



2019-2020

# CERTIFICATE IN MEDICAL ASSISTING APPLICATION

# Aiken Technical College

## Medical Assistant Certificate Application

### Admission Information for Fall 2019

#### Medical Assistant Certificate

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 Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756  
727-210-2350 [www.caahep.org](http://www.caahep.org)

#### Application Timeline:

*Applicants are selected on a first come/first qualified basis.*

<i>Application Deadline</i>	<i>Semester to Start Program</i>
<b>May 31, 2019 at 1 p.m.</b>	<b>Fall 2019 (August)</b>

#### General Requirements (all required documents must be attached for consideration)

- 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 are strongly encouraged to complete a **computer course** with a grade of “C” or better.
- Applicants must have a cumulative GPA of 2.5 (**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 clinical 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.
- 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:
  - 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 or chest X-ray.
  - Hepatitis B vaccine series, titer, or declination statement.
  - Proof of current immunizations, to include seasonal flu.
  - Current CPR certification (available at 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) courses are strongly recommended.

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## Medical Assistant Curriculum

Course Number	Course Name	Semester Credit Hours
<i>General Education</i>		
ENG 101	English Composition I	3
BIO 112	Basic Anatomy and Physiology	4
PSY 201	General Psychology	3
MAT 101	Beginning Algebra	3
<i>Major Course Requirements</i>		
AHS 102	Medical Terminology	3
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

# Aiken Technical College Medical Assistant Certificate Application

**Applicants are selected on a first come/first qualified basis.**  
The deadline for Fall 2019 (August) admission is May 31, 2019 by 1:00 p.m.

Application must be typed.

**Please submit this form to the Enrollment Services Center, Room 152**

Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ (required)

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Application Checklist

- Copies of unofficial transcripts from all previous colleges attended (including ATC) are attached. List below all colleges attended:

\_\_\_\_\_  
\_\_\_\_\_

- All transitional education courses have been completed within the last 10 years.

- Cumulative GPA is 2.5 or higher (**considering all academic course work, including prerequisites, within the last 10 years**)

Unofficial GPA: \_\_\_\_\_ (calculated by student)

Official GPA: \_\_\_\_\_ (calculated by College personnel)

(More than two unsuccessful attempts of a required program course may affect the applicant's acceptance into the program.)

- TOEFL scores are attached (if English is not your first language)

**The deadline for Fall 2019 (August) admission is May 31, 2019 by 1:00 p.m.**

**Applicants are selected on a first come/first qualified basis.**

*All required documentation must be attached for consideration.*