

The following documents must be ordered* and/or uploaded** to your Compliance Tracker packet through CastleBranch. Please use this link: portal.castlebranch.com/ut61
A \$91 fee will be charged.

 **Background Check**

 **Drug Screen** (Form obtained from instructor after acceptance into program.)

Required Immunizations

All immunizations below are required. All records must be complete and on file with with Program Instructor PRIOR to beginning your program:

Twinrix (Hepatitis A & B) series: The first injection of the series needs to be completed prior to Semester One or in the initial weeks of the semester. The second injection is given one month after the first injection. The third injection is completed six months after the first injection of the series.

MMR: Documentation of two MMR immunizations, or a titer indicating immunity, needs to be completed prior to the end of Semester One. If you do not have childhood immunization records, it is recommended that you begin these immunizations or obtain a titer before beginning the program. All students born after 1964, that received their MMR immunization, will require a booster.

TB: Documentation of a recent two-step TB test is required during the initial weeks of semester one. You can have this test up to 3 months before starting the program. TB tests are good for one year. If yours will expire prior to completion of the program, you will need to repeat it.

Varicella: At least one Chicken pox vaccination or titer indicating immunity.

Tdap: At least one pertussis immunization as an adult.

Meningococcal: One dose

Influenza: Seasonal as required by facility.

CPR requirement

Students must take a Healthcare Provider CPR course and receive CPR and first aid cards to meet the CPR requirement. Periodically, CPR courses are offered on campus. Please make arrangements to attend (including notifying other instructors). This must be completed by the middle of Semester One. CPR certification is usually valid for 2 years.

CNA Certificate of Completion

Students must provide proof of CNA course completion, and this must be included in the application packet.

**Students will be required to turn in a packet to Staff Assistant with all of the above records. Students should keep a copy of all records for their own files.*

Practicum Orientation

Prior to initiating any clinical practicum externship, students are required to attend an orientation with the appropriate site that they will be attending for their clinical experience. At times, this may require students completing experience at more than one site to attend orientations for each site that they will be working under.

Clinical Experience

Medical Assistant Practicum/Externship: Our Medical Assistant students will train in clinical settings. After students demonstrate proficiency in all areas of clinical aspects through course work and practicums, students will be placed in Clinical Rotations to get the best experience possible. These clinical rotations are an important part of the program. Students must commit to attending all clinical rotations that they are scheduled to participated in.

Program Requirements

Application packet deadline: First Friday in August (fall) and Third Friday in November (spring)

The following classes must be completed prior to admittance into the program:

ENGL 1010 – Introduction to Writing,

STATS 1045 – Introduction to Statistics with Elements of Algebra, **OR**

MATH 1050 – College Algebra

NURS 1000 – Nursing Assistant†, and

HEAL 2020 – Emergency Medical Response.

The following classes may be taken prior to admittance into the program or concurrently:

BIOL 1500 – Anatomy & Physiology, and

NURS 1008 – Medical Terminology.

The MA application must be submitted by **the first Friday in August for fall semester**, after **required classes are complete**, or **by the third Friday in November, for admittance into the program spring semester**. Students may be enrolled in summer semester in pre-requisite classes with a **minimum grade of C+ or higher**.

NURS 1000 – Nursing Assistant course MUST be completed and the certifying exam must be taken and PASSED before acceptance into the medical assisting program. CNA certification must be included in the MA application.

SEMESTER ONE

COURSE	Credit Hours
BIOL 1500† – Anatomy and Physiology (BLS)	3
HEAL 1030 – Medical Assistant: Administrative Competencies	4
HEAL 1860 – Phlebotomy and Clinical Laboratory <i>(Requires additional blood draws for certification)</i>	2
HEAL 1035 – Medical Assistant: Administrative Competencies Lab	3
<u>NURS 1008† – Medical Terminology</u>	<u>2</u>
TOTAL	14

SEMESTER TWO

COURSE	Credit Hours
HEAL 1600 – Medical Assistant: Clinical Competencies and Lab	6
HEAL 1900 – Diseases of the Human Body	3
HEAL 1110 – Pharmacology for Health Professions	3
MINIMUM 4-WEEK PRACTICUM:	
• Heal 1700 – Medical Assistant Practicum <i><u>(Enroll in this class 2nd semester)</u></i>	4
TOTAL	16

†Courses may be taken as high school students, as pre-requisites or concurrently with program.

National Certification and Examination: After the successful completion of the required course work and practicum, students may sit for the National Certification Examination (given on Utah State University Eastern Blanding or Price Campuses). Upon passing, the student will be certified as a Registered Medical Assistant (RMA).

National certification, Examination Application and practice exams are available at <http://www.americanmedtech.org/default.aspx>.

Health Professions: Medical Assistant Program Checklist

- Apply to Utah State University Eastern Campus
- Pre-requisite: ENGL 1010
- Pre-requisite: MATH 1050 or STAT 1045
- Pre-requisite: NURS 1000
- Pre-requisite: HEAL 2020
- Submit Complete Medical Assistant Program Application with a copy of high school/GED and any college transcripts.
- Submit Medical Assistant Student Contractual Agreement (found in the Handbook) to the instructor first day of class.
- Vaccination Records: Complete and up to date, to instructor
- Complete Background Check & Drug Screen uploaded to CastleBranch
- Clinical Orientation: Scheduled with my instructor
- CPR card up to date
- CNA Certificate of Completion
- Application packet deadline: First Friday in August (Fall semester)***
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After Application Approval Register for Semester One courses

Please submit Application to:

McDonald Career Center 200 F - Utah State University Eastern Campus
Lori Rager, Instructor, Health Professions Programs
451 E 400 N
Price, UT 84501

A copy of the above records and documentation needs to be maintained and updated as appropriate by the student.

Utah State University Eastern™

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Application

Name (Print) _____
Last First Middle

Names Previously used: _____

Student USU A# _____

Phone: Day _____ Evening _____ Cell _____

Mailing Address _____

City _____ State _____ Zip _____

Age _____ High School Attended _____

Email address _____

(This email will be used to contact you about the MA Program)

I have provided true, complete and correct information on this application. I have read and understand the information presented in this packet.

Signature _____ Date _____