

## MEDICAL ASSISTING (MA) PROGRAM

### APPLICATION INSTRUCTIONS

#### ADMISSIONS CRITERIA

To be considered for admission to the MA program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University-Ozark Campus
- Completion of platform coursework with a minimum **2.5 GPA**; Conditional acceptance may be granted to those students who are in the process of completing the remaining platform coursework. Failure to maintain a **2.5 GPA** upon completion of the remaining platform coursework may lead to forfeiture of the MA program admission offer.
- Be at least 18 years of age
- Completion of MA Program Application for Admission
- Typed an original essay about what factors of the Medical Assisting profession appeal to you as a career choice and how a career as a Medical Assistant would contribute to your life goals and objectives. You may draw upon your past life experience. The essay should be no more than 2 pages, double spaced, Times Roman 12-point font.
- Completion of appropriate TEAS testing
- Two (2) Student Recommendation Forms (attached) from a community/business/health professional, instructor, or someone that can testify to your character and work ethic, that is NOT a relative.

#### READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. Each applicant must apply for admission to Arkansas Tech University-Ozark Campus **BEFORE** applying to the Medical Assistant Program. Application information may be obtained by contacting the Office of Student Services in person or through the following:

Office of Student Services  
Arkansas Tech University-Ozark Campus  
1700 Helberg Lane  
Ozark, Arkansas 72949 479-667-2117  
<http://atu.edu/ozark>

2. The following are required for application:
  - Completed and Signed MA Program Application for Admission

- Typed essay (no more than 2 pages double spaced, Times Roman 12-point font)
  - Signed Understanding of Clinical Participation Requirements form
  - Two (2) Student Recommendation Forms from a community/business/health professional, instructor, or someone that can testify to your character and work ethic, that is not a relative.
  - TEAS Exam (**will be scheduled after the application deadline has passed**)
3. Each applicant is responsible for verifying that all of the above-requested information has been completed and submitted to the Allied Health Secretary by March 1st. All application items requested should be submitted as a complete packet (except for the two (2) Student Recommendation forms) if possible or physically brought to the Allied Health Secretary in the Health Education Building. Applicants are responsible for items sent separately. Student Recommendation Forms must be sent separately from the evaluator either by email or by fax.

The above items must be received by the Allied Health Secretary **BY MAIL OR IN PERSON** by **March 1** in order to be considered complete:

Medical Assisting Program  
 Attn: Allied Health Secretary  
 Arkansas Tech University- Ozark Campus  
 1700 Helberg Lane  
 Ozark, Arkansas 72949

4. Once the application is complete and after the application deadline has passed, the Allied Health secretary will send dates, times, and registration information for the Test of Essential Academic Skills (TEAS). This test will be given at Arkansas Tech University-Ozark Campus **AFTER** the application deadline.

THE INFORMATION CONTAINED IN THIS APPLICATION PACKET IS SUBJECT TO CHANGE  
 AT THE DISCRETION OF THE MA PROGRAM DIRECTOR.

## **MEDICAL ASSISTING PROGRAM DESCRIPTION**

Medical Assistants are valuable members of the health care team and are trained to perform both administrative and clinical duties. The medical assistant curriculum is a two-year associate of applied science degree program. This program offers the student a broad foundation in basic medical assisting skills, including a period of practical experience in a medical facility working under the supervision of clinic personnel and the Medical Assistant Program Director. Basic Medical Assistant training and education consist of learning experiences in science, communication skills, insurance, and general office practices, as well as medical laboratory and examination room procedures.

## **PLATFORM**

Students will be required to complete 24 hours of platform coursework with a minimum 2.5 GPA prior to admission to the technical phase of the MA Program. Applicants with platform coursework completed at other institutions should have their official transcripts sent to the Office of Student Services for review. The platform coursework includes the following:

Substitution and/or waiving of platform coursework will be at the discretion of the Medical Assistant Program Director in accordance with the policies and procedures of the Ozark Campus.

BST 1303	Introduction to Computers
ENGL 1013	Composition I
HSCI 1113	Medical Terminology
HSCI 1123	Human Anatomical Structures I
PSY 2003	General Psychology
ENGL 1023	Composition II
HSCI 1243	Human Anatomical Structures II
TMAT 1203	Technical Mathematics II (or higher)

## **TECHNICAL COURSEWORK**

Students must apply to the technical phase of the program following completion of the platform coursework. Admission to the technical phase is competitive due to limited enrollment. Satisfactory completion of the technical coursework will enable a student to graduate with an Associate of Applied Science degree and apply for the examination for Certified Medical Assistant.

The technical phase of the program includes a combination of classroom/laboratory study and 160 hours of the required unpaid internship. During the classroom/laboratory portion of the program, students will have the opportunity to learn medical assisting procedures and practice specific procedures on fellow MA students. Students will be expected to participate in all class and laboratory activities as both a demonstration subject and simulated patients for their classmates.

The fieldwork education portion of the program consists of working with patients in a clinical facility as a student while under the supervision of a fieldwork supervisor and a clinical representative. An internship of 160 hours must be completed during the first summer term. Internship sites are located in various cities and towns throughout the area. Students will be responsible for all travel costs associated with the internship, including meals and lodging.

Projected technical coursework for the 2021-2022 class will include the following:

- MA 2113 Basic Pharmacology w/ overview of Microbiology
- MA 2123 Medical Office Computer Systems & Insurance
- MA 2133 Medical Assistant Administrative Practice

MA	2143	Coding Practices for Medical Office
MA	2153	MA Role/Emergency Preparedness
MA	2213	Medical Lab Orientation & Instrumentation
MA	2214	Medical Lab Orientation & Instrumentation, LAB
MA	2222	Medical Assistant Practice LAB
MA	2223	Medical Assistant Practice
MA	2233	Legal and Ethical Practices of the Medical Office
MA	2312	Medical Assistant Seminar
MA	2314	Medical Assistant Practicum

## **CLASS SIZE**

The class starting in Fall 2021 will include maximum openings for 14 qualified students.

## **ESSAY:**

Please attach to the application a typed original essay about what factors of the Medical Assisting profession appeal to you as a career choice and how a career as a Medical Assistant would contribute to your life goals and objectives. You may draw upon your past life experiences. The essay should be no more than 2 pages, double spaced, using Times Roman 12-point font.

## **SELECTION CRITERIA**

Due to the limited spots available for each class of MA students, the MA Program must use a method of ranking each candidate according to the candidate's qualifications. The following will be used in the selection process:

TEAS score:	70%
Essay	15%
Letters of Reference	15%

In the case of a tie in the application score for applicants, the following criteria will be utilized as tiebreakers (the criteria are arranged in order of importance):

1. Cumulative GPA for all college coursework completed before the application deadline
2. Number of platform hours completed before the application deadline
3. Date of submission of completed MA program application materials

## **SELECTION PROCESS**

Offers of admission for available spaces will be made to the qualified applicants with the highest overall ratings. All applicants will be notified by the MA Program of their admission status. Applicants accepted into the program must notify the MA Program office as soon as possible of their decision to accept or decline the offer of admission. Applicants who decline admission or are not accepted for admission may reapply for admission the following year. In the event an opening for a student becomes available, then applicants from the alternate list will be admitted according to individual ranking.

## TEST OF ESSENTIAL ACADEMIC SKILLS

The TEAS is scheduled by the Allied Health secretary after the application deadline. An email with available test dates will be sent to the email address provided on the application. Prior to taking the TEAS, applicants will be required to register and pay a testing fee at [atitesting.com](http://atitesting.com). The TEAS is a computerized test and therefore test scores will be immediately available. Test results will then be forwarded to the Medical Assistant program office and the Office of Student Services. Acceptance of TEAS results from online testing and/or at locations other than Arkansas Tech University- Ozark Campus are allowed, providing the results meet additional requirements. For more information regarding TEAS test policies and procedures, please visit the following link, or scan the QR code.

<https://www.atu.edu/ozark/admission/testingresources.php>



## FINANCIAL AID

Students requesting information regarding financial aid are encouraged to contact the Financial Aid Office as follows:

Financial Aid Office 1700 Helberg Lane Ozark, Arkansas 72949 479-667-2117
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## NONDISCRIMINATION STATEMENT

Arkansas Tech University-Ozark Campus does not discriminate based on color, sex, sexual orientation, gender identity, race, age, religion, national origin, or disability, in any of its practices, policies, or procedures. This includes, but is not limited to, admission, employment, financial aid, or educational service. Arkansas Tech University-Ozark Campus complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance, will be made available upon request. Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, e-mail [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu).

## CRIMINAL BACKGROUND INVESTIGATION

Students admitted to the MA program will be expected to obtain criminal background checks following entry into the program. Criminal background checks may be a requirement for attendance at some of the clinical education sites affiliated with the MA program. Based upon the results of these checks, an affiliated clinical education site may determine not to allow a particular student's presence at a facility.

In addition, a criminal background may preclude certification or employment following graduation. Students are responsible for the associated costs and delivery of background results to the clinical facility requesting the information.

## **DRUG AND ALCOHOL TESTING**

Drug and alcohol testing may be a requirement for attendance at some of the clinical education sites affiliated with the MA program. Based upon the results of these checks, an affiliated clinical education site may determine not to allow a particular student's presence at a facility. The student is responsible for the costs associated with any drug and alcohol testing required for attendance at a particular clinical education site. In addition, the student is also responsible for the submission of testing results to the clinical education facility requesting the information.

## **STUDENT HEALTH AND PHYSICAL EXAMINATION**

Students admitted to the MA program will be expected to provide health information and participate in a physical examination to be performed by a physician, physician's assistant, or nurse practitioner. The purpose of the physical examination is to determine the student's ability to safely perform the physical demands expected of a Medical Assistant. The purpose of the Health Information Form is to enable the student an opportunity to provide pertinent information to the MA Program which may affect the student's ability to safely participate in laboratory and clinical education activities.

### **Health Requirement:**

Clinical sites may have requirements in addition to those required by the university. This may include the COVID-19 vaccination. Failure to comply with this additional requirement may result in the inability to complete the clinical coursework for the program.

## Understanding of Clinical Participation Requirements

Arkansas Tech University-Ozark Campus Medical Assisting Program uses external affiliated agencies for clinical experiences for our students. Affiliated agencies may impose requirements for students to be allowed access to clinical experiences.

Students may be required to provide the following information to external affiliated agencies:

- Health Screening/Immunizations
- CPR Certification
- Criminal Background Investigation
- Drug Testing

The student should maintain copies of the documents listed above. Affiliating agencies may require the student to provide a copy of the documentation.

### **NOTICE AND RELEASE - READ CAREFULLY BEFORE SIGNING**

I, the undersigned applicant to the Medical Assisting Program at Arkansas Tech University- Ozark Campus, understand that participation in a clinical experience is part of the Medical Assisting Program and that participation in a clinical experience includes working as a student at an affiliating agency. I understand that I will be responsible for all travel, meals, and lodging associated with clinical education. I further understand that affiliating agencies have the right to establish requirements for participation in clinical experience.

I understand that I am responsible for providing copies of the documentation requested by the affiliated agency. I understand and agree that if I am rejected for participation in a clinical experience by an affiliating agency or if I refuse to submit to checks or tests that are required by an affiliating agency in order to participate in a clinical experience, I may be unable to complete my program of study and graduate from the Medical Assisting Program. I hereby release Arkansas Tech University-Ozark Campus, its employees, and all affiliating agencies from any liability with regard to my participation in a clinical experience and decisions made concerning my participation in a clinical experience.

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Student Name

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Date

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Student Signature

## Medical Assisting Program Technical Standards

In accordance with the Americans with Disabilities Act (ADA) and other governmental regulations, the following are the technical standards that define the essential functions of medical assistance. These technical standards are not conditions of admission to the program, but rather performance abilities necessary for a student to successfully complete the requirements of the program.

- **Physical standards**  
Sufficient gross and fine motor skills to perform medical assisting functions such as laboratory skills, patient ambulation, performing CPR, manipulating equipment, walking and standing most of the workday, and routine standard precautions.
- **Visual Standards**  
Sufficient visual acuity such as is needed in the preparation and administration of medication, performing laboratory procedures, discrimination of shapes and colors, and the observation necessary for patient assessment and care.
- **Auditory Standards**  
Sufficient auditory perception such as necessary to receive verbal communication from patients and team members, hear heart sounds, blood pressure sounds, timers, and alarms.
- **Communication Standards**  
Sufficient communication skills (verbal, nonverbal, and written) such as necessary to interact effectively with patients and team members, speak in English in a clear and concise manner, and write and type in English clearly and legibly for documentation in patient charts.
- **Mental/Cognitive Standards**  
Sufficient intellectual and emotional ability to responsibly plan and implement duties, function safely, integrate information, display ethical attitudes, and practice the principles of confidentiality and respect.

I have read, ask for any clarification, and I fully understand all of the above technical standards required to complete the Medical Assisting program at Arkansas Tech University-Ozark.

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Print Name

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Student ID Number

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Signature

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Date



**MEDICAL ASSISTING  
APPLICATION FOR ADMISSION**

*Please type, or print answers in black ink.*

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Last Name	First Name	Middle Name
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Mailing Address

\_\_\_\_\_

City	State	Zip
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\_\_\_\_\_

Email (prefer atu.edu)	Date of Birth
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\_\_\_\_\_

T# (if available)	Cell Phone	Home Phone
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Please indicate if you are currently a student of:

Arkansas Tech University       Arkansas Tech University-Ozark Campus

Have you previously attended another Medical Assisting Program?

No     Yes: (Provide name and location of school) \_\_\_\_\_

Letters of Recommendation:

\_\_\_\_\_

Name	Phone Number	Relationship
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\_\_\_\_\_

Name	Phone Number	Relationship
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Please remember to complete an application for the ATU-Ozark Campus and send all transcripts from previous schools attended as well as proof of two MMR immunizations to the Office of Student Services, 1700 Helberg Lane, Ozark, AR 72949). School application must be completed before submitting this application.

I certify that the above information is accurate and complete to the best of my knowledge.

\_\_\_\_\_

Signature	Date
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**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ GPA: \_\_\_\_\_  
Essay \_\_\_\_ References \_\_\_\_ Technical Standards \_\_\_\_ Clinical \_\_\_\_

**MEDICAL ASSISTING (MA) PROGRAM  
Student Recommendation Form**

**Evaluator:** Please email [dyork2@atu.edu](mailto:dyork2@atu.edu), or mail to: Arkansas Tech University Ozark Campus, Attention: Health Sciences Secretary, 1700 Helberg Lane, Ozark, AR 72949. Thank you for providing this invaluable information on behalf of:

Applicant's Name: 

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Last

First

Middle

	<b>Superior</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Unable to Judge</b>
Attitude					
Dependability					
Integrity					
Ability to work with others					
Ability to work independently					
Initiative					
Academic Performance					
Oral Communication Skills					
Written Communication Skills					
Leadership Ability					

What is your relationship with the applicant?

- Instructor                       Supervisor                       Employer  
 Other: *(Please specify)* \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant?

- Very Well                       Well                       Somewhat                       Not Well

Overall Recommendation:

- Strongly Recommend                       Recommend                       Recommend with some Reservations  
 Do Not Recommend

Evaluator's Name \_\_\_\_\_ Title \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Applicant's Name: 

Last	First	Middle

	Superior	Good	Fair	Poor	Unable to Judge
Attitude					
Dependability					
Integrity					
Ability to work with others					
Ability to work independently					
Initiative					
Academic Performance					
Oral Communication Skills					
Written Communication Skills					
Leadership Ability					

What is your relationship with the applicant?

Instructor                       Supervisor                       Employer  
 Other: *(Please specify)* \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant?

Very Well                       Well                       Somewhat                       Not Well

Overall Recommendation:

Strongly Recommend                       Recommend                       Recommend with some Reservations  
 Do Not Recommend

Evaluator's Name \_\_\_\_\_ Title: \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date: \_\_\_\_\_