

# Medical Assisting Admission Criteria

*This is a selective and competitive admission program.* Admission to the college doesn't guarantee admission to the clinical component of the program. You will be admitted as a pre-medical assisting student and work with your advisor to apply to the clinical/core component of the program.

**Minimum Criteria to Apply:** See the point system

**Advising:** Initially students should work with a health careers counselor to develop an education plan for the first semester. After the first semester, students must meet with the program director. Meeting with the program director, Joel Bacon, is required prior to submission of a clinical program application.

For advising appointments:

Gettysburg – Dianne Brooks (717) 337-3855 x 3001

Harrisburg – Joel Bacon (717) 780-1326

Lancaster - Joy Tien (717) 358-2988

Lebanon - Debra Schneider (717) 270-4222

York - Heather Burns (717) 718-0328 x 3513

**Application:** Application for Fall 2012 will be posted May 1 (through May 31) on the Health Careers Medical Assisting Program website (under Programs Offered).

**Application Deadline:** May 31. Based upon availability, applications may be accepted after May 31.

**Class Selection Date:** Mid - June

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## **ADDITIONAL REQUIREMENTS PRIOR TO STARTING THE CLINICAL PORTION OF THE PROGRAM (after acceptance)**

Additional information and required forms will be provided to you upon acceptance into clinicals. Failure to provide all the necessary documentation before the established deadline could lead to denial of admission into the clinical program. The following must be completed (at your own expense) after you have been selected for, but prior to starting the clinical portion of the program:

### **Physical Examination and Required Immunizations**

All students accepted into the clinical component of the program must submit a health examination form completed by a physician/nurse practitioner/physician's assistant with immunization history including verification through blood work. No student will be admitted with a disqualifying result or failure to meet the specified deadline.

### **Background Checks**

All students accepted into the clinical component of the program must undergo a Pennsylvania Child Abuse History Clearance, FBI Check and State Police Criminal Record Check. No student will be admitted with a disqualifying criminal history or child abuse clearance. Students with criminal backgrounds interested in admission into the clinical portion of any health career program at HACC must follow the [Prohibitive Offense Procedure](#) for Health Career Programs, effective for admission into the clinical portion of any health career program after May 1, 2011.

### **Drug and Alcohol Screens**

All students accepted into the clinical component of the program must undergo a drug and alcohol screen annually at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline.

### **Current certification in cardiopulmonary resuscitation (CPR)**

**Any candidate not meeting these criteria will be denied admission into the medical assisting program.**

**HACC**  
**Medical Assisting Program**  
**Point System - Fall 2012**

Students will be considered for admission into the medical assisting program who have:

- 2.0 overall GPA
- Documented proficiency, C or better, in English through the 051 level
- Documented proficiency, C or better, in Math through the 020 level
- Completed Biology 105, 111/121, and Computer Information Systems 105 with a C or better
- Met with the program director

All medical assisting applicants will be ranked on the following criteria:

Points	Criterion
5 to 15	* Grade in BIOL 105 A = 15, B = 10, C = 5
5 to 15	* Grade in BIOL 111/121 A = 15, B = 10, C = 5
5 to 15	* Grade in CIS 105 A = 15, B = 10, C = 5
<i>* Note: All transferred courses will be assigned the number of points based on the actual grade earned.</i>	
3	AH 209
4 to 8	GPA x 2 (Minimum GPA of 2.0)
-1 (per occurrence)	Minus one for each W, D or F in BIOL 105, BIOL 111, and CIS 105 (within the past 7 years). Equivalent transfer courses are subject to the same deductions.
1 to 2	Prior employment in allied health field Any prior employment in allied health field = 1 Currently credentialed in allied health field = 2
<b>Total Score (58 Max)</b>	

**TRANSFER STUDENTS**

- In addition to all stated criteria for HACC pre-medical assisting students, a minimum transfer GPA of 2.0 will be required if the student has transferred in 23 of the general education credits.
- For any transfer student who, at the time of selection, has only transfer credits available for review, a 2.0 GPA will be assigned in the calculation of this admission criterion.

The accepted time limit for a science course (HACC or transfer) for use in health career programs is 7 years.

In event of a tie, HACC overall GPA then date of application will be used.

9/7/07 rev 10/2/08  
 JLB/ vg  
 Approved: JLB/LMM/RRY

*HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.*



## Medical Assisting Essential Qualifications

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All individuals, including persons with disabilities, who apply for admission to the medical assisting program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the medical assisting program at HACC. These are standards of admission.

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

**Any candidate *not* meeting these criteria will be denied admission into the program.**

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### **Vision**

The medical assistant student must be able to read instruments, scales, charts and graphs, prepare and maintain medical records, recognize emergencies, read medication orders, read medication measurements, assess patient physical condition, and read and document information in both written and computerized formats.

### **Speech and Hearing**

The medical assistant student must have sufficient hearing ability to interpret messages not solely based on visual cues. The medical assistant must be able to communicate effectively and sensitively in order to elicit information. The student must be able to assess nonverbal communication and be able to transmit the information to all members of the health care team. The student must be able to obtain blood pressure, interview and take patient histories, instruct patients with special needs, use proper telephone technique, receive, organize, prioritize and transmit information and perform medical transcription.

### **Fine Motor Functions**

The medical assistant student must manifest all the skills necessary to carry out diagnostic and clinical procedures, and manipulate instruments and equipment. The student must be able to perform phlebotomy, electrocardiography and medications administration safely and accurately. The student must be able to perform basic secretarial skills, perform medical transcription and safely operate equipment.

### **Gross Motor Functions**

The student must be able to support patients when ambulating and assist patients in and out of a wheelchair and on and off an exam table. The student must be able to reach equipment and patient supplies, respond to emergency situations in a timely fashion, and perform CPR.

### **Psychological Stability**

The student must demonstrate the ability to handle difficult interpersonal situations in a calm and tactful manner. The medical assistant student must be able to recognize emergency situations and be able to take effective and appropriate action.

### **Communication – verbal, nonverbal, reading and writing**

- Able to communicate in English orally and in legible writing with clients and members of the health-care team using correct grammar, punctuation and spelling.
  - Able to quickly, accurately, and independently follow verbal and written instructions
  - Actively participate in group discussions

- Verbal communication must be clear and easily understood.
- Able to accurately read and comprehend written material in English
- Able to quickly and accurately clarify information and reconcile conflicting information
- Able to accurately convey and interpret nonverbal communication
- Able to use communication equipment – telephone, computer, translation device

**Intellectual and Cognitive Abilities:** Candidates must be able to measure, calculate, reason, analyze, synthesize, integrate and apply information. Problem solving, a clinical skill required of medical assistants, requires all these intellectual abilities.

**Behavioral and Social Attributes:** Candidates must possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the diagnosis and care of patients, and developing mature, sensitive and effective relationships with patients and other healthcare workers. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are personal qualities that will be assessed during the admissions and education process.

**Ethical Standards:** A candidate must demonstrate professional demeanor and behavior and must perform in an ethical manner in all dealings with peers, faculty, staff and patients.

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As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the program director.** \_\_\_\_\_  
(Initial)

**I have read and understand the program admission criteria** as posted on the HACCC Health Careers website. \_\_\_\_\_ (Initial)

**I understand that all students accepted into the clinical component of the program must undergo a drug and alcohol screen annually** at the laboratory specified by the program on or before the stated deadline. This lab is used to protect the integrity of the results being reported. The test is at the cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specified deadline. \_\_\_\_\_ (Initial)

**I understand that all students accepted into the clinical component of the program must undergo a Pennsylvania Child Abuse History Clearance, FBI Check, and State Police Criminal Record Check.** No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance. \_\_\_\_\_ (Initial)

**I understand that students accepted into the clinical component of the program may perform procedures which may expose them to bloodborne pathogens** and potentially hazardous materials. \_\_\_\_\_ (Initial)

**I understand that all students accepted into the clinical component of the program should have the following immunizations:** Hep B, MMR, DPT, and an annual TB screen. \_\_\_\_\_ (Initial)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HACCid