



Medical Assistant Program Application

Please return to: HWC Room 122

This form must be completed in addition to the general Muskegon Community College admission application and submitted to a counselor by scheduled appointment (231-777-0362); you will not be placed on the "Ready List" for admission to the Medical Assistant Program until a counselor has verified that you have met all entry level competencies. Any application materials that have been inactive for a period of 3 years will be discarded.

All areas must be completed or your application will not be processed – please print.

_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
_____	_____	_____
<i>Maiden Name/Other</i>	<i>Date of Birth (MM/DD/YY)</i> (Must be 18 to participate in practicum)	<i>MCC Student #</i>

<i>Telephone #</i>		

ESSENTIAL FUNCTIONS REQUIREMENTS

In order to be accepted into MA courses, students must meet the following essential functions of the occupation for Medical Assistant.

- Communicate effectively with clients, families, health care team members, peers, and faculty.
- Stand and walk for six to eight hours/day.
- Bend, squat, and kneel.
- Assist lifting or moving clients of all age groups and weights.
- Perform CPR, i.e., move above client to compress chest and manually ventilate client.
- Work with arms fully extended overhead.
- Use hands for grasping, pushing, pulling, and other fine manipulation.
- Demonstrate eye/hand coordination for manipulation of equipment.
- Possess tactile ability to differentiate changes in sensation.
- Possess auditory acuity to note slight changes in the client's condition, i.e., breathing difficulty.
- Possess auditory acuity to interpret various equipment signals and use the telephone.
- Possess visual acuity to read and distinguish colors, to read handwritten orders, and other handwritten/printed data.
- Possess visual acuity to clearly view electronic documents, monitors and scales.

Do you have any medical conditions or physical restrictions? YES NO

If yes, please explain _____

PLEASE INDICATE YOUR ACCEPTANCE OF THE FOLLOWING PROGRAM NOTES:

INITIALS

I understand this document is a worksheet until a counselor verifies and processes my information by signing below.	
I understand my ready date is the date a counselor verified I met all current entry level requirements for the Program. Students are called in on a “first come, first served” basis according to ready dates. Students chosen for the apprenticeship program will be moved to the top of the list.	
I understand I am required to keep the College informed of any name, address, and/or phone number changes. The College will not be responsible for any incident arising from a student’s failure to keep this information current. (Please see the MCC Student Welcome Center or your “MyMCC” portal page for procedures on how to update your information.)	
I understand if there are unexpected openings once a course has been filled, the next student on the Ready List will be invited first.	
I understand I am allowed to defer an admission offer twice before losing my position on the Ready List; I must come into the Program on the third notification or my name will be removed from the Ready List and I will be required to reapply, thus becoming subject to all current admission requirements.	
Due to the number of applicants waiting to enter the Medical Assistant Program, I understand there are acceptance deadlines once the Medical Assistant Program offers me a seat. Contact will be via ONLY the College’s official email service. I understand it is my responsibility to check my MCC email frequently. I understand the next applicant will be contacted if I do not reply to the offer within 48 hours after the notification of an available seat was sent to me. Replies must be sent via ONLY the official MCC email system. The College will not be responsible for any incident arising from a student’s failure to check official MCC email on a regular basis. (Please see your “MyMCC” portal page for email access information.)	
I understand that I will be required to complete a criminal background check, drug test, and physical examination prior to beginning the practicum. I understand that I must have a negative criminal background check and negative drug screen according to the MCC Medical Assistant Program requirements once I have been accepted into the Program. The information on how to complete these items will be provided in the beginning of starting the program.	
I understand that I must submit documented proof of TB testing & Hep B Vaccination; negative 2 step tuberculin test within past 12 months current throughout the program (If results are positive, a clear chest X-ray with lab report is required.); and proof of Hepatitis B vaccination or a signed waiver/declination. This information must be submitted to the Practicum Coordinator prior to beginning the practicum.	
I understand that I must submit copy of my Immunization record. Recommended vaccines: Influenza vaccine, Tetanus, Diphtheria & Pertussis (Tdap) within the past 10 years, Measles, Mumps & Rubella (MMR), Varicella (Chicken Pox) and coronavirus (COVID). Not having the recommended vaccines could result in not being placed at a practicum site (therefore, not completing the program). This information must be submitted to the Practicum Coordinator prior to beginning the practicum.	
I understand that I must submit Professional/Provider CPR Certification – Adult, Child, and Infant. Submit a copy of the front and back of the signed card or a copy of the certificate signed by the student. Certification must be current before beginning the practicum. Certification can be obtained from the Red Cross or American Heart Association; acceptable certification includes Basic Cardiac Life Support for the Healthcare Provider or Basic Life Support (BLS). Completion of MCC’s HE 100A Community First Aid and Safety (2/2) is also acceptable as long as the certification is current throughout the program.	

I have read the above essential functions and program notes of the Medical Assistant Program and declare I meet all of the above requirements and that I have no medical conditions or restrictions which would jeopardize the safety of patients. I hereby certify that the information on this application is true and correct. I understand that knowingly giving false information may result in my dismissal or being ineligible for admission to the Medical Assistant Program at Muskegon Community College.

Signature

Date

ADMISSION CHECKLIST

Academic prerequisites and requirements for admission to the Medical Assistant Program are outlined below. Program Admission is based on a first come, first served basis; once the requirements have been met, the applicant will be placed on the "Ready List". **It is the responsibility of each student to notify the Records Office of an address, name, and/or phone number change(s). The College will not be responsible for any incident arising from the student's failure to update this information.**

Students with questions regarding this checklist should be directed to the Counselors in the Counseling and Advising Center, Room 1050. Once the **Admission Checklist** is complete, students should schedule an appointment with an MCC Counselor to review the checklist and receive the Medical Assistant Program Application. To schedule an appointment, call 231.777.0362 or stop in Room 1050.

The following items MUST be completed to be placed on the "Ready List". If testing/coursework is over eight years old, competency must be validated on established examinations or by repeating the course.

APPLICATIONS
<input type="checkbox"/> Complete a Muskegon Community College Application at www.muskegoncc.edu – click on Apply Now. <input type="checkbox"/> Schedule an appointment with an MCC Counselor, Room 101 or call 231.777.0362, to develop a course plan. You will receive your Medical Assistant application from the counselor when you meet the requirements for admission.
TRANSCRIPT EVALUATION
<input type="checkbox"/> If you have attended other colleges, request official transcripts to be sent from their records office to the MCC Records Office, Attn: Transfer Evaluation. Transfer credit will be given only for equivalent courses in which a "C" (2.0) or above was achieved. <input type="checkbox"/> Provide proof of high school completion or GED by submitting a copy of official transcript or GED transcript to the Enrollment Services Office, Room 108. (Official transcript of high school diploma/GED is required regardless of college level work.)
MEET ENTRY LEVEL COMPETENCIES:
CONTACT DAWN PLATT (231)777-0548 FOR THE FOLLOWING TEST:
COMPUTER LITERACY SKILLS COMPETENCY
Complete one of the following: <input type="checkbox"/> Pass the MA Program Computer Competency Test with an 85% or better score <input type="checkbox"/> Complete <u>one</u> of the following with a "C" (2.0) or above: <input type="checkbox"/> CIS100: Introduction to Personal Computers <input type="checkbox"/> CIS110: Computer Concepts <input type="checkbox"/> CIS120A: Introduction to Computer Information Systems <input type="checkbox"/> Transfer a course from another college that is equivalent to CIS100, CIS110, or CIS120A with a "C" (2.0) or above. [Computer courses must have been completed within the past five (5) years to transfer to MCC]
KEYBOARDING COMPETENCY
<input type="checkbox"/> Pass keyboarding test at 35 wpm or higher on a three-minute timed writing with 95% accuracy (test is given in room 133 by appointment)
CONTACT THE TESTING CENTER (231)777-0394 FOR THE FOLLOWING TEST:
MATH SKILLS COMPETENCY
Complete one of the following: <input type="checkbox"/> Score 26 or above on SAT Math (19 or above on ACT math) <input type="checkbox"/> Score 64 or above on the Accuplacer Arithmetic test; or 251 or above on the Accuplacer Nextgen Arithmetic test (formerly score 40 or better on COMPASS pre-algebra test) <input type="checkbox"/> Complete the following with a "C" (2.0) or above: <input type="checkbox"/> Math036A: Basic Math (or higher level) <input type="checkbox"/> Transfer a course from another college that is equivalent to MATH036A or higher level with a "C" (2.0) or above
READING SKILLS COMPETENCY
Complete one of the following: <input type="checkbox"/> Score 25 or above on SAT reading (19 or above on ACT reading) <input type="checkbox"/> Score 75 or above on the Accuplacer Reading test; or 250 or above on the Accuplacer Nextgen Reading test (formerly score 76 or better on COMPASS reading test) <input type="checkbox"/> Complete <u>one</u> of the following with a "C" (2.0) or above: <input type="checkbox"/> RDG040: Essential Reading Skills <input type="checkbox"/> RDG050: Essential Reading Skills <input type="checkbox"/> RDG130: Advanced Reading Skills I <input type="checkbox"/> Transfer a course from another college that is equivalent to RDG050 or higher level with a "C" (2.0) or above <input type="checkbox"/> 15 college credits (100 level or higher) with a cumulative 2.0 or higher GPA
WRITING SKILLS COMPETENCY
Complete one of the following: <input type="checkbox"/> Score 26 or above on SAT Writing and Language (19 or above on ACT English test) <input type="checkbox"/> Score 75 or above on the Accuplacer sentence skills test; or 245 or above on the Accuplacer Nextgen Writing test (formerly score 80 or above on COMPASS writing test) <input type="checkbox"/> Complete <u>one</u> of the following with a "C" (2.0) or above: <input type="checkbox"/> ENG091: Intro to English Composition <input type="checkbox"/> ENG101: English Composition <input type="checkbox"/> Transfer a course from another college that is equivalent to ENG091 or ENG101 with a "C" (2.0) or above
MAINTAIN OVERALL GPA OF 2.0
<input type="checkbox"/> Muskegon Community College cumulative GPA must be at least a "C" (2.0).

Students should have an active Muskegon Community College e-mail account. Students can go to the following web site for instructions on how to access his/her free account: <http://www.muskegoncc.edu/pages/886.asp>.

I certify that I have reviewed this applicant's information and verify he/she is ready to enter the Medical Assistant Program as space permits. The student will be placed on the appropriate Ready List and called into the Program based upon the date and time listed below.

Counselor's Signature

Ready Date

Time