

## MEDICAL ASSISTING (MA) PROGRAM

### APPLICATION INSTRUCTIONS

#### ADMISSIONS CRITERIA

In order 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. Meeting the minimum requirements for admission to the university does not guarantee admission to the Medical Assisting program.
- 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 remaining platform coursework. Failure to maintain a **2.5 GPA** upon completion of remaining platform coursework may lead to forfeiture of MA program admission offer.
- Be at least 18 years of age
- Completion of MA Program Application for Admission
- 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. 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 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 mail or by email.

The above items must be received by the Allied Health Administrative Assistant **BY MAIL, EMAIL OR IN PERSON** by **March 1, 2024** in order to be considered complete:

Medical Assisting Program  
 Attn: Allied Health Administrative Assistant  
 Arkansas Tech University- Ozark Campus  
 1700 Helberg Lane  
 Ozark, Arkansas 72949  
[alliedhealth@atu.edu](mailto:alliedhealth@atu.edu).

4. Once the application is complete and after the application deadline has passed, the Allied Health administrative assistant will schedule the applicants to take 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, designed *to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.* This program offers the student a broad foundation in basic medical assisting skills, including a practical experience in a medical facility working under the supervision of clinic personnel and the Medical Assistant Program Director.

## 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  
 or COMS 1003 Intro/Comp-Based Systems  
 ENGL 1013 Composition I (pass with a “C” or better)  
 HSCI 1113 Medical Terminology (pass with a “C” or better)  
 HSCI 1123 Human Anatomical Structures I (pass with a “C” or better)  
 PSY 2003 General Psychology  
 ENGL 1023 Composition II (pass with a “C” or better)  
 HSCI 1243 Human Anatomical Structures II (pass with a “C” or better)  
 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 examination for Certified Medical Assistant.

The technical phase of the program includes a combination of classroom/laboratory study and 160 hours of 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 a simulated patient 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 upcoming cohort will include the following:

MA	2113	Basic Pharmacology w/ overview to 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

Platform and technical coursework together will total 60 credit hours for a completion of the associate of applied science degree in medical assisting.

### **CLASS SIZE**

Beginning in the Fall of 2022 and going forward, the class size will be set to a maximum openings of 14 qualified students.

### **~~TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)~~**

~~The TEAS is scheduled by the Allied Health secretary after the application deadline. A letter will be mailed with available test dates. Prior to taking the TEAS, applicants will be required to pay a testing fee to the Business Office. The TEAS is a computerized test and therefore test scores will be immediately available. Test results will then be forwarded to the MA program office and the Office of Student Services. Acceptance of TEAS results from testing at locations other than Arkansas Tech University Ozark Campus will be at the discretion of the MA Program. The latest version of the TEAS will be used by the MA program for admission consideration.~~

### **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% 45%
Letters of Reference	15% 45%
GPA	10%

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

- ~~1. Cumulative GPA for all college coursework completed prior to the application deadline~~

2. Number of platform hours completed prior to 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 offered admission according to individual ranking.

## **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

## **NONDISCRIMINATION STATEMENT**

Arkansas Tech University-Ozark Campus does not discriminate on the basis of 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 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.



1700 Helberg Lane  
 Ozark, AR 72949  
 Phone: 479 667-2117, Ext. 325  
 Fax: 479 667-0198

## 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 in order 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



1700 Helberg Lane  
 Ozark, AR 72949  
 Phone: 479 667-2117, Ext. 325  
 Fax: 479 667-0198

## MEDICAL ASSISTING APPLICATION FOR ADMISSION

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

_____	_____	_____
Last Name	First Name	Middle Name
_____		
Mailing Address		
_____	_____	_____
City	State	Zip
_____	_____	_____
T# (if available)	Date of Birth	
_____	_____	_____
Email Address	Cell Phone	Home Phone

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
_____	_____	_____
Name	Phone Number	Relationship

<b>OFFICE USE ONLY</b>		TEAS Test Score: _____
Date Received: _____	Questions Rc'd: _____	Essay Score: _____
Received By: _____	References Rc'd: _____	References Score: _____
Clinical Participation Form _____	GPA: _____	





1700 Helberg Lane  
Ozark, AR 72949  
Phone: 479 667-2117, Ext. 325  
Fax: 479 667-0198

**MEDICAL ASSISTING APPLICATION FOR ADMISSION (Cont'd)**

**Essay:**

Please attach to application a typed original essay about what factors of the Medical Assisting profession that 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.

Please remember to complete an application for the ATU-Ozark Campus and send all transcripts and 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



## 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 assisting. 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 for 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 clear and concise manner, 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, 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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Medical Assisting Program Technical Standards

Students are advised the Medical Assisting (MA) program is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the MA Program. The MA program is very intense and requires approximately 25-30 hours per week of theory/lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the MA Program are considered by the program to be full time.

Additionally, students should note that financial aid awards may not cover summer semesters. Specifically, The Traditional Academic Challenge Scholarship is for fall and spring only up to a maximum of 4 semesters. The Non-Traditional scholarship is pro-rated based on enrollment; students must be in at least 6 credit hours fall and spring. It is imperative all students who have financial aid funding contact the financial aid office to ensure understanding of aid and the funding restrictions associated with the MA program.

I have read and understand how the above policy may affect my financial aid and my financial obligations to the college.

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Student Signature

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Date



## Medical Assisting Program Occupational Risks

As you prepare to take part in the medical assisting program, you need to know the occupational risks associated with the profession.

As a medical assistant working in a health care facility such as a physician's clinic, pharmacy, hospital or other medical center, you could be at risk for the following, but not limited to:

- Infectious diseases, such as Covid, Flu, and RSV
- Needlesticks
- Bloodborne Pathogens, such as, Hepatitis B, Hepatitis C and HIV
- Muscle Strain
- Chemical Hazards or Spills

While some risk will always be involved, it should also be noted that training is provided where your risks can be lowered by following proper safety protocols and standard procedures. Wearing the proper PPE (personal protective equipment) is one easy way to automatically lower your risks and not rushing through procedures or taking shortcuts will also lower your risks.

I have read, asked for any clarification, and I fully understand the above listed, but not limited to, the above risks associated with the Medical Assisting profession.

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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 PROGRAM STUDENT RECOMMENDATION FORM**

**Evaluator:** Please mail in a sealed envelope to: Arkansas Tech University-Ozark Campus, Attention: Medical Assistant Program Secretary, 1700 Helberg Lane, Ozark, AR 72949 or email [alliedhealth@atu.edu](mailto:alliedhealth@atu.edu).

Thank you for providing this invaluable information on behalf of:

Applicant's Name: 

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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 to 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 \_\_\_\_\_



**MEDICAL ASSISTING PROGRAM STUDENT RECOMMENDATION FORM**

**Evaluator:** Please mail in a sealed envelope to: Arkansas Tech University-Ozark Campus, Attention: Medical Assistant Program Secretary, 1700 Helberg Lane, Ozark, AR 72949 or email [alliedhealth@atu.edu](mailto:alliedhealth@atu.edu).

Thank you for providing this invaluable information on behalf of:

Applicant's Name: 

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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 to 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 \_\_\_\_\_