

MEDICAL ASSISTING APPLICATION

Summer 2010 – Full-time days

DEADLINE: March 31, 2010



Submit completed application to the Registrar's office

Palm Beach State at LAKE WORTH
4200 Congress Avenue
Lake Worth, FL 33461-4796

Web Site:
<http://www.palmbeachstate.edu/medicalassistant.xml>

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 or an Outpatient Clinic. Program completers will have obtained the knowledge to sit for the American Association of Medical Assistants (AAMA) National Certification Exam to become a Certified Medical Assistant (CMA). This program is accredited by CAAHEP (Commission on Accreditation of Allied Health Programs).

Program Begins: Summer term 2010

Program Length: 1300 clock hours, approximately 13 months. (includes 173 hours for required Practicum (externship)).

Program Schedule: Monday – Friday. Days.

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 \$500-700. 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.

Financial Aid is available for this program and it is recommended that you apply early. You can apply online at www.palmbeachstate.edu/FinancialAid.xml. 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.

Requirements for Consideration for Selection

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 March 31, 2010.

APPLICATION

First-time Palm Beach State Students:

- *Apply to the college* -Submit a completed Palm Beach State general credit application at www.FACTS.org (choose Admissions) and pay the appropriate fee by the deadline date. This one-time fee is \$20 for U.S. citizens, \$30 (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 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/Transcripts.xml. Students who received a Florida GED can request their scores using the downloaded form at www.palmbeachstate.edu/Transcripts.xml

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. You may download the transcript request form from our website at www.palmbeachstate.edu/x2288.xml. 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.palmbeachstate.edu/x2288.xml>

TESTS (SCORES ARE VALID FOR 2 YEARS)

a. TEST OF ADULT BASIC EDUCATION (TABE)

All applicants **MUST** pass the Test of Adult Basic Education (TABE), Survey, Level D prior to program completion scoring 10th grade level in Reading and Language and Math. Students who wish to take the TABE before entrance will have scores valid for two years. Please pay the cashier and report to the testing center (with photo ID and paid receipt) to arrange to take the exam. There is a \$15.00 fee for this exam. 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 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.

b. TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

All applicants must take the Test of Essential Academic Skills (TEAS). You must achieve a **Cumulative average of 55** in the Reading, Math, Science and English subsets score. This test can only be taken **once** during the application period and must be taken at Palm Beach State, Lake Worth campus. Your scores are valid for two years; however, only the most recent score will be used for admission. The Pre-test Study Manual for the TEAS is available at the Palm Beach State Bookstore. It is also available for purchase through Assessment Technologies Institute at 1-800-667-7531 or at their website at www.atitesting.com. There is a \$30.00 fee for this exam and is offered at the Testing Center at the Lake Worth campus. **Only TEAS scores taken at the Palm Beach State Testing Center will be accepted.** Please pay the cashier and report to the Testing Center (with photo ID) to arrange to take the exam.

Please pay the cashier and report to the Lake Worth testing center (with photo ID) to arrange to take the exam.

For TABE/TEAS 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.xml.
2. Log on using your Palm Beach State student ID number and pin.
3. This takes you to your student pantherweb 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. Exam must show physician clearance for good physical and mental health.
3. Criminal Background Check (FDLE): Student must be within state regulations and have civil rights restored.
4. Drug screen form. Results must be negative for program acceptance.
5. Date of Mandatory Orientation

All students are conditionally accepted and will be required to obtain criminal background checks, drug screenings and Medical Examination (at their own expense) prior to May 15, 2010. Further information will be provided when admitted into the Medical Assisting Program. Failure to provide such documentation will result in termination of application. After completion of all required paperwork the student will be accepted.

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.

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

<u>Course ID</u>	<u>Course Title</u>	<u>Clock Hours</u>
<u>Semester 1</u>		
HSC0003	Health Care Concepts	78
PRN0022	Body Structure & Function	69
OTA0100	Introduction to Keyboarding/Word Processing	60
MEA0230	Medical Terminology for Body Systems	95
MEA0310	Introduction to Medical Office Procedures	90
<u>Semester 2</u>		
MEA0234	Diseases, Disorders & Treatment I	120
MEA0334	Medical Insurance & Coding	75
MEA0237	Disease, Disorders & Treatment II	120
MEA0322	Advanced Medical Office Procedures	75
MEA0258	Radiology for the Medical Assistant	50
<u>Semester 3</u>		
MEA0520	Phlebotomy	75
MEA0242	Pharmacology for the Medical Assistant	95
MEA0540	Electrocardiography for the Medical Assistant	75
MEA0254	Basic Medical Laboratory for the Medical Assistant	50
<u>Semester 4</u>		
MEA0801	Externship for the Medical Assistant	173
Total Program Clock Hours:		1300

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, the selection will be based on:

- (1) Point system
- (2) TEST scores
- (3) Completion of a Health Occupation Program

I. HEALTHCARE 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 from your employer on company letterhead. The letter must provide a contact name and phone number for verification, the dates of employment and daily duties. The letter must be submitted to the Limited Access Program office by the deadline date in order to receive points.

Healthcare Experience totaling at least 2 years or more2

II. Education

Currently enrolled Palm Beach State student.....1

OR

Bachelors Degree or higher level degree in any area of study.....3

OR

Associate Degree in any area of Study..... 2

III. High School Courses

To receive points for high school courses below, applicant must attach a sealed official high school transcript to this application.

***This is in addition to submission of official transcript for college admission.**

Health Sciences I, II or III1

IV. RESIDENCY STATUS

(Florida).....1

V. TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) AVERAGE SCORE RESIDENCY STATUS

(Average of the Reading, Math, Science and English subsets score.)

86 - 99..... 5

76 - 854

66 - 753

56 - 652

551

MAXIMUM POINTS POSSIBLE.....12

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.

