

# MEDICAL ASSISTING PROGRAM



**MIDDLE GEORGIA TECHNICAL COLLEGE**

**80 Cohen Walker Drive**

**Warner Robins, GA 31088**

**(478)988-6850/(800)474-1031**

**[www.middegatech.edu](http://www.middegatech.edu)**

**Effective Fall Semester, 2011**

# **MGTC Admission and Medical Assisting Program Selection**

**Admission to the College and selection into the Medical Assisting Program are two distinct processes. Students are responsible for understanding both processes.**

- **Questions regarding admission to the College should be directed to the Office of Admissions at (478)988-6850.**
- **Questions regarding Medical Assisting Program selection should be directed to Mrs. Judy Fannon, Program Chairperson, at (478)988-6800, ext. 4036 or [jfannon@midlegatech.edu](mailto:jfannon@midlegatech.edu).**

As set forth in its student catalog, Middle Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person has been designated to handle inquiries regarding the administration of the College nondiscrimination policies:

Mr. Jeff Scruggs, Vice President  
Economic Development and Institutional Support Services  
Middle Georgia Technical College  
80 Cohen Walker Drive  
Warner Robins, GA 31088  
(478)988-6800, ext. 3001

# MIDDLE GEORGIA TECHNICAL COLLEGE

## ADMISSION PROCEDURE

- Applicants must be at least 17 years old and have a high school diploma or its equivalent to be admitted to the Medical Assisting program.
- Submit an application for college admission, along with a \$15 non-refundable application fee.
- Schedule to take the ASSET or COMPASS placement exam (offered in the MGTC Testing Center) in order to be admitted to MGTC. There is no charge for initial administration of the ASSET or COMPASS exam. (Other placement exam scores may be acceptable, for example, SAT or ACT.)
- Request transfer credit for courses completed at accredited college(s) or other educational institutes, if applicable. Complete a Request for Credit prior to admission, and submit official transcripts to the Registrar's Office.
- Obtain a copy of the Admission File Checklist for Medical Assisting from Student Affairs. The checklist identifies the mandatory items required prior to being accepted into the program (see below).

### MEDICAL ASSISTING ADMISSION FILE CHECKLIST

An applicant's official student record (housed in the Admissions Office) must contain the following items in order to be accepted for admission:

\_\_\_\_\_ Application for admission

\_\_\_\_\_ High School/GED or College Transcript

\_\_\_\_\_ Proof of age

\_\_\_\_\_ Placement Exam Scores (ASSET, COMPASS, SAT, ACT)

\_\_\_\_\_ PSB Health Aptitude Examination, 3<sup>rd</sup> Edition \*

\* The PSB exam is not required for admission to MGTC; however, it is required prior to selection into the Medical Assisting Program. A satisfactory score of 215 or above in a maximum of three (3) attempts on the 3<sup>rd</sup> edition of the exam must be obtained in order to be selected into the program. This exam should be taken prior to completion of the required core courses. More information about the PSB exam may be obtained in the MGTC Testing Center.

# MGTC MEDICAL ASSISTING PROGRAM

## SELECTION PROCEDURE

Students are admitted to MGTC's Medical Assisting Program in January of each year (Spring Semester). In order for a student to be considered for admission to the Medical Assisting Program, the student must meet the following eligibility requirements:

### 1) Successfully complete the six required core courses.

- **ENGL 1010** (Fundamentals of English I) or **ENGL 1101** (Composition and Rhetoric) – minimum grade of C required – courses accepted in lieu of ENGL 1010/ENGL 1101 include, but are not limited to, ENG 101, ENG 191, ENG 111/112 (both).
- **MATH 1012** (Foundations of Mathematics) – minimum grade of B required with successful completion within the last five (5) years – MAT 101 will be accepted in lieu of MATH 1012.
- **PSYC 1010** (Basic Psychology) or **PSYC 1101** (Introductory Psychology) – minimum grade of C required – courses accepted in lieu of PSYC 1010/PSYC 1101 include, but are not limited to, PSY 101 and PSY 191.
- **COMP 1000** (Introduction to Computers) – minimum grade of C required with successful completion within the last five (5) years – SCT 100 will be accepted in lieu of COMP 1000.
- **ALHS 1011** (Anatomy and Physiology) – minimum grade of B required with successful completion within the last three (3) years – degree-level A&P courses will be considered provided all body systems are covered and previously mentioned requirements are met.
- **ALHS 1090** (Medical Terminology for Allied Health Sciences) – minimum grade of C required with successful completion within the last five (3) years.

**Transfer Credit:** Core courses requested for transfer credit from another institution must meet the above criteria in order to be accepted by MGTC. Other courses requested for transfer credit will be accepted as follows: ALHS courses successfully completed within the last three (3) years and MAST courses successfully completed within the last year (any specific grade requirements mentioned later in this pamphlet are applicable). Additionally, the student must be able to successfully perform all competencies of the MAST course(s) for which transfer credit is requested.

### 2) Successfully complete the PSB Health Aptitude Examination, 3<sup>rd</sup> Edition\* with a score of 215 or higher achieved in a maximum of three (3) attempts.

Students may take the exam at any time while taking their required core courses. To increase the probability of successfully attaining the score of 215, it is strongly recommended that students take the exam while in the last semester of taking their core courses. Students may not exceed three (3) attempts in order to achieve the minimum score of 215 or to increase their scores. The exam is administered in the MGTC Testing Center. There is a \$20 testing fee, payable in the college's Bookstore. A photo ID and receipt must be presented in the Testing Center at the time of testing.

\* Only 3<sup>rd</sup> Edition PSB scores will be considered in the selection process. Students who took the 2<sup>nd</sup> Edition PSB (prior to February 1, 2011) must take the 3<sup>rd</sup> Edition and make the required score of 215 in order to be eligible for selection. Students who took the 2<sup>nd</sup> Edition and scored 215 or above may take the 3<sup>rd</sup> Edition once at no charge. Additional attempts must be paid for by the student.

### **3) Add your name to the MAST Selection List that is maintained in the Admissions Office.**

After satisfying the core course completion requirement and achieving a PSB score of 215 or higher, it is the student's responsibility to add his/her name to the MAST Selection List. Students will not be considered for selection unless his/her name is on the list. All requirements for selection must be completed and official documents submitted (including all items listed on the Medical Assisting Admission File Checklist) by the last day of the Fall Semester prior to the Spring Semester for which the student wishes to be considered for selection. The student must present in person to the MGTC Admissions Office to add his/her name to the selection list. As verification, the student will be given a signed receipt from Admissions Office personnel. In the event that the student is not selected for the program and wishes to be considered for future admission, it is the student's responsibility to insure that his/her name remains on the Admission Office MAST Selection List and that all required course grades and timeframes are still applicable.

**All applicants who have completed the requirements for program admission may not be admitted for a specific semester due to the number of applicants vying for available program slots. In the event that the number of program applicants exceeds the number of available program slots, students will be admitted to the MAST program based on the following criteria:**

**Competitive GPA** – GPA will be the primary determining factor for selection into the MAST Program. Students will be ranked from highest to lowest GPA. The number of students selected for any given semester is based on the number of available slots in the program as a whole.

GPA will be calculated according to the following guidelines:

- In the case of multiple attempts at a course(s) to achieve the required course grade or improve a grade, only the two most recent attempts will be calculated in the GPA. In the event that a student previously attempted coursework at institutions other than MGTC, official transcripts will be evaluated to include the two most recent attempts, and grades from any applicable coursework will be calculated in the GPA accordingly.
- Only courses taken within the required timeframe will be calculated in the GPA. In the case of English and/or Psychology, course grades for courses taken over five (5) years will not be computed in the GPA, unless it is the student's only grade for the specific course.
- In the event that the student has achieved equivalent course credit at both the degree and diploma level (e.g., ENGL 1101 and ENGL 1010), only the higher of the two course grades will be calculated.
- Selection consideration will be given to the student who was previously selected into the MGTC MAST Program as follows:
  - In addition to the guidelines for GPA calculation as listed above, grades for all other ALHS and MAST courses within the curriculum will be calculated into the competitive GPA. The program's minimum course grade requirements and time limits will apply.

**PSB Tiebreaker** – In the event of a GPA tie in the ranking, students' 3<sup>rd</sup> Edition PSB scores will be used as the tiebreaker. In the event that a student has taken the PSB exam more than once, his/her PSB scores (3<sup>rd</sup> edition only) will be averaged and used in the tiebreaking process.

Students will receive notification from the Admissions Office by phone or e-mail regarding selection results. At that time, instructions will be given as to registration for the upcoming semester and MAST Program orientation.

# MEDICAL ASSISTING PROGRAM CURRICULUM

## Required Core Courses for Competitive Admission

All previously mentioned requirements apply for selection eligibility. These courses can be taken in one or more semesters, depending on the student's schedule and course availability.

Course		Credit Hours	Contact Hours
<b>ENGL 1010</b>	Fundamentals of English I	3	45
<b>MATH 1012</b>	Foundations of Mathematics	3	45
<b>PSYC 1010</b>	Basic Psychology	3	45
<b>COMP 1000</b>	Introduction to Computers	3	75
<b>ALHS 1010</b>	Anatomy and Physiology	5	75
<b>ALHS 1090</b>	Medical Terminology for Allied Health Sciences	2	30
<b>Total Hours</b>		<b>19</b>	<b>315</b>

## Suggested Course Progression for Students Selected into the MAST Program

Following selection, in order to progress in the program, the student must achieve a minimum grade of C in each course. In the event that a student achieves a course grade below C, he/she may not progress in the program and will not be eligible for re-entry until the following Spring Semester. In order to receive transfer or re-entry credit for the courses below, ALHS 1040 and MAST courses must have been taken within the last year, or (for select courses) students must successfully challenge competency exams. Consideration for credit for MAS courses (quarter system) will be given.

The following course can be taken at any time during the program, including while taking core courses:			
Course		Credit Hours	Contact Hours
<b>BUSN 1440</b>	Document Production	4	105
<b>First Semester</b>			
<b>ALHS 1040</b>	Introduction to Health Care	3	75
<b>MAST 1010</b>	Legal and Ethical Concerns in the Medical Office	2	30
<b>MAST 1060</b>	Medical Office Procedures	4	75
<b>MAST 1080</b>	Medical Assisting Skills I	4	135
<b>Total Hours</b>		<b>13</b>	<b>315</b>
<b>Second Semester</b>			
<b>MAST 1030</b>	Pharmacology in the Medical Office	4	60
<b>MAST 1090</b>	Medical Assisting Skills II	4	135
<b>MAST 1100</b>	Medical Insurance Management	2	60
<b>MAST 1120</b>	Human Pathological Conditions in the Medical Office	3	45
<b>Total Hours</b>		<b>13</b>	<b>300</b>
<b>Third Semester</b>			
<b>MAST 1110</b>	Administrative Practice Management	3	90
<b>MAST 1170</b>	Medical Assisting Externship	6	270
<b>MAST 1180</b>	Medical Assisting Seminar	3	45
<b>Total Hours</b>		<b>12</b>	<b>405</b>
<b>Total Program Hours (including core courses)</b>		<b>61</b>	<b>1,440</b>

## **APPROXIMATE COST EXPECTATIONS (AFTER MAST SELECTION)**

After selection, Medical Assisting students should expect full-time instruction for each semester. Hours vary according to classroom/online instruction and clinical practice. Expected expenses (not including tuition) are:

**Textbooks** – approximately \$1,000 – total for program

**Physical Examination** – approximately \$60 (plus possible additional immunizations) – during 1<sup>st</sup> Semester

**Drug Screen** – approximately \$35 – during 1<sup>st</sup> Semester

**Criminal Background Check** – approximately \$50 – during 1<sup>st</sup> Semester

**Technology Fee** – approximately \$35/semester

**Malpractice Insurance** (MGTC group policy) – approximately \$13 – payable with MAST 1080 tuition – 1<sup>st</sup> Semester

**Uniforms** – approximately \$50 a piece (school-approved scrub style – most students purchase 2-3 over their clinical experience) – during 1<sup>st</sup> Semester

**Required Supplies for Clinical** – approximately \$60 – during 1<sup>st</sup> Semester

**MGTC Graduation Application Fee** – approximately \$35

Costs above may vary, but the intent is to give the prospective student an idea of the financial requirements that the Medical Assisting student will incur. The HOPE Grant (for those who are HOPE-eligible) may pay a portion of tuition, but not books and supplies. The above expense list does not include costs for housing, food, and mileage to travel to and from campus and clinical sites.

MGTC's MAST program is supported by area doctor's offices and clinics which serve as clinical sites for the program. In order to obtain the required clinical practice for each course, the student is required to meet certain employment criteria for these clinical sites including, but not limited to, health clearance through physical examination, negative drug/alcohol screening, and negative criminal background history. The clinical sites (independent of the MGTC MAST program) determine those students who meet their criteria for clinical practice.

## Information About the Program and the Profession

The mission of MGTC's Medical Assisting Program is consistent with the philosophy and mission of the MGTC institutional mission. The mission of the Medical Assisting Program is to prepare students for employment in medical facilities as integral members of the health care team. The program's purpose is to provide learning opportunities which introduce, develop, and reinforce academic occupational knowledge, attitudes, and hands-on specialty skills required for success in acquiring, retaining, and advancing in this field thus meeting specific needs of the Middle Georgia community, as well as economic growth and development of the citizens of the State, by providing students with specific medical assisting skills to deliver quality patient care.

The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. The program prepares the student to be a health care team member who works closely with physicians and other medical personnel to deliver quality patient care. This is accomplished through academic and occupational courses that provide technical skills and attitudes required for job acquisition, retention and advancement. Theory and clinical practice are integrated under the guidance of program instructors as well as clinical site preceptors. Graduates of this program receive a diploma and are qualified for employment as entry level Medical Assistants to perform medical administrative procedures and to practice direct patient care under the supervision of a licensed physician. Program graduates are trained in the underlying fundamentals of medical assisting and are well prepared for employment and subsequent upward mobility.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their respective educational goals. To assist each student to attain his/her potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner that promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

Important attributes for success of program graduates are analytical thinking, problem solving, and the ability to apply technology as the job requires. Medical Assisting is a dynamic profession, requiring careful attention to current curriculum and up-to-date instructional equipment. The program promotes the concept of change as the profession evolves and nurtures the spirit of involvement in lifelong professional learning.

**Certification Information:** After a Medical Assisting student has completed his/her formal program of study and receives a diploma, he/she may acquire employment in the State of Georgia prior to or without receiving certification; however, it is strongly recommended that students achieve certification as confirmation of knowledge and skills gained in the field of Medical Assisting. As a graduate of the MGTC Medical Assisting program, the student may write the Registered Medical Assistant [RMA(AMT)] examination administered by American Medical Technologists.

***The statements in this publication are for informational purposes only and should not be construed as the basis of a contract between the student and the College. For more information about the MAST program, contact MGTC Admissions, (478)988-6850, or Mrs. Judy Fannon, MAST Program Chairperson, (478)988-6800, ext. 4036.***