



Medical Assistant Program Application

The Medical Assistant Program Application must be completed in addition to the general Muskegon Community College admission application and submitted to the MA Program Coordinator; you will not be placed on the "Ready List" for admission to the Medical Assistant Program until the MA Program Coordinator has verified that you have met all entry level competencies. Please contact the MA Program Coordinator at (231)777-0548 or dawn.platt@muskegonccc.edu to determine if all requirements are met to complete the MA Program application. Any application materials that have been inactive for a period of 3 years will be discarded.

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 _____

The following expectations will be on the MA Program application:

INITIALS

I understand this document is a worksheet until the program coordinator verifies and processes my information.	
I understand 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. Students are placed on the waitlist based on a first-come, first-served basis which is the date and time of MA application completion.	
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.). 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), Hepatitis B, 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 (MA110) . 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 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 or to the medical assistant program coordinator in the Health and Wellness Center in Room 125. Once the **Admission Checklist** is complete, students need to contact the program coordinator either by email or phone: dawn.platt@muskegoncc.edu or 231-777-0548.

The following items **MUST** be completed to be placed on the “Ready List”.

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 1050 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, muskegoncc.edu/enrollment-services/ . (Official transcript of high school diploma/GED is required regardless of college level work.)				
MEET ENTRY LEVEL COMPETENCIES:				
CONTACT DAWN PLATT (231)777-0548 OR DAWN.PLATT@MUSKEGONCC.EDU FOR THE FOLLOWING TESTS:				
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: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> CIS100: Introduction to Personal Computers</td> <td style="width: 50%;"><input type="checkbox"/> CIS110: Computer Concepts</td> </tr> <tr> <td><input type="checkbox"/> CIS120A: Introduction to Computer Information Systems</td> <td></td> </tr> </table> <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]	<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"/> CIS100: Introduction to Personal Computers	<input type="checkbox"/> CIS110: Computer Concepts			
<input type="checkbox"/> CIS120A: Introduction to Computer Information Systems				
KEYBOARDING COMPETENCY				
<input type="checkbox"/> Pass keyboarding test at 35 wpm or higher on a three-minute timed writing with 95% accuracy				
Meet with Program Coordinator: Contact Dawn Platt 231-777-0548 or dawn.platt@muskegoncc.edu				
<input type="checkbox"/> Complete a meeting with program coordinator one of two ways: <ul style="list-style-type: none"> ○ Virtual meeting ○ In-person meeting 				
Program Code—Medical Assistant Certificate Program				
<input type="checkbox"/> Student must have Medical Assistant Certificate Program under student planning.				
MAINTAIN OVERALL GPA OF 2.0				
<input type="checkbox"/> Muskegon Community College cumulative GPA must be at least a “C” (2.0).				

Once the Admissions Checklist is completed, the student will contact the program coordinator to receive the medical assistant application. The application must be completed online through MCC email. Once the application is completed, the student is then placed on the “Ready List.”

Medical Assistant Program Coordinator: Dawn Platt, dawn.platt@muskegoncc.edu, 231-777-0548, office: Health & Wellness Center Room 122