Thank you for considering the Medical Assistant Program at Mount Wachusett Community College.

This information packet explains the admissions process, as well as the entrance requirements for the A.S. Medical Assistant program. Please read this information carefully. Admission to this program is competitive and seats are limited. Therefore, everyone who applies may not be admitted to the program. Files must be complete in order to be eligible for review by the Admission Committee.

If after reading this information packet, you still have questions, please call the Office of Admissions at 978-630-9110.

INFORMATION SESSIONS

General information sessions, as well as program open houses, are held throughout the year that will include program information, the admission process, and financial aid information. Please call the Office of Admissions for a listing of dates and times. Visit our website at mwcc.edu.

Application Deadline

April 15th

HOW TO APPLY:

Applicants must submit the following information to the Office of Admissions by the application deadline:

- Completed Medical Assistant Program Admission Form
- Verification of completion of high school or equivalency. Current high school students must submit a high school transcript. Education completed outside of the U.S. must be officially translated/evaluated for high school equivalency and these documents must be received from the evaluating firm. Acceptable credential evaluation agencies can be found at www.naces.org.
- Official college transcripts (if applicable). Transfer credits for education completed outside of the U.S. must be evaluated for equivalency. Acceptable credential evaluation agencies can be found at www.naes.org. Documents must be received directly from the college or evaluating firm or may be hand delivered in an official sealed envelope. Transfer credits must be completed at an accredited college and official transcripts must be received. Photocopies will not be reviewed or accepted. Transcripts that have not been processed for transfer credits will not be used in the ranking process.
- Complete College Placement Testing (CPT) by registering online at mwcc.edu/testing/appointment or by calling 978-630-9244. Official Testing scores may be accepted from other colleges. Previous college coursework may be used in place of CPT to demonstrate English, reading and math requirements.
A.S. MEDICAL ASSISTANT
DEGREE (MAS) PROGRAM:

Medical assistants perform a combination of clinical and administrative duties in a medical setting. Clinical duties include assisting doctors with examinations, drawing blood, administering immunizations, removing sutures, assessing vital signs and applying wound care. Administrative duties include scheduling appointments, answering phones, billing insurance companies, making referrals, and phoning in prescriptions. Because medical assistants work in an office environment, most work regular day-time hours. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), on recommendation of the Medical Assisting Review Board: CAAHEP, 1361 Park Street, Clearwater, FL 33756; phone 727-210-2350. Clinical courses are offered only during the day at the Gardner campus. For more information, please call 978-630-9357.

REQUIREMENTS FOR CONSIDERATION

Students who are currently enrolled in or successfully completed the following courses with a C+ grade or better are encouraged to apply:

- ENG 101  English Composition I
- MAS 101  Medical Secretarial Procedures
- MAS 102  Medical Terminology
- BIO 115  Human Biology
- MAS 201  Medical Machine Transcription
- MAS 202  Medical Coding and Billing I
- MAS 203  Computers in the Healthcare Setting
- CIS 101  Keyboarding (or successful passage of the Keyboard Placement Exam)
- MAT126  Topics in Mathematics

TECHNICAL STANDARDS

All technical standards listed apply to MAS. Students entering the A.S. Medical Assistant Degree (MAS) program must be able to demonstrate the ability to:

- Traverse the hospital and laboratory corridors, passageways, and doorways (minimum width, three feet).
- Communicate with patients and staff in the English language.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Possess hearing with or without corrective devices to be able to transcribe medical dictation from recorded media. Comprehend and respond to the spoken word of all age-specific groups.
- Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
- Function without causing harm to others. This would include situations that may result from chronic mental or physical conditions.
- React quickly, both mentally and physically.
- Work as a member of a team.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Identify behaviors that would endanger a person’s safety and intervene quickly, with an appropriate solution, in a crisis situation.
- Exhibit social skills appropriate to professional interactions.
- Respond to distress sounds, visual distress cues, emergency alarms, and vital sign assessment equipment.

ACCREDITATION STATUS

MWCC’s A.S. Medical Assistant (MAS) program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) on recommendation of the Medical Assisting Review Board of the American Association of Medical Assistants (AAMA).

PROGRAM COMPETENCIES

Upon graduation from this program students shall have demonstrated the ability to perform the following administrative, clinical, and interdisciplinary competencies:

- Clerical functions
- Bookkeeping procedures
- Special accounting entries
- Insurance Claims
- Fundamental principles
- Specimen collections
- Diagnostic testing
- Patient care
- Communication
- Legal concepts
- Patient instruction
- Operational functions

- Be able to type 30 words per minute for three minutes with three or fewer errors using the “touch” method of typing.
- Write at a college level as evidenced by completion of ENGO98 or placement into ENG101.
- Distinguish shapes and colors under a microscope.
- Read typewritten text and patient data from a computer screen with or without corrective devices.
- Discriminate color in order to identify reagents and other materials such as laboratory media, stained preparations, and the physical properties of various body fluids.
- Possess the manual dexterity required in such tasks as performing phlebotomy; operating blood analyzers and laboratory information systems; handling small containers of potentially biohazardous specimens (one inch by one inch); using sample measuring devices such as pipettes; giving injections and being able to adequately focus and manipulate a microscope and, using the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
SPECIAL PROGRAM REQUIREMENTS

Please note that the following information must be received before courses begin:

1. Health examination conducted within the past two years by a licensed health care provider.
2. Proof of current immunizations (DPT, MMR, Varicella, Hepatitis B series with follow-up TITRE and TB screening) must be provided to the Health Office. Contact the health office, ext. 136 for more information.
3. Liability Insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college's liability insurance policy, which will be billed through student fees.
4. (CPR) Certification (Professional Rescuer or Health Provider) is required. A course will be offered in the fall semester for those in need.
5. All MAS students must participate in the Massachusetts Community Health Insurance or provide accurate information regarding comparable coverage.
6. Completion of CORI/SORI form as well as drug testing required by clinical agency.
7. Demonstration of keyboard proficiency by successful completion of CIS101 or passage of the Keyboard Placement Exam.

CORI/SORI POLICY (CRIMINAL OFFENDORS RECORDS INFORMATION)

Criminal Offender Records Information (CORI) check procedure has been implemented for students whose services entails the potential for unsupervised contact with persons from vulnerable population (i.e., children, the elderly, the disabled).

The Criminal History Systems Board has authorized MWCC to receive criminal record information regarding present or prospective employees working with the vulnerable populations, and for trainees/student who will need a CORI clearance to work in education work sites (i.e., day care centers, hospitals, and health care facilities, schools, etc.).

Beginning September 1, 2002 individuals requiring CORI checks will also have Sexual Offender Records Information) consistent with current Commonwealth of Massachusetts law M.G.L. C. §§ 178C-178P. Record storage and usage will be in compliance with (M.G.L. C. 275 § 4). Depending upon the results of a CORI or SORI check, a person's eligibility to participate in the MAS program may be affected.

Please note: Drug testing may be required by clinical agencies for all students.

QUESTIONS AND ANSWERS

How do I make an appointment to complete my placement testing?

Once you have submitted a college application, you may register online at mwcc.edu/testing/appointment or contact the Testing Center to schedule a time to complete your placement testing by calling 978-630-9244. Placement testing is available both day and evening. If you completed placement testing in the past three years, these scores can be used if they meet the program requirements. An additional fee of $10.00 will be charged for those individuals who request to retest.

I haven't completed all of the coursework needed to apply to the MAS program yet. Can I still come to MWCC?

YES! Students are encouraged to enter the college as a “Medical Office Certificate (MOC)” student. In this major, you will need to self-identify as a potential MAS applicant and will be assigned to an advisor that will assist you in establishing an educational plan. As a student in this major, you may complete any of your non-MAS courses which will allow you to work towards your MOC as you work towards meeting the requirements for the MAS degree, then apply to the program when you have met the requirements for consideration.
Medical assistants perform a combination of clinical and administrative duties in a medical setting. Clinical duties include assisting doctors with examinations, drawing blood, administering immunizations, removing sutures, assessing vital signs, and applying wound care. Administrative duties include scheduling appointments, answering phones, billing insurance companies, making referrals, and phoning in prescriptions. Because medical assistants work in an office environment, most work regular day-time hours. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), on recommendation of the Medical Assisting Review Board of the American Association of Medical Assistants (AAMA). CAAHEP, 1361 Park Street, Clearwater, FL 33756; phone 727-210-2350. Clinical courses are offered only during the day at the Gardner campus. For more information, please call 978-630-9357.

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Cr.</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>English Composition I</td>
<td>3</td>
<td>ENG098, FYE101, RDG098 or placement</td>
</tr>
<tr>
<td>MAS101</td>
<td>Medical Secretarial Procedures</td>
<td>3</td>
<td>FYE101, RDG098, or placement; CIS101 or placement (or co-requisite)</td>
</tr>
<tr>
<td>MAS102</td>
<td>Medical Terminology</td>
<td>3</td>
<td>FYE101, RDG098 or placement</td>
</tr>
<tr>
<td>BIO115</td>
<td>Human Biology</td>
<td>4</td>
<td>ENG098, FYE101, RDG098 or placement</td>
</tr>
<tr>
<td>MAT126</td>
<td>Topics in Mathematics (or higher)</td>
<td>3</td>
<td>MAT096 or placement</td>
</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
<td>3</td>
<td>ENG101</td>
</tr>
<tr>
<td>MAS201</td>
<td>Medical Machine Transcription</td>
<td>3</td>
<td>CIS101 or placement; MAS102</td>
</tr>
<tr>
<td>MAS202</td>
<td>Medical Coding and Billing I</td>
<td>3</td>
<td>MAS102 (or co-requisite)</td>
</tr>
<tr>
<td>CIS103</td>
<td>Word Processing Applications</td>
<td>3</td>
<td>FYE101, RDG098 or placement</td>
</tr>
<tr>
<td>MAS203</td>
<td>Computers in the Healthcare Setting</td>
<td>3</td>
<td>MAS102 (or co-requisite)</td>
</tr>
</tbody>
</table>

Must be taken together:

<table>
<thead>
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<th>Cr.</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS206</td>
<td>Medical Assisting Lab Procedures</td>
<td>4</td>
<td>Prerequisites: BIO115, MAS102</td>
</tr>
<tr>
<td>MAS207</td>
<td>Medical Assisting Clinical Procedures</td>
<td>4</td>
<td>Prerequisites: BIO115, MAS102</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Cr.</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS208</td>
<td>Principles of Pharmacology</td>
<td>3</td>
<td>BIO115 or permission of division dean</td>
</tr>
<tr>
<td>PSY105</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>ENG098, FYE101, RDG098 or placement</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
<td>Electives: ART, ASL, ENG, FRE, HUM, MUS, PHl, SPA, THE</td>
</tr>
<tr>
<td>MAS209</td>
<td>Medical Legal Concepts, Practices, and Ethics</td>
<td>3</td>
<td>MAS101, MAS102</td>
</tr>
<tr>
<td>MAS210</td>
<td>Externship I</td>
<td>1</td>
<td>CIS103, MAS101, MAS102, MAS201, MAS202, MAS203</td>
</tr>
<tr>
<td>MAS250</td>
<td>Externship II</td>
<td>4</td>
<td>MAS206, MAS207, MAS208, MAS209 (or co-requisite), MAS210</td>
</tr>
<tr>
<td>MAS240</td>
<td>Medical Assisting Seminar</td>
<td>3</td>
<td>Completion of first three semesters of the Medical Assisting Program</td>
</tr>
<tr>
<td>PER126/130</td>
<td>Health, Fitness, and Wellness</td>
<td>2/3</td>
<td>Prerequisites: FYE101, MAT092, RDG098 or placement</td>
</tr>
<tr>
<td></td>
<td>Note: PER130 is recommended for transfer</td>
<td></td>
<td></td>
</tr>
</tbody>
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Approximate Total Program Cost: $31,377.00

Special requirements: Students must demonstrate keyboarding proficiency by either successfully completing CIS101 or successfully passing the keyboarding exam. Immunizations, additional liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check are required for student externs. Technical standards must be met with or without accommodations. Students must pass all MAS and BIO course with a C+ or better to remain in good standing in the MAS program.

Career options: Most medical assistants work in the offices of physicians, chiropractors, optometrists, and podiatrists. Others find employment in hospitals, insurance companies, and other healthcare facilities.

ATTENDANCE INFORMATION

Name:___________________________________________________________________________________________________________

Last Name First Name MI                     Previous Last Name

Social Security number:_______-_____-__________ e

Mail:________________________________________________________________

mailing Address:___________________________________________________________________________________________________

Street & Apt. # or P.O. Box                     City      State          Postal/Zip Code

Permanent Address:_________________________________________________________________________________________________


Phone Numbers: Home: ___________________________    Cell: ___________________________   Work: ___________________________

Gender: □ Male    □ Female    Date of Birth: _____/_____/

Citizenship (REQUIRED): Country of Birth __________________________________ Country of Citizenship________________________________________

□ I am a U.S. Citizen
□ I am a Lawful Immigrant. Must provide documentation.
□ I am a Non-Citizen. My current status is: (check all that apply)
   □ Resident Alien must provide Alien Registration Number:_________________ (Must Provide Documentation)
   □ In the country with a (presentation of current visa required): □ visitor visa □ student visa □ other
   □ I wish to obtain a student visa (Must submit International Student Application with additional documentation)

I plan to begin classes: □ Fall, Sept. _____(Yr.) □ Spring, Jan. _____(Yr.) □ Summer, May _____(Yr.) or □ July_____ (Yr.)

Have you ever attended/applied to Mount Wachusett Community College? □ yes □ no

If applied only, in what year?_________________ If attended, last year of attendance:________________________________

PERSONAL INFORMATION

Ethnic Background: Do you identify yourself as: □ Hispanic or Latino □ Not Hispanic or Latino

Race: Select one or more races, as you identify yourself:

□ American Indian □ Asian  □ Black or African American □ White
□ Alaskan Native □ Cape Verdean □ Native Hawaii or Pacific Islander

Marital Status: □ Married □ Single □ Divorced □ Separated □ Widowed

Emergency Contact Person: Name:________________________________________ Relationship to the Applicant:____________________

Address:__________________________________________________________________________________________________________________________________

Street & Apt. #                      City              State                         Postal/Zip Code

Phone:__________
**EDUCATION INFORMATION**

Have you been awarded your high school diploma or GED certificate?  □ yes □ no

If yes, you must provide the following information: I have a: (check one)

☑ High School Diploma  □ GED Certificate  □ Certificate of Completion  □ Home School Diploma

Name of High School/Home School/Testing Center: ________________________________ Location: ________________________________

Date Awarded (month/yr): _______/_______ (documents awarded outside of the U.S. must be evaluated to meet U.S. standards) City State

If no, select and complete one of the following:

☑ I am a current high school/home school student at ________________________________ (check one) I intend to graduate _______/_______

☑ I am not a high school student and do not have my GED

Have you completed courses at a college other than MWCC?  □ yes □ no  (if no, move to “Residency Information”)

What is your highest level of college completed?

☑ Completed some college  □ Associate Degree  □ Bachelor Degree’s  □ Master Degree  □ Doctor’s Degree  □ Certificate or Degree from MWCC

Please list all colleges you have attended (other than MWCC):

<table>
<thead>
<tr>
<th>College</th>
<th>City</th>
<th>State</th>
<th>College</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
</table>

**RESIDENCY INFORMATION**  (Required by all applicants)

Please select one of the following:

☑ I have lived in Massachusetts continuously since: (Month/Year) _______/_______

If less than (6) months, previous state of residence: ________________________________________________________________

☑ I do not live in Massachusetts. Current state of residence: ________________________________________________________

☑ I am an eligible participant in the New England Board of Higher Education’s Regional Student Program.

☑ I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

☑ I do not reside in Massachusetts, but have a parent who provides financial support and who is a legal Massachusetts resident. Therefore, I qualify for in-state residency. (Documentation is required and applies only to students 24 years of age or younger.)

☑ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents* are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant’s status and to require submission of any additional documentation it deems necessary. Please check-off those documents you possess as proof of your intent to remain in Massachusetts.

- Valid Driver’s License
- Utility Bills*
- Employment Pay Stub*
- Valid Car Registration
- Voter Registration*
- State/Federal Tax Returns*
- Mass. High School Diploma
- Signed Lease or Rent Receipt*
- Military Home of Record*
- Record of Parents’ Residency for Unemancipated Person*
- Other ________________________________
Medical Assistant Program Admission Form

RESEARCH

Military Service (important to assist with determining possible eligibility for education benefits):
- [ ] Member of the armed forces on active duty
- [ ] Member of the National Guard/Reserve
- [ ] Member of the armed forces (or spouse/unemancipated child) on active duty in MA

Do either of your natural or adoptive parents have a four-year college degree?  [ ] Yes  [ ] No

Were you a Tech Prep student in High School?  [ ] Yes  [ ] No

Is English your native or “first” language?  [ ] Yes  [ ] No

If no, we offer English as a Second Language (ESL) courses that prepare non-native speakers to develop and improve conversation, reading, writing, and grammatical skills in English that are necessary for academic as well as professional achievement. Do you require additional coursework to improve your English (written and verbal skills)?  [ ] Yes  [ ] No

How did you find/receive information about MWCC? (check all that apply)
- [ ] Radio
- [ ] Television
- [ ] MWCC function—met or spoke with Admissions Rep
- [ ] Newspapers
- [ ] Guidance Counselor
- [ ] Friend / Relative
- [ ] Internet—MWCC Website
- [ ] MWCC student
- [ ] Other: ____________________________________

Are you a current MWCC MOC student?  [ ] Yes  [ ] No

Have you completed courses at MWCC?  [ ] Yes  [ ] No  If Yes, approximately how many credits have you completed at MWCC? _____________

What is your highest level of academic achievement?
- [ ] Some College
- [ ] Associates
- [ ] Bachelors
- [ ] Masters
- [ ] Not Applicable

Will you be asking the Committee to review college transcripts from college(s) other than MWCC?  [ ] Yes  [ ] No

If Yes, from which college(s)? _____________________________________________________________________________________

Have you ever applied to MWCC’s MAS program?  [ ] Yes  [ ] No  Have you ever been accepted to our MAS program?  [ ] Yes  [ ] No

Are you currently enrolled in or have you completed the following courses with a C+ grade or higher?
- ENG101  [ ] Yes  [ ] No
- MAS101  [ ] Yes  [ ] No
- MAS102  [ ] Yes  [ ] No
- BIO115  [ ] Yes  [ ] No
- MAS201  [ ] Yes  [ ] No
- MAS202  [ ] Yes  [ ] No
- MAS203  [ ] Yes  [ ] No
- CIS101  [ ] Yes  [ ] No

I have read the Technical Standards and understand that it is my responsibility to discuss any accommodation that I may need with the appropriate College representative.  [ ] Yes  [ ] No

HAVE YOU APPLIED FOR FINANCIAL AID?

- [ ] I have already applied
- [ ] I plan on applying
- [ ] I do not plan on applying

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA), available on the federal financial aid web site at www.fafsa.gov. Financial aid can be used to pay for tuition, fees, books, transportation, and other educational expenses. MWCC strongly encourages you to complete the FAFSA. If you have questions about your financial aid application or college financial planning, please call the college Financial Aid Office at 978-630-9169 or online at mwcc.edu/financial.

SIGNATURE

I hereby apply to MWCC. I agree to accept the regulations and requirements of the college and will cooperate with the students, faculty, and administration in the maintenance of high standards and appropriate conduct. I understand that concealment of facts or untruthful statements may result in my application being withdrawn or cause me to be dismissed from Mount Wachusett Community College. The information I have provided is true and correct to the best of my knowledge.

Applicant Signature ___________________________ Date _____________

Parent or Guardian Signature ___________________________ Date _____________

(Required if applicant is under the age of 18 at time of application)
Medical Assistant

Application & Information Packet
Application for Entrance: September 2014
Application Deadline: April 15, 2014

Contact & Campuses

Office of Admissions
Tel: 978-630-9110
Fax: 978-630-9554
Email: admissions@mwcc.edu
Web: mwcc.edu/admissions

Financial Aid Office
Tel: 978-630-9169
Fax: 978-630-9459
Email: financialaid@mwcc.mass.edu
Web: mwcc.edu/financial

Student Accounts Office
Tel: 978-630-9386
Fax: 978-630-9459
Email: bursar@mwcc.mass.edu
Web: mwcc.edu/student-accounts

Gardner
444 Green Street
Gardner, MA 01440
978-630-9110

Devens
One Jackson Place
27 Jackson Rd.
Devens, MA 01434
978-630-9569

Leominster
100 Erdman Way
Leominster, MA 01453
978-630-9810

Fitchburg
275 Nichols Road
Fitchburg, MA 01420
978-630-9413