

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.

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.

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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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.



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.



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.



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.



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.

Thank you for providing this invaluable information on behalf of:

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 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 _____



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Thank you for providing this invaluable information on behalf of:

Applicant's Name:

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| | Superior | Good | Fair | Poor | Unable to Judge |
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| 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 _____