

### PROGRAM DESCRIPTION

The Medical Assisting Program (MA) prepares students to handle the entry-level clinical and administrative aspects of working in a medical office. The Medical Assisting Program is rigorous and challenging. It requires a high level of student commitment and mastery of content in many academic areas. The program prepares students for the Certified Medical Assistant (CMA) examination associated with the American Association of Medical Assistants. Please note the following:

- Twenty-four (24) new students are admitted in the fall semester and twenty-four (24) new students are admitted in the winter semester.
- Classes are offered during the day with some courses offered in the evening on a limited basis. Most classes generally meet one or two days per week at the Radcliff Center campus in Garden City.
- The Medical Assisting Program is a certificate program intended for full time students.
- In addition to classroom and laboratory experience, the program includes an office practicum in a healthcare facility.
- Students who successfully complete all program courses qualify for a Certificate of Program Completion and are eligible to take the Certified Medical Assistant (CMA) examination conducted by the certifying board of the American Association of Medical Assistants.
- 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 the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

### APPLICATION REQUIREMENTS

The Medical Assisting (MA) Program requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

<b>1. Apply to Schoolcraft College</b>	Apply to Schoolcraft College on-line at <a href="http://www.Schoolcraft.edu">www.Schoolcraft.edu</a> .
<b>2. Transcripts</b>	Request official undergraduate college transcripts from <u>all</u> schools previously attended. College transcripts must be sent directly from the issuing college or university to Schoolcraft College.
<b>3. Verify Transcripts</b>	Contact the Admissions and Enrollment Center at 734-462-4426 to confirm that all official college transcripts have been received.
<b>4. Counseling and Assessment</b>	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted ACT scores that are less than three years old to Admissions and Enrollment Center may also be exempt from assessment testing.  Contact the Counseling Center at 734-462-4429 to make an appointment.
<b>5. Biology Proficiency</b>	Complete two semesters of high school level courses in Biology within the last five years with a <u>2.0/C</u> or better in both semesters. High school transcripts must be submitted to the Admissions and Enrollment Center as proof of completion.  - or -  Complete BIOL 050 with a grade of <u>2.0/C</u> or better.
<b>6. College Prerequisite Coursework</b>	Complete BIOL 105 <i>Basic Anatomy and Physiology</i> with a grade of <u>2.0/C</u> or better. Complete HIT 104 <i>Medical Terminology</i> with a grade of <u>2.0/C</u> or better.  <b>Time Limits:</b> <i>BIOL 105</i> must be completed within 5 years of application. Contact the Counseling Center at 734-462-4429 for exceptions to this requirement.
<b>7. Cumulative GPA</b>	Attain a cumulative grade point average at Schoolcraft of <u>2.0</u> or better
<b>8. Apply to Medical Assisting Program</b>	Submit the attached Medical Assisting Application to the Admissions and Enrollment Center with appropriate signatures.

## **APPLICATION PROCESS**

1. The order of acceptance of qualified applicants is based on the date the College receives a valid Medical Assisting Program application. Applications are received and processed on an on-going basis.  
For the purpose of fairness, applications received at the end of each semester will be held for three business days after final grades are available and then will be dated received.
2. In the event that more than one qualified student applies on the same day, the order of acceptance will be based on the student's cumulative grade point average at Schoolcraft College and then residency if needed.
3. When the maximum number of qualified applicants has been accepted, students will be considered for acceptance into the next available semester.
4. Applications received from non-qualified students are returned and may be resubmitted after the application requirements are complete.

## **OPEN/SUPPORTING COURSES**

Admission to the Medical Assisting Program is not necessary to register for the courses listed below. The following courses are open to all Schoolcraft students who have met the course prerequisite (see the College Catalog).

<b>BIOL 105</b>	Basic Human Anatomy and Physiology (with a grade of 2.0 or better)
<b>HIT 104</b>	Medical Terminology (with a grade of 2.0 or better)
<b>MA 134</b>	Medical Insurance Coding (with a grade of 2.0 or better)
<b>MA 140</b>	Medical Office Procedures (with a grade of 2.0 or better)
<b>MA 110</b>	Phlebotomy (with a grade of 2.0 or better)
<b>MA 155</b>	Medical Insurance Billing (with a grade of 2.0 or better)

## **REGISTRATION PROCEDURE**

After acceptance into the Medical Assisting Program, MA students require official authorization to register for MA 174, MA 180, and MA195. Students will receive required forms and procedures via US mail. Additional detailed information is available from the Medical Assisting Program Office (734-462-4746), located in the Radcliff Center, 1751 Radcliff Center, Garden City, MI 48135-1197. An authorization to register is only issued upon completion of the following requirements:

- Criminal History Check Clearance**
- Medical Clearance / Drug Screen**
- Maintain a cumulative grade point average at Schoolcraft College of 2.0 or better**
- Required Immunizations**
  - Two **MMR** vaccinations (Measles, Mumps, Rubella) – one as a child – one as an adult or Titer showing immunity for ALL of the above.
  - **Hepatitis B** vaccination or Titer – (series must be started prior to clinical), or a signed Vaccination Declination Form.
  - **TB Test** – TB test expires after 12 months. The student's TB test cannot expire before the end of class and/or when clinicals will be completed.
  - **Chicken Pox** – 2 Varicella vaccinations given 1 month apart and/or a laboratory Titer verifying immunity. NOTE: we are no longer accepting history of chicken pox as evidence of immunity.

## **ESTIMATION OF TUITION AND FEES**

<b>ESTIMATE OF TUITION AND FEES – MEDICAL ASSISTING PROGRAM</b>		
<b>(Based on 35 Credits)</b>		
	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>
Tuition:	\$2,940.00	\$4,305.00
Service:	\$30.00	30.00
Registration Fees:	\$120.00	\$120.00
Instructional/Equipment Fees:	\$140.00	\$140.00
Course Fees:	\$420.00	\$420.00
Additional Expenses (Approximate)	\$705.00	\$705.00
Hepatitis B Vaccine (\$150.00)		
Application Fee for Certification Exam (\$235.00 optional)		
Miscellaneous expenses for clinical affiliation (\$300.00)		
Liability Insurance (\$20 per fiscal year)		
<b>TOTAL:</b>	<b>\$4,355.00*</b>	<b>\$5,720.00*</b>

**\*Estimation of tuition and fees does not include the cost of textbooks. The above figures are based on 2011-2012 rates and are subject to change. A Resident student is one whose legal residence is in the school district of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents. Tuition and fees for out-of-state and international students are available at [www.schoolcraft.edu/admissions](http://www.schoolcraft.edu/admissions).**

## **NOTE**

Requirements for admission to the Medical Assisting Program are subject to change at any time.

Please contact the Admissions and Enrollment Center for updates of any applicable changes.

Phone: 734-462-4426 Fax: 734-462-4553

E-mail: [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) Web: [www.schoolcraft.edu](http://www.schoolcraft.edu)

***It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.***



# Medical Assisting Application 2011-2012

This application is required for the Medical Assisting Program. You may submit this application to the Admissions and Enrollment Center after you complete the following:

- 1) Are admitted to Schoolcraft College.
- 2) Review and meet all requirements on this application. Program requirements are subject to change.
- 3) Submit appropriate transcripts and complete assessment requirement unless exempt.
- 4) Meet with an academic advisor/counselor to review your progress toward meeting program requirements and to obtain appropriate signatures.
- 5) Completion of all sections of this application with signatures from an academic advisor or counselor is required to be accepted into the Medical Assisting Program. Return application to the Admissions and Enrollment Center. Applications are accepted on a continuous basis.

### Section I: To be completed by student

Demographic information on this application must match the information on record in the Registrar's Office at Schoolcraft College.

**Name**

Last (Family Name)	First	Middle	Former (If Applicable)	

**Address**

Number	Street	Apt.	City	State	Zip + 4 Digit Code

**Day Phone**

(      ) \_\_\_\_\_

**Evening Phone**

(      ) \_\_\_\_\_

**Email**

\_\_\_\_\_

**Birth Date**

\_\_\_\_\_

**Student Number**

\_\_\_\_\_

**Social Security Number**

\_\_\_\_\_

Month / Day

Last 4 Digits

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

### Section II: To be completed with academic advisor/counselor

**THE ITEMS IN SECTION II ARE REQUIRED. MEET WITH AN ACADEMIC ADVISOR OR COUNSELOR TO OBTAIN APPROPRIATE SIGNATURES BEFORE APPLYING TO THE PROGRAM.**

Please indicate which program will best meet your schedule requirements:

- Fall Semester     Winter Semester     First Available

**Part A: OFFICIAL TRANSCRIPTS** *Transcripts document coursework and appropriate assessment.*

Schoolcraft College:

- has received all official undergraduate college transcripts
- no previous college transcripts needed

Counselor or Academic  
Advisor Signature                      Date

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**Part B: ASSESSMENT TESTING** *Take an assessment test unless you are exempt (approved by an academic advisor or counselor). Assessment test scores are valid for three years.*

Student:

- has taken assessment test or ⇒       is exempt

Counselor or Academic  
Advisor Signature                      Date

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**Part C: PROFICIENCY** Attain the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.

Minimum Scores:	ACT	Accuplacer
Sentence Skills	15+	51 +
Reading Comprehension	15+	57 +
Arithmetic	16+	60 +

Student:	Test Score or Course	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has met minimum <b>English</b> score or ⇒	<input type="checkbox"/> has successfully completed ENG 050 with a <u>2.0/C</u> or better		
<input type="checkbox"/> has met minimum <b>reading</b> score or ⇒	<input type="checkbox"/> has successfully completed COLLS 050 with a <u>2.0/C</u> or better		
<input type="checkbox"/> has met minimum <b>math</b> score or ⇒	<input type="checkbox"/> has successfully completed MATH 045 with a <u>2.0/C</u> or better		

**Part D: BIOL 050 or equivalent.** Complete a one year (two semesters) high school level biology course with a grade of 2.0/C or better in each semester. You may complete an equivalent college course to satisfy this requirement.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed BIOL 050 (2.0/C or better) or ⇒ <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

**Part E: BIOL 105 or equivalent.** Complete Basic Anatomy and Physiology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement. BIOL 105 must be completed within 5 years of application.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed BIOL 105 (2.0/C or better) or ⇒ <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

**Part F: HIT 104 or equivalent.** Complete Medical Terminology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed HIT 104 (2.0/C or better) or ⇒ <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

**Part G: CUMULATIVE COLLEGE GPA** Attain a 2.0 or better cumulative grade point average at Schoolcraft College.

Counselor or Academic  
Advisor Signature

Date

Student has a Schoolcraft College cumulative GPA of 2.0 or better.

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**Section III: Application to be signed by student**

**X**

Applicant Signature

Date

**RETURN TO:**

Admissions and Enrollment Center  
McDowell Center  
Schoolcraft College  
18600 Haggerty Road  
Livonia, MI 48152-2696

Phone: 734-462-4426  
Fax: 734-462-4553

**DATE RECEIVED:**