

PENSACOLA STATE COLLEGE

Medical Assisting Admission Packet

Contact Information:

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Accredited by the Commission on Accreditation of Allied Health Education Programs
(www.caahep.org)

Medical Assisting (Certificate Program)

The Medical Assisting Program is a one-year (starting in August of each year) vocational program which consists of daytime classes during the fall, spring, and first summer semesters and an externship in a physician's office during the second summer semester (a six weeks' practicum). This program prepares students for employment as medical assistants and is designed along the American Association of Medical Assistants (AAMA) guidelines, the agency which accredits this program. Program content includes both administrative and clinical skills that might be expected of medical assistants working in a physician's office. Graduates of this program are eligible to take the national certification examination to become a certified medical assistant (CMA).

FREQUENTLY ASKED QUESTIONS

Q: What are some Typical Tasks in this Career?

Administrative skills:

- processing insurance claims
- transcribing medical documents
- processing incoming/outgoing patients (scheduling, collecting fees or arranging for payment)
- performing accounting functions related to patient accounts
- managing medical records
- using a computer for practice management

Clinical Skills:

- taking and recording vital signs and blood pressure
- giving injections
- drawing blood for laboratory analysis (venipuncture)
- assisting the physician with physical examinations and minor surgical and medical procedures
- teaching patients treatment regimens

Additionally, the medical assistant will possess appropriate communication and interpersonal skills required by medical personnel, will understand legal and ethical responsibilities of healthcare workers, and will demonstrate knowledge of blood-borne diseases including HIV and hepatitis. The medical assistant is computer literate and has competent math skills required to work in a physician's office. He or she will also be aware and practice proper methods of infection control required by OSHA. The medical assisting graduate will be CPR certified.

Q: What are Some Other Occupations in this Career?

- A:**
- Patient care attendant
 - Medical office receptionist
 - Medical secretary
 - Phlebotomist

Q: What is Available Beyond Graduation?

A: Medical assisting may lead to opportunities such as business office manager, clinical manager, or practice administrator for private physicians' offices. Medical assistants may choose to further

their education by pursuing a degree in registered nursing, medical office management, or another healthcare-related field.

Q: What is the Career Outlook for Medical Assisting?

A: Employment opportunities for medical assistants in Pensacola are numerous and growing. Medical assisting is listed among the 50 fastest growing jobs in Florida and is one of Florida's occupations gaining the most new jobs (source: Florida Agency for Workforce Innovation).

Pensacola State College's job placement rate for 2001 (last reported years) was 91 percent. Pensacola State College placement rates are based upon those graduates who are (1) working in their field of training, (2) in the military, and (3) continuing their education not seeking related employment.

Q: What are the Entrance Requirements?

A: High School Diploma or GED is required.

Q: What are the Testing Requirements?

A: Students must be assessed for appropriate placement in courses by taking the Test of Adult Basic Education (TABE). Students must earn a 10.0 in each category of the TABE exam. If a Student does not earn a 10.0, then he or she must take the following vocational preparatory Courses:

- VPI 0100 Vocational Preparatory Reading
- VPI 0200 Vocational Preparatory Mathematics
- VPI 0311 Vocational Preparatory Language

Q: What is the Estimated Cost of the Program?

A: 44 vocational credits @ \$81.87 each (\$3,602.28)
Other student fees (such as application fee, laboratory fees, etc.), approximately \$350
Uniforms (including a stethoscope), approximately \$175
Books, approximately \$800
Physical exam and immunizations (required before doing externship), approximately \$200

Total: approximately \$5,127.28

Fees may vary and are subject to change. You may call the Registrar office for current vocational fees.

Q. What is the Recommended Curriculum Sequence?

MEDICAL ASSISTING

VPI 0100+ Vocational Preparatory Reading
 VPI 0200+ Vocational Preparatory Mathematics
 VPI 0311+ Vocational Preparatory Language

| <u>Term I - Fall</u> | | <u>Credits</u> |
|----------------------|---------------------------------------|----------------|
| MEA0322 | Computers in the Medical Office | 3 |
| MEA 0230 | Medical Terminology with A & P | 3 |
| BSC0070 | Structure and Function | 2 |
| MEA0222C | Medical Assisting Theory & Practice I | 3 |
| MEA0270C | Medical Office Procedures I | 4 |
| Total | | 15 |

| <u>Term II - Spring</u> | | |
|-------------------------|--|----|
| MEA 0200C | Medical Assisting Theory & Practice II | 3 |
| MEA 0232** | Pharmacology Terminology | 3 |
| MEA 0334** | Medical Insurance & Coding | 2 |
| MEA 0234** | Basic Pathophysiology | 3 |
| MEA0271C | Medical Office Procedures II | 4 |
| Total | | 15 |

| <u>Term III</u> | | |
|-----------------|---|----|
| MEA 0201C** | Medical Assisting Theory & Practice III | 3 |
| MEA0801L** | Medical Assisting Preceptorship | 8 |
| MEA0960 | Medical Assisting Exam Review | 3 |
| Total | | 14 |

| | |
|-----------------------|----|
| TOTAL PROGRAM CREDITS | 44 |
|-----------------------|----|

+ Students who have satisfactory TABE test scores are not required to take these courses.

FINANCIAL AID

Students requiring financial assistance are directed to the Office Financial Aid and Veterans Affairs (OFA & VA) (850)484-2349 for information on numerous grants, and scholarships available. Short-term loads are available at registration. Inquiries should be directed to the Student Affairs Office on the Warrington Campus. Students needing assistance for an education are encouraged to seek every avenue of financial aid available for that purpose. Financial counseling, as well as help with the application process, is available. Students needing financial assistance must contact the Financial Aid offices as soon as the need is determined.

STUDENT CHECKLIST FOR APPLICATION PROCESS

Date when completed:

-
- Complete and submit the Pensacola State College application (\$30) for general admission.
-
- Complete the Florida Residency affidavit (if applicable).
-
- Request the high school transcripts
-
- Complete the health-related program application and submit to an Admissions Office at any campus or center. The application will be forwarded to the Health Programs Admissions Office on the Warrington campus.
-
- Complete test requirements for consideration as an Applicant to the health program of your choice.
-
- You must contact the Health Programs Admissions Office @ 850-484-2210 or healthprograms@pensacolastate.edu to ensure all items on your checklist are completed.

PENSACOLA STATE COLLEGE REQUEST FOR OFFICIAL TRANSCRIPT

TO: REGISTRAR

Name of High School, College or University

Address of School

City

State

Zip Code

Please forward an official transcript of my academic work:

_____ College Transcript

_____ High School Record (showing graduation date or date of withdrawal)

_____ General Education Development Test Scores (GED)

_____ Transient Student Form/Letter of Good Standing (for non-degree transient students)

Mail transcript to:

**Admissions Office
Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998**

The following information is furnished to assist you in locating my records:

Name _____

Name used when attending the institution listed above _____

Birthdate _____ Social Security Number _____

Date of Graduation _____ Date of Last Attendance _____

Current Address _____

City

State

Zip Code

If there is a fee for this service, please bill me at the address shown above.

Student's Signature _____ Date _____

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