



**MT. HOOD**  
COMMUNITY COLLEGE

**Medical Assistant  
Program Application For  
Fall 2010**



Dear Medical Assistant Program Applicant,

Thank you for your interest in the Medical Assistant Program.

The Medical Assistant curriculum is both exciting and challenging. It offers graduates the opportunity for employment in a variety of settings. Your degree will provide you with a lifelong career that is rewarding and personally fulfilling.

The Mt. Hood Community College Medical Assistant Program is a two-year, Associate of Applied Science degree program and is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assistant Education Review Board (MAERB).

A successful and satisfied Medical Assistant is a person who has the ability to perform under pressure, has manual dexterity and physical stamina as well. Medical Assistants are often noted for having a strong sense of responsibility, patience, and concern for others. Enclosed are a number of resources to help explain the Medical Assistant program and how to apply for entry. These resources include the following:

- Program Overview
- Admissions Guidelines and Criteria
- Estimated Program Costs
- Further Considerations Before You Apply
- Program Curriculum Guide 2010-2011
- Application Packet Checklist
- MHCC Student Admission Form

The demands of this program may pose unique personal as well as academic challenges. Most of our students have multiple responsibilities in addition to attending college (i.e., family obligations and a job). Success in the program takes a firm commitment, but the faculty of the Medical Assistant program is here to help you succeed.

Questions about the *application process* should be directed to 503-491-7341. If you have questions about the *program*, you may contact me. Thank you for your consideration of the Medical Assistant program at Mt. Hood Community College.

Sincerely,

Sue Boulden BSN, CMA(AAMA)  
Director of Medical Assistant Program  
503-491-7136  
[sue.boulden@mhcc.edu](mailto:sue.boulden@mhcc.edu)



## PROGRAM OVERVIEW

### PROGRAM DIRECTOR / STUDENT ADVISOR

Sue Boulden BSN, CMA (AAMA) (503) 491-7136 Office: AC2770 Email: [Sue.Boulden@mhcc.edu](mailto:Sue.Boulden@mhcc.edu)

**CAREER DESCRIPTION:** Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of Medical Assistant directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

**ACCREDITATION:** The Mt. Hood Community College (MHCC) Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assistant Education Review Board (MAERB).

**DEGREE AWARDED:** Associate of Applied Science (AAS)

**LENGTH OF PROGRAM:** 6 quarters (No Medical Assistant classes are offered during the summer term)

**TERM PROGRAM BEGINS EACH YEAR:** Fall term

**CORE CLASS SCHEDULE:** This is considered a "day" program. The majority of program classes meet during daytime hours between 8 am - 6 pm. A limited number of required classes are offered in alternative class meeting schedules such as in the evening (6 pm - 9 pm) or via the Internet.

**TRANSFER CONSIDERATIONS TO 4-YEAR INSTITUTIONS:** The MHCC Medical Assistant program has an articulation agreement with Concordia University in Portland, Oregon that allows program graduates to transfer into an adult degree-completion program leading to a Bachelor of Science (BS) degree in Healthcare Administration. This option allows the student to complete their four-year degree in approximately eighteen months. For further information the following link will take you to the BS in Healthcare Administration information page at Concordia University ([http://www.cu-portland.edu/hhs/degree\\_completion/hca\\_req.cfm](http://www.cu-portland.edu/hhs/degree_completion/hca_req.cfm))

**EMPLOYMENT OUTLOOK:** Medical Assistant is in the top ten careers identified as providing continued employment growth through the year 2015 according to the Oregon Department of Labor and the United States Department of Labor.

Entry-level medical assistants can expect to begin at approximately \$13-\$15 per hour with increases occurring with continued experience. However, salary expectations can be impacted by the type of medical office and/or specialty setting chosen.

**NATIONAL CERTIFICATION OF PROGRAM GRADUATES:** Upon completion of the program, MHCC Medical Assistant graduates are eligible to complete the national certification examination to become a Certified Medical Assistant (CMA-AAMA). Certification means that a person has passed a national examination based on national standards for Medical Assistants. Certification indicates to the employer that the Medical Assistant has mastered nationally approved skills and competencies. Certified Medical Assistants also tend to have greater job opportunities and wages. To become a Certified Medical Assistant, the candidate must be a graduate of an accredited Medical Assistant program and pass the national certification examination. MHCC's faculty includes Certified Medical Assistants, and its curriculum is designed to provide the student with the skills measured in the certification examination.

## ADMISSIONS GUIDELINES

Admission of all students is centralized in the Admissions, Registration and Records (AR&R) Office. Admission to the college does not guarantee admission to the Medical Assistant program. The AR&R Office has the final authority on what constitutes equivalency for all admission criteria and has the sole authority to inform students of their admission status.

If you have questions regarding the admissions procedures, please contact the Admissions Evaluator at 503-491-7341.

### REASONS FOR DISQUALIFICATION

Students who have been previously dismissed from MHCC's Medical Assistant program or any other health related program might be denied admission into the program.

### DATE OF APPLICATION

Students may submit applications beginning November 2, 2009. Once applicants have met all program criteria, they are admitted on a first come, first served basis until the program is full. Up to fifteen alternates may be placed onto an alternate list once the program is full.

## ADMISSION CRITERIA

To be eligible for admission, applicants must demonstrate the following:

1. **MEDICAL ASSISTANT ADMISSION FORM** on page 12 , **COMPLETED**
2. **ALLIED HEALTH DIVISION APPLICATION** on page 13, **COMPLETED**
3. **MINIMUM SKILLS PROFICIENCY**

To be successful in the Medical Assistant program, students need to be academically proficient. Students are required to demonstrate basic proficiency in the following three areas: reading, writing and math.

The minimum skill proficiencies required for admission to this program are equal to:

Reading:	<b>Placement into Reading 117</b>	or	<b>Completion of Reading 115</b>
Writing:	<b>Placement into Writing 121</b>	or	<b>Completion of Writing 115</b>
Math:	<b>Placement into Math 60</b>	or	<b>Completion of Math 20</b>

You can demonstrate your skills competency through **one** of the following processes:

#### A. The Mt. Hood Community College Placement Test (CPT)

- The CPT is a non-timed skills assessment test given on a walk-in basis. There is no fee to take the CPT. Your scores will be available upon completion of the test.
- CPT scores are valid for two years. CPT scores that are older than two years at the time of the Medical Assistant program application are not valid and applicants will need to re-test for placement.
- For purposes of admission to this program, the CPT must be taken at the MHCC Testing Center. Applicants who live more than two hours away may take the test by proctor. Please call MHCC Testing Services for more information, 503-491-7678. If you are only taking portions of the CPT, you will need to obtain a "waiver" form by bringing appropriate transcripts to the Academic Advising and Transfer Center (AATC).
- Students who choose to retest in reading, writing or math will need to complete a Retest Self-Referral Form, which is available in the Testing Center or AATC and pay a \$10 per subject re-test fee. If your CPT scores indicate you are not ready for this program, you will be advised to take a course or courses in preparation to apply to the program at a later date.

OR

**B. Prior College Coursework**

- The CPT may be waived if an applicant has completed college level coursework with a “C” or higher grade in reading, writing, and math (as described above).
- Official transcripts\* must be submitted to the AR&R Office. Students who have completed a bachelor’s degree from an accredited school and submit authorized documentation (official transcripts or diploma) may have the reading and writing portion of the test waived and will be considered proficient in reading and writing for admission purposes for this program.

**COLLEGE CUMULATIVE GRADE POINT AVERAGE**

College transcripts must indicate a cumulative GPA of 2.00 or higher. Submit official (unopened) transcripts from all institutions that document satisfaction of program prerequisites or other relevant coursework to apply toward the degree. MHCC transcripts will be ordered and placed in your application packet if it has been indicated as a college attended.

**TRANSFER CREDITS**

Upon acceptance to the program, students who have prior college coursework applicable to their Medical Assistant degree will automatically have a transcript evaluation (an evaluation of credits from other schools) processed and mailed to them.

**\*Official Transcript Requirements:**

Recent documents: We recommend that you send recently dated official transcripts. Any transcripts received in prior years will not be guaranteed to be on file.

Non-accredited college transcripts: They will not be considered in the initial evaluation of your application nor can they be considered toward any degree requirements.

Transfer coursework from foreign Institutions: Such coursework must be evaluated by the application deadline by an outside credential evaluation service. The evaluation company must be either AACRAO Foreign Education Credential Service ([www.aacrao.org](http://www.aacrao.org)) or a member of the National Association of Credential Evaluation Services (NACES). For a list of NACES memberships, please refer to their web site at [www.naces.org](http://www.naces.org). The evaluation must be a course-by-course evaluation with an official copy submitted to the AR&R Office. The coursework must be considered to be at a post-secondary level, have comparable MHCC accreditation status and be parallel in content to MHCC coursework. The outside evaluation must also be completed for secondary level education for any evaluation of that coursework toward MHCC admission requirements. **NOTE: In addition to the evaluation from an outside credential evaluation service, you must also submit course descriptions in English for any course you wish to have evaluated for transfer.**

4. **ACADEMIC PROGRAM COMPLETION** – Applicants must provide documentation of successful completion of a program of study. Official transcripts, G.E.D. scores showing completion or a copy of a high school diploma, Associate, Bachelors or Masters degree is acceptable. Home-schooled applicants must meet this requirement by completion of the G.E.D. If you are currently a high school senior, a seventh semester transcript is required.
5. **STUDENT SURVEY** on page 14-15, **COMPLETED**
6. **PREREQUISITE COMPLETION IN SCIENCE** – Completion of BI101, or one-year high school biology or equivalent, with a grade of “C” or higher. BI100 and high school chemistry are also strongly recommended.
7. **STATEMENT OF UNDERSTANDING** on page 16, **INITIALED, SIGNED AND DATED**

## ESTIMATED PROGRAM COSTS (excluding tuition)

ITEM	APPROXIMATE COST
Immunizations/Physical Exam	\$300
Criminal Background Check	\$56
CPR/First Aid Certification	\$75
Drug Screening (only if required by practicum site)	\$42
Uniform/scrubs/shoes	\$120
Equipment	\$100
AAMA Student Membership	\$20
Books (all classes)	\$2416
Health Insurance	\$240 (\$80 x 3 quarters)
Lab Fees	\$425
Graduation Fee	\$15
National Certification Exam Fee	\$125
<b>TOTAL</b>	<b>\$3934</b>

### Please Note

- These costs are listed to give you an idea of expenses that are *in addition to tuition* so you can plan for your financial needs.
- The lab fees noted are for Medical Assistant program classes only and may not reflect costs for other fees related to elective or general education classes needed for completion of the Associate of Applied Science degree in Medical Assistant
- Students are responsible for transportation costs to and from all practicum sites in their second year. Students using private transportation are required to hold, at minimum, liability insurance on the vehicle.
- Costs are approximate and based on 6 quarters (two years).
- Books, graduation fees, national certification examination fees, and travel are NOT included in financial aid reimbursable expenses.
- It is highly recommended that students purchase books before the first day of class. **A good medical dictionary is a necessity!** You should purchase one before your first term. Acceptable examples are *Taber's Cyclopedic Medical Dictionary* or *Steadman's Medical Dictionary*. All such reference books must be the latest edition available.
- These costs are approximate and are subject to change without notice.

### FINANCIAL AID

All program applicants are encouraged to complete the Free Application for Federal Student Aid (FAFSA) to apply for all Title IV financial aid (which includes grants, loans, work study) and even some scholarships. Information about financial aid, including instructions for completing the FAFSA, is posted on the MHCC Financial Aid webpage <http://www.mhcc.edu/financialaid>.

To avoid missing financial aid deadlines and opportunities, it is recommended that the FAFSA be completed **at the time of program application**.

## FURTHER CONSIDERATIONS BEFORE YOU APPLY

Applicants to the Medical Assistant program must be physically and mentally able to cope with the rigors of the curriculum and the demanding nature of the profession. Established academic and clinical requirements essential to the program of instruction apply to all students and cannot be waived. Attempts will be made to accommodate and retain qualified applicants with disabilities unless results of evaluations indicate that given reasonable accommodation an individual will still not be able to perform the essential functions required by the program.

### ACADEMIC AND ESSENTIAL FUNCTIONS

#### Visual and Auditory Acuity

Detect changes in skin color or condition  
Collect data from POCT equipment/devices  
Draw up correct quantity of medication into syringe  
Detect sounds related to bodily function using a stethoscope  
Detect audible alarms, e.g., monitors, fire alarms  
Communicate clearly in telephone conversations  
Communicate effectively with clients and other members of the healthcare team in a variety of settings  
Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception

#### Strength and Mobility

Safely assist clients to and from wheelchair to exam table  
Able to move from one position to another without difficulty  
Lift or move clients or objects, pull or push objects  
Independently lift up to 50 pounds and obtain assistance when needed

#### Verbal and Non-Verbal Communication

Ability to speak, comprehend, read, and write in English  
Give clear and concise oral reports  
Read watches with second hands  
Read graphs  
Read and understand English in printed and handwritten documents  
Write legibly in English in client medical record

#### Emotional Stability

Adapt to frequent changes in the work environment  
Demonstrate positive coping skills in a stressful environment  
Handle strong emotions  
Be flexible with changing environment and schedules in both the academic and work settings  
Negotiate interpersonal conflict  
Follow directions and accept constructive criticism without becoming defensive

#### Potential Hazards in a Medical Office Setting\*\*

Use of toxic chemicals  
Radiation exposure  
Infectious disease exposures  
Latex allergen exposure

#### Fine Motor Skills and Tactile Ability

Safely dispose of needles/sharps in containers  
Manipulate small equipment & containers  
Manipulate personal protective equipment  
Perform information technology tasks such as keyboarding, data entry, touch screens, EMH  
Detect changes in skin temperature  
Detect anatomical abnormalities such as crepitus, edema, or hematoma formation  
Discriminate between sharp/dull and hot/cold with both hands

#### Physical Endurance

Sufficient to complete a customary length work day of 8-10 hours  
Potentially stand for long periods of time, walk frequently without breaks

#### Cognitive Ability

Ability to collect, analyze, and integrate information  
Concentrate and attend to detail amidst a variety of environmental distractions  
Prioritize tasks quickly  
Carry out complex sequences of instructions  
Learn and apply new information regarding updated procedures on an on-going basis  
Perform math computations for medication dosage calculations both with and without a calculator  
Demonstrate skills of recall using both long and short term memory, inferential reasoning, predicting possible outcomes, application of knowledge, and evaluation of predicted outcomes at the appropriate level for point in program  
Demonstrate ability to look at whole picture and critical relationships among elements of information  
Demonstrate ability to take the correct action in a client situation based on previous learning

## **FURTHER CONSIDERATIONS BEFORE YOU APPLY (continued)**

*\*\*For your safety, it is in your best interest to advise the program director if you are pregnant or suspect you are pregnant at any time during the course of the program, or if you have a medical condition that may interfere with participation in clinical practicum.*

### **WORK LIMITATIONS WHILE ENROLLED IN THE PROGRAM**

The Medical Assistant program is a full-time program and requires a very significant amount of study time outside of classes. The most successful students are those who plan on working outside of college no more than 16 hours a week. In the second year of the program, the demands on a student's time increase as they are required to attend clinical lab 6 hours a week and at least 2-3 hours a week of open lab.

## PROPOSED PROGRAM CURRICULUM 2010-2011

	Pre	Course No.	Course Title	Cr	Term Offered	Total
Fall		MO114	Medical Terminology I	3		17
	*	WR121	English Composition	3	F W S Su	
	*	MTH65	Beginning Algebra II	4	F W S Su	
		MA116	Fundamentals of Medical Assistant	3		
	*	BI121	Human Anatomy & Physiology I	4		
Winter	*	MO115	Medical Terminology II	3		16
		MO110	Powerful Strategies for the Office Team	4		
	*	BI122	Human Anatomy & Physiology II	4		
		CIS120L	Computer Concepts Lab*	1	F W S Su	
		MO116	Medical Office Procedures I	4		
Spring		MA123	Pharmacology for Medical Office	3		16
	*	MA125	Disease Processes	3		
		MA118	Introduction to Medication Administration	3		
		MO212	Diversity and Health Care	3		
	*	MO214	Building a Professional Portfolio	1		
		PSY201	General Psychology	3	F W S Su	
Fall	*	MA220	Clinical Procedures I	5		14
	*	MO230	Medical Coding I	3		
		HPE295	Health and Fitness for Life	3	F W S Su	
		SP111	Fundamentals of Public Speaking	3	F W S Su	
Winter	*	MA221	Clinical Procedures II	5		15
		MA224	Medical Law and Ethics	3		
	*	MO240	Medical Office Billing	3		
		WE280MAD	CEI (Administrative Practicum)	4		
Spring	*	MO240	CMA Exam Review	1		17
	*	MA241	Basic Electrocardiography Techniques	1		
	*	MA248	Telephone Triage in the Medical Office	1		
	*	MA249	Medical Office Specialties	2		
		PSY237	Human Development*	4	F W S Su	
		WE280MAH	CEI (Clinical Practicum)	8		

### IMPORTANT INFORMATION

Core courses (MA & MO) must be taken in the order they appear in the curriculum.

The course requirements for this program are subject to change each academic year.

For MHCC certificate/degree requirements, a student must follow the program requirements the year the student is officially admitted to the program or the year the student is completing the program.

\*Prerequisite      F=Fall      W=Winter      S=Spring      Su=Summer

## HEALTH AND SAFETY DOCUMENTATION CHECKLIST

This form will be mailed to **ACCEPTED** applicants only.

Your Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(please print clearly) (please print clearly)

Accepted applicants must have all items submitted by **September 15, 2010**  
or they will be **DROPPED** from the program.

Submit the entire packet of **COMPLETED** Health and Safety documents to:  
Karla Barnhart, Mt. Hood Community College, Allied Health Division, 26000 SE Stark Street,  
Gresham, OR 97030 or fax to 503-491-6007.

Measles	Varicella
<input type="checkbox"/> Completed Measles Immunization Clearance Certificate (page 17) <i>with</i> <input type="checkbox"/> Date of dose 1 (measles, mumps, rubella) <input type="checkbox"/> Date of dose 2 (measles, mumps, rubella) <i>or</i> <input type="checkbox"/> Positive antibody test results from health care provider	<input type="checkbox"/> Documentation of vaccine 1 <input type="checkbox"/> Documentation of vaccine 2 <i>or</i> <input type="checkbox"/> Positive antibody test results from health care provider <b>History of disease is not acceptable.</b>
Hepatitis B	
<input type="checkbox"/> Documentation of vaccine 1 (minimum 1 <sup>st</sup> dose required with application) <input type="checkbox"/> Documentation of vaccine 2 (must be completed before August 16, 2010) <input type="checkbox"/> Documentation of vaccine 3 (must be completed before November 15, 2010) <i>and</i> <input type="checkbox"/> Titer test results from health care provider (titer is required 4-6 weeks following completion of the Hepatitis B vaccine series, due by the week of January 3, 2011.) <i>or</i> <input type="checkbox"/> Titer test results from provider if series is complete.	
Tetanus/Diphtheria	Tuberculosis Screening
<input type="checkbox"/> Documentation of up-to-date* immunization. *within last 10 years	<input type="checkbox"/> PPD skin test documentation with date and results within the last 12 months. <input type="checkbox"/> If positive, attach chest x-ray report within last 12 months. <i>or</i> <input type="checkbox"/> QuantiFERON®-TB Gold test results <input type="checkbox"/> If positive, attach chest x-ray report within last 12 months.
Polio	
<input type="checkbox"/> Documentation of up-to-date immunization. (childhood shot series or adult booster)	
Drug/Alcohol Release	Criminal Background Check
<input type="checkbox"/> Applicants are required to review the MHCC Allied Health Division drug screening policy and procedure and sign the consent form. For the information and form, visit this web:  <a href="http://www.mhcc.edu/docs/docsNursing/DrugTestingRelease.pdf">www.mhcc.edu/docs/docsNursing/DrugTestingRelease.pdf</a>	<p><b>IMPORTANT!!!</b> You are not required to complete a background check <b>UNTIL AFTER</b> you are accepted into the Medical Assistant program.</p> <p>Please read and sign below.</p> <p>I understand that my acceptance into the Medical Assistant program will be provisional until I pass a national criminal background check through MyBackgroundCheck.com.</p>
	<p>_____ Signature</p> <p>_____ Date</p>

Staple all Health and Safety documentation to this form



## APPLICATION PACKET CHECKLIST

Name: \_\_\_\_\_

Email: \_\_\_\_\_

**YOUR COMPLETED PACKET SHOULD INCLUDE THE ITEMS LISTED BELOW.** Check all boxes that apply.

- This *Application Packet Checklist* – **signed and dated**
- Medical Assistant Admission Form – You must submit this form even if you are a current or previous student. This form is required as part of the application process. It also enables you to begin taking general courses at Mt. Hood Community College (MHCC) during the application process for this program.
- Allied Health Division Application
- Skills Proficiency in Reading, Writing, and Math. Submit **one** of the following:
  - College Placement Test scores from MHCC showing placement into RD115, WR115, and MTH20.
    - Included
    - On file at MHCC
  - or
  - The CPT may be waived if an applicant has completed RD90, WR90 and MTH10 with a “C” grade or higher or college level coursework with a “C” grade or higher in writing and math.
    - Included
    - Being mailed. They were requested on \_\_\_\_\_.
    - On file at MHCC
- Academic Program Completion – Submit one of the following:
  - Copy of a high school diploma or college degree
  - Official high school or college transcripts verifying graduation
  - GED test scores showing completion
- Student Survey
- Prerequisite Completion in Science – Completion of BI101, or one-year high school biology or equivalent, with a grade of “C” or higher. BI100 and high school chemistry are also strongly recommended.
- Statement of Understanding – **Initialed, signed and dated**

Remember this program is filled on a space available basis. Once applicants have met the minimum admission criteria, they are accepted on a first come, first served basis. Students may return completed applications beginning November 2, 2009.

Return your completed application materials to:

**Mt. Hood Community College  
Admissions, Registration and Records Office  
Medical Assistant Admissions  
26000 SE Stark Street  
Gresham, OR 97030**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



# Medical Assistant Student Admission Form

Admissions, Registration and Records Office, 26000 S.E. Stark Street, Gresham, OR 97030

This form is required as part of the limited / restricted entry application process even if you were or are a student at Mt. Hood Community College (MHCC). You are not required to pay the \$25.00 admission fee as part of the Medical Assistant application process. If you have not paid the fee in the past, it will automatically be added to your bill for tuition the first time you register for classes. If you have taken credit courses at MHCC prior to Summer 2003, you will not be required to pay this fee.

\*Providing your social security number (SSN) is voluntary. If you provide it, Mt. Hood Community College (MHCC) will use your SSN for keeping records, doing research, reporting, extending credit, and collecting debts. MHCC will not use your number to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please refer to the Disclosure Statement listed on the MHCC Web site at [www.mhcc.edu/ssn](http://www.mhcc.edu/ssn), which describes how your number will be used. Providing your SSN means that you consent to the use of your number in the manner described.

Returning Students: MHCC ID Number \_\_\_\_\_

\* Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST M.I.

Previous name(s) \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTY (i.e. Multnomah) \_\_\_\_\_

E-mail \_\_\_\_\_

MHCC Major Medical Assistant

Phone \_\_\_\_\_ Gender: M  F

### Racial / Ethnic Information:

(Your response is voluntary)

Do you consider yourself to be Hispanic or Latino:

Yes  No

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaskan Native  -Asian
- African American or Black  -White
- Native Hawaiian or Other Pacific Islander

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Residency Status – required for assessing tuition charges.

Will you have lived in Oregon 90 days prior to the 1st day of the term?

-yes  -no AND, check one below:

- Permanent resident of Oregon, CA, ID, WA or NV
- Permanent resident outside of Oregon, CA, ID, WA or NV
- International Student (requires an I-20)
- International Visitor (B, J, H or other non-student Visa)  
please tell us your Visa type: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Read before submitting:** I acknowledge I am legally obligated to pay all charges incurred by registering. Charges may include late fees, reasonable collection costs, attorney fees, and Oregon Department of Revenue charges to the collection of all delinquent debts owed to the college. To have course tuition/fee charges removed, I must process a drop or withdrawal on MyMHCC or through the Admissions, Registration and Records Office within the refund period.

(Form Updated: 6/25/2009)

Term Summer  Fall  Winter  Spring   
Year \_\_\_\_\_

Previous college(s) attended \_\_\_\_\_

### What is your attendance history at MHCC?

- New Student
- Attended MHCC more than four terms ago

### What is your current high school education?

- (D)-Adult High School Diploma, Yr \_\_\_\_\_
- (G)-GED, Yr \_\_\_\_\_
- (H)-High School Graduate, Yr \_\_\_\_\_
- (N)-Did not complete
- (S)-Still in High School

Name of last high school attended \_\_\_\_\_

State \_\_\_\_\_

Check here if Home Schooled \_\_\_\_\_

### What is the highest level of education / training you have received beyond high school?

- (0)-None
- (1)-Some college, short-term training, private vocational school
- (2)-1-year certificate from a community college
- (3)-2-year degree from a community college
- (4)-Bachelor's degree
- (5)-Master's degree
- (6)-Ph.D. / Professional degree

**"Student Right to Know" information is available at**

<http://www.mhcc.edu/pages/1451.asp>

**If you need assistance due to a disability, please contact the Disability Services Office at (503)-491-6923 or at (503)-491-7670 (TDD)**

### Do you plan to earn a degree, certificate or diploma at MHCC?

- (A)-Yes, a 1-year certificate or 2-year degree
- (B)-Yes, High School diploma or GED
- (C)-No, here to take classes
- (D)-Undecided

### Select the one main reason for attending MHCC this term.

- (A)-Take classes to transfer to a 4-year college
- (B)-Learn skills to get a job
- (C)-Improve existing job skills
- (D)-Explore career or educational options
- (E)-Take classes to finish High School or GED
- (F)-Improve reading, writing or math skills
- (G)-Learn English
- (H)-Personal interest / enrichment
- (I)-Other

### Will you be employed while attending classes this term?

- (F)-Yes, full-time (35+ hours per week)
- (P)-Yes, part-time (Less than 35 hours per week)
- (N)-No, not employed

### Check here if you are a U.S. Veteran:

Yes



## ALLIED HEALTH DIVISION APPLICATION

\_\_\_\_\_  
Last name                      First name                      MI

\_\_\_\_\_  
Previous last name(s) – for filing previous records

\_\_\_\_\_  
Social Security Number (Optional)

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Current Mailing Address

\_\_\_\_\_  
Day Phone                                      Evening Phone

\_\_\_\_\_  
City                                      State                                      Zip

\_\_\_\_\_  
Cell Phone

Work experience: List type of position and company/organization name, by category, in the grid below.  
Note any certifications.

**Related**

\_\_\_\_\_

**Unrelated**

\_\_\_\_\_

**Volunteer**

\_\_\_\_\_

Education Record: List all colleges attended.

College	Major	Degree earned or number of credits completed	Date of completion

Have you previously applied for or been admitted to this or any other Allied Health program at MHCC or any other school?

\_\_\_\_ Yes    \_\_\_\_ No    If yes, please list in the grid below.

Program Title	Which year(s) did you apply	Name of School

Have you withdrawn or been dismissed from this or any other Allied Health program at MHCC or any other school?

\_\_\_\_ Yes    \_\_\_\_ No    If yes, please list in the grid below.

Program Title	Explanation

References List two personal – non-relatives

Name	Address	Phone
1.		
2.		



## STUDENT SURVEY

Name: \_\_\_\_\_

This survey is designed to assist us in assessing and planning for improving student success and promoting our program. Please complete both pages. This information is confidential and will be shared with program faculty only.

1. How did you find out about the MHCC Medical Assistant program?
2. Briefly describe your background/experience in the health care field, if any.
3. List any specific skills, abilities, and qualities you possess that will contribute to your success in the Medical Assistant program and profession.
4. What are the 3 most important things you are looking for in a career? How will a career in Medical Assistant meet those goals?
5. Do you live outside of the Portland/Gresham Metro area? If so, where?
6. Are you planning to work while in school? YES  NO   
(See *Work Limitations while in the program on page 8 of the application*)

Type of work: \_\_\_\_\_

Shift times: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

## STUDENT SURVEY (continued)

7. What particular challenges do you see for yourself while you are in the Medical Assistant program? How do you plan to address these challenges?

### Challenge(s) and Plans for Addressing Challenge(s)

Work Hours

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Verbal and Written English Language Skills

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Financial Plan

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Childcare (including a back-up plan for illness of regular provider)

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Family Obligations

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Study Time and/or Time Management

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Transportation

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Other (tell us what the challenge is and how you will address it)

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## STATEMENT OF UNDERSTANDING

Name: \_\_\_\_\_

\_\_\_\_\_ I have read and understand the *Admission Criteria* for the Medical Assistant Program at Mt. Hood Community College (MHCC). I understand it is my responsibility to meet all program and application criteria. I verify that all statements on this application are complete and true and I understand that falsification of any information may lead to disqualification or dismissal from the program.

\_\_\_\_\_ I have read and understand the *Program Overview* and *Further Considerations Before You Apply* portion of this application packet.

\_\_\_\_\_ I understand that all program courses must be completed with a required grade of "C" or better to meet graduation requirements.

\_\_\_\_\_ I understand that if I am accepted to the program, I will be required to complete a Criminal Background Check (CBC) through MyBackgroundCheck.com at my own expense.

\_\_\_\_\_ I understand that convicted felons are not eligible to sit for the national Certified Medical Assistant Examination offered through the American Association of Medical Assistants (AAMA) unless the AAMA Certifying Board grants a waiver based on one or more of the mitigating circumstances listed in the Disciplinary Standards. See the Program Director for details. Graduating students from MHCC are expected to take this examination to become a CMA(AAMA).

\_\_\_\_\_ I understand that I may be required to complete a drug screen at my own expense prior to placement at certain practicum sites.

\_\_\_\_\_ I understand that I will be required to provide proof of health insurance prior to the start of the spring quarter of my first year. Continued coverage will require proof through all three quarters of my second year.

\_\_\_\_\_ I understand that MHCC uses a management learning system called Blackboard which is an integral part of many Medical Assistant courses and that all program courses use the *MyMHCC* portal as a means of course communication. Students must have access to a computer with software that includes Microsoft Word 2007 and PowerPoint. Internet access will be required on a daily basis.

\_\_\_\_\_ I understand that I will be required to complete 120 hours of administrative practicum and 240 hours of clinical practicum as an unpaid experience. Both practicums will be paid for as any other 4 or 8 credit course.

\_\_\_\_\_ I understand I need to complete the Health and Safety Documentation Checklist and attach all documentation to it for submission as directed.

***Please indicate that you have read each paragraph by initialing each line.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date