Aiken Technical College
Medical Assisting Certificate
Information for Fall 2022

APPLICATION DUE: May 27, 2022 for Fall 2022

<mark>You must have electronic copies of all required documents
to attach and submit with the application!</mark>

Program Description:

The Medical Assistant Certificate program prepares the student to assist the physician in performing selected diagnostic tests as well as business office procedures. The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assistant Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
9355 113th Street N., #7709
Seminole, FL 33775-7709   727-210-2350
www.caahep.org

General Information

- Applicants must have a **high school diploma or GED** and be at least **18 years of age** (unless participating as a dual enrollment student prior to high school graduation).
- Applicants must have submitted an **application for admission** to the College.
- Applicants must have completed all required **transitional education** courses with a grade of "C" or better.
- Applicants must have a cumulative institutional GPA of 2.0 or higher **(considering all academic course work, including prerequisites, within the last 10 years)**. Cumulative GPA will be calculated by ATC personnel upon receipt of application in accordance with the Health Science Division guidelines for GPA calculation.
- Applicants must earn a grade of "C" or better in all general education courses.
- No advanced placement, transfer credit, or credit for experiential learning will be awarded for any of the major course requirements for the Medical Assistant program which have "MED" as the course prefix.
- Once admitted, students must earn a grade of "C" or better in all program courses to continue.
- Once admitted, students will be required to complete and pass a **criminal background check** and **drug screening** to be scheduled by the Health Sciences Division. Depending on the results of the background check and drug screening, a student may not be able to participate in clinicals and will be withdrawn from the program.
- Once admitted, students are required to have **reliable transportation** for clinical rotations. Clinical sites are assigned and are determined by availability at medical facilities. Students must be **physically able** to meet the clinical requirements.

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- Once admitted, students must purchase **liability insurance** (cost will be added to tuition and fees).
- Once admitted to the program, students must **submit documentation** for each of the following (details of the below will be provided at orientation and shouldn't be completed prior to acceptance into the program):
    - A physical exam (College form to be provided).
    - Students may be exposed to blood-borne pathogens or infectious diseases when in the clinical setting. Students may obtain a copy of policies associated with bloodborne pathogens and infectious disease by contacting the Medical Assisting Program Director, Crystal Driesen.
    - 2-step TB skin test, QuantiFERON blood test, or chest X-ray.
    - Hepatitis B vaccine series, titer, or declination statement.
    - Proof of current immunizations, to include seasonal flu.
    - Current CPR Certification (Must be taken through ATC/fee required).
- Applicants whose first language is not English must submit official **TOEFL scores**. A minimum score of 78 on the TOEFL iBT exam is required to be eligible to apply to the program. English as a Second Language (ESL)
- Applicants must be physically able to meet the requirements of all clinical areas.
- Attach all college transcripts to application, including ATC transcript.
- After the application date has passed, all applications meeting the minimum requirement are reviewed by the Medical Assisting Program Director. Spaces are allotted to first applied, first qualified.

Application Link:

https://na4.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=d8726761-52db-46f7-8e43-e482b709c8b8&env=na4&acct=d201cf56-980b-479e-8c9f-a3a99c185b87&v=2

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Medical Assistant Curriculum

Course Number	Course Name	Semester Credit Hours
General Education		
ENG 160	Technical Communications	3
BIO 112	Basic Anatomy and Physiology	4
PSY 201	General Psychology	3
MAT 155	Contemporary Mathematics	3
AHS 102	Medical Terminology	3
Major Course Requirements		
MED 103	Medical Assisting Introduction	3
MED 105	Medical Assisting Administrative Skills	5
MED 107	Medical Assisting Office Management	4
MED 112	Medical Assisting Pharmacology	2
MED 114	Medical Assisting Clinical Procedures	4
MED 156	Clinical Experiences	6
	Total Semester Credit Hours	40

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Name: _____   Student ID: _____   Date: _____

Mailing address: _____   City, State, Zip: _____

Email address: _____   Phone number: _____

_____   List below **all** colleges attended (including ATC) and attach copies of transcripts from **all** colleges attended (including ATC). All colleges **MUST** be listed and all transcripts **MUST** be attached.

_____   _____

_____   _____

_____   _____

_____   Cumulative institutional GPA is 2.0 or higher **(considering all academic course work, including prerequisites, within the last 10 years).** Unofficial GPA (calculated by student): _____

_____   Is English your first language?   If no, you **MUST** attach TOEFL scores.

_____   Additional degrees/licenses/certifications are listed and a copy is attached.

_____

Admission to the College does not guarantee acceptance into the MAS program. Students must reapply for entry into the program if not accepted.

I certify that I have completed this application truthfully to the best of my ability. I have read, understood, typed, completed, and attached all required documents. If I am found to have knowingly falsified information, my application will be disqualified. Also, if my application is incomplete, my application will be disqualified.

Student Signature: _____   **Date:** _____

Application has been reviewed by:

Enrollment Services Signature: _____ Date: _____   GPA: _____