Medical Assisting Program
Fall 2018 Admissions Packet

Re-Opened until filled

Columbia Gorge Community College has re-opened the Admissions Process for fall 2018 Medical Assisting Program to fill the remaining spots.

It is important that you read **all** information in this Admissions Packet for the fall 2018 Medical Assisting Program.

Included in this packet:
- Admissions Guidelines
- Application Requirements Checklist
- Medical Assisting Program Admissions Application

Applications will be accepted on a first-come/first served basis. The application process will remain open until all 16 fall 2018 program seats and 5 waitlist seats are filled.

ALL APPLICATIONS ACCEPTED:

APPLICATION PACKETS MUST BE HAND-DELIVERED TO STUDENT SERVICES ON THE DALLES CAMPUS OR FAXED TO 541-298-3104 (with the exception of official transcripts, which must be mailed).

MAILED APPLICATION PACKETS WILL NOT BE CONSIDERED.

Only complete application packets will be considered. It is the applicant's responsibility to ensure that the application packet is complete.

For more information, contact:

Student Services
studentservices@cgcc.edu
541-506-6011

Medical Assisting Program
Fall 2018 Admissions Packet

Thank you for your interest in the Columbia Gorge Community College (CGCC) Medical Assisting Program.

The medical assistant performs a variety of clinical and administrative duties. Clinical duties may include assisting the physician and preparing patients for examinations and treatment; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medications; collecting and processing specimens. Administrative duties may include scheduling and receiving patients; maintaining medical records; handling telephone calls; correspondence and reports; insurance matters; office accounts; fees and collections.

Medical assisting is a one-year certificate that has 47 credit hours of required courses. Those who receive training in the Medical Assisting Program will find occupations involved with administrative and clinical aspects of health care in clinics and physicians' offices. Students are required to enroll in the program full time. There are 16 seats available each year. Classes begin fall term and run through spring term.

Admission Requirements
Applicants to the Medical Assisting program must meet the following requirements:
1. Completion of all program prerequisites with a letter grade of "C" or better.
2. Submission of official (unopened) college transcripts indicating prerequisite coursework. A transcript for all classes taken at CGCC will be produced by Student Services and placed in your application packet; however, you must indicate CGCC on the application form as one of the colleges attended. If you are a CGCC student and have taken classes at Portland Community College (PCC) since fall 2013, you must request an official transcript from PCC.
3. Completion of all required forms, including CGCC Admissions form. A checklist of required documents is provided in this packet.
4. Attendance at a Mandatory Medical Assisting Orientation.
5. Students must have transportation to clinical facilities throughout the Mid-Columbia region for the clinical experiences.

Required Prerequisites
All program prerequisites must be completed with a letter grade of "C" or better. Applications will be processed on a first come, first serve basis; priority will be given to applicants with completed prerequisites. Applicants who are enrolled in prerequisites for summer term may be accepted to the program pending completion of the prerequisite courses with a "C" or better if space is available.

- ***BI 121 Introduction to Human Anatomy and Physiology I** – BI 121 is offered spring term.
- **MP 111 Medical Terminology**
- **MTH 60 Introductory Algebra** or higher or equivalent placement scores– Completion of MTH 60 or higher level math course for which MTH 60 is a prerequisite must be graded and transcripted OR proof of equivalent placement scores (must place into MTH65 or higher)
    - If the math prerequisite course was taken prior to winter 2013, the applicant must place into MTH 65 or higher on a placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.
- **WR 121 English Composition** – Completion of WR 121 or higher level writing course for which WR 121 is a prerequisite must be graded and transcripted.
    - If the writing prerequisite course was taken prior to winter 2013, the applicant must place into WR 121 on the placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.

*Completion of BI 231, BI 232 & BI 233 may be substituted for BI 121 & BI 122. See an advisor prior to submitting application.

Application and Admission Process

- Applicants will submit a complete application packet including official transcripts, all required forms and an application fee of $50.00. Application documents must be delivered to Student Services on The Dalles campus or faxed to 541-298-3104 as soon as possible but no later than 5 PM on Thursday, September 13, 2018.
- After the application deadline, admissions staff will evaluate each application for completeness and eligibility.
- A maximum of 16 students will be accepted. A maximum of five alternates will also be chosen.
- Each applicant will be notified in writing of his/her admission status no later than June 26, 2018. Waitlisted applicants will be notified of their admissions status as space becomes available. Waitlisted applicants who are not accepted into the fall 2018 program will be offered admission to the fall 2019 program. Applicants who are not admitted or waitlisted for the fall 2018 program must reapply for fall 2019.
- If the 16 seats and 5 waitlisted seats are not filled by 5:00 PM September 13, 2018, conditional acceptance may be considered for those applicants enrolled in prerequisite courses for summer term 2018. Conditionally accepted applicants will have to complete all prerequisite coursework with a grade of "C" or better.
- Support services for students with disabilities are available at CGCC. Students requesting assistance related to a disability should contact the Disability Resources Advisor at 541-506-6046 or sdahl@cgcc.edu for information.

Upon Acceptance

- Upon notification of admission, students must indicate in writing, by the stated deadline, their intention to enroll or their position will be given to the next person on the waitlist. Students accepted into the CGCC Medical Technology program will be required to pay a $100.00 non-refundable deposit and submit proof of payment along with their acceptance form by the appropriate printed deadline in order to hold their place. The deposit will be applied to their first term tuition.

- There will be a **MANDATORY ORIENTATION** for accepted students and alternates on September 17, 2018 from 9:00 a.m. – 12:00 p.m. All forms, requirements (including immunizations*), and further information will be provided during this meeting.

  *There are costs related to required immunizations.

Program Curriculum

The program begins fall term only. Students must receive a grade of "C" or better in all program required classes. The program is designed to correlate classroom and laboratory experience with practical experience in health care facilities, and students are prepared to function under the supervision of a licensed physician.

Fall Term 2017	**Credits**
BI 122 – Introduction to Human Anatomy & Physiology II	4
MA 112 – Medical Office Assistant 1	1
MA 117 – Medical Office Administrative Procedures	3
MA 118 – Medical Office Administrative Procedures (Lab)	2
MP 140 – Introduction to Health Law and Ethics	3
PSY 101 – Psychology and Human Relations	4
	17

Winter Term 2019 |
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MA 122 – Medical Office Assistant 2 | 1
MA 123 – Medical Office Clinical Procedures | 3
MA 124 – Medical Office Clinical Procedures (Lab) | 2
MA 131 – Introduction to Medical Science | 5
MA 180 – Coding and Reimbursement | 2
HE 113 – First Aid and CPR Professional | 1
 | 14

Spring Term 2019 |
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MA 132 – Medical Office Assistant 3 | 1
MA 136 – Medications | 2
MA 270 – Clinical Practicum | 6
MLT 100 – Medical Office Lab Procedures | 4
MP 150 – Introduction to Electronic Health Records | 3
 | 16

Total Program Credits   **47 Credits**

Estimated Cost of Medical Assisting Program

Tuition and fees	$5,546.00
Books (approximate)	$900.00
Program fees	$925.00
Miscellaneous expenses*	up to $700.00
	$8091.00

*Miscellaneous expenses include uniforms, shoes, and potential cost of required immunizations.
Program costs and curriculum are based on current academic year and subject to change.

Financial Aid and Scholarship Information

Financial aid assistance is available by contacting the Financial Aid office, at 541-506-6021 or financialaid@cgcc.edu.

Tuition Scholarships are offered by the Columbia Gorge Community College Foundation. Applications are available online at http://www.cgcc.edu/financial-aid/scholarships or by contacting the Student Services Office at 541-506-6011 or 541-308-8211.

Equal Opportunity

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no unlawful discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the following:

Mailing Address for All Equal Opportunity Contacts
Columbia Gorge Community College
ATTN: (fill in appropriate name from below)
400 East Scenic Drive
The Dalles, OR 97058

Employment:
Courtney Judah, Human Resources Coordinator; Office: Rm. 2.423 Phone: 541-506-6151

Civil Rights; Educational and Student Programs, Activities, and Services; Title II Coordinator:
Dr. Eric Studebaker, Chief Student Affairs Officer; Office: Rm. 2.191 Phone: 541-506-6010

Title IX Coordinator:
Michael Taphouse, Director of Advising and Career Services; Office: Rm. 3.224 Phone: 541-506-6026

Section 504 Coordinator:
Shayna Dahl, Student Support Services Coordinator; Office: Rm 3.227 Phone: 541-506-6046

Accreditation Statement

Columbia Gorge Community College is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a while. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
www.nwccu.org

Medical Assisting Program
Application Requirements Checklist

Applications must be turned in no later than 5 PM on Thursday, September 13, 2018. Partially completed packets will not be accepted by the CGCC Student Services Office.

☐ **CGCC Admissions Form for NEW STUDENTS ONLY. Complete online at www.cgcc.edu/admissions**

☐ **Completed Medical Assisting Program Application**

☐ **Official transcript showing completion or current enrollment in MTH 60 or higher (or equivalent math placement score), BI121, MP111, and WR121.**
 If you are a CGCC student and have taken classes at Portland Community College (PCC) prior to fall 2013, you must request an official transcript from PCC. Students enrolled at CGCC after fall 2013 do not need to provide a CGCC transcript.

☐ **$50 application fee**

☐ **Signed Application Requirements Checklist (this page)**

All required documentation is the sole responsibility of the applicant.

I certify that I have read and fully understand the fall 2018 CGCC Medical Assisting Program application and information packet.

_____

Printed Name

_____   _____

Signature   Date

$50 non-refundable application fee may be paid using the following methods:
- Hand delivered applications – by cash, check or credit card. Attach receipt to application packet.
- Faxed applications – provide credit or debit card information below.

- -

Student Services Office will remove payment information from application.

FOR CREDIT/DEBIT CARD PAYMENT-COMPLETE THIS PORTION

Student Name: _____   Card Type: ☐ Visa   ☐ MasterCard   ☐ Discover

Name on card: _____   Expiration Date: _____

Card Number: _____   3-Digit Security Code: _____
                                                                                              Found on back of card

Cardholder's Signature: _____   Date: _____

Medical Assisting Program
Fall 2018 Application

Please type or print clearly	$50 application fee required

Name: _____
      Last   *First*   *MI*

Former names: _____

Mailing Address: _____

City: _____ State _____ Zip _____ County _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Email: _____

In case of emergency, please notify _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Education

GED: _____
    School Name   *City*   *State*   *Year Received*

High School: _____
    School Name   *City*   *State*   *Year Graduated*

Colleges or Universities Attended:

Name of School	City, State	Year(s) Attended	Credits	Degree

_____   _____
Applicant's Signature   Date