



James Sprunt Community College  
Fall 2012

Admission Information and Process  
For  
Medical Assisting

The James Sprunt Community College Medical Assisting Associate Degree 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 Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727/210-2350

This information supersedes all previously published information.

Application Deadline is February 1, 2012, for Fall 2012 consideration.

Completed applications submitted after the deadline may be considered if space is available.

Interested students who do not have a valid social security number should contact the Health Education Department Head at 910-296-2450 to discuss possible program restrictions before applying to the nursing or medical assisting programs.

**Thank you for your interest in the Medical Assisting Program.**

**Please read all of the information carefully in this packet in order to understand the admission criteria and process.**

We strongly encourage you to attend one of our Health Education Information Sessions where we discuss the application process, program requirements, competitive ranking criteria as well as other questions in general. If interested in attending a session, you will need to contact our office at 910- 296-2451 to reserve your seat. Please refer to the Health Education Applicant Letter for the current schedule.

Enclosed in this packet is the admission requirements for the Medical Assisting program as well as information regarding the technical standards and other information related to this program. If you should have any questions or need any additional information, you are encouraged to contact us at either 910- 296-2451 or email Mary Mical, Administrative Assistant for Health Education at [mmical@jamesprunt.edu](mailto:mmical@jamesprunt.edu) or Tara Rich at [trich@jamesprunt.edu](mailto:trich@jamesprunt.edu) .

We hope that this information is useful in helping you better plan for your health career at James Sprunt Community College.

Tara Rich, RN, MSN  
Department Head, Health Education

## **ADMISSION REQUIREMENTS**

1. Applicant must meet general admission requirements of the college. (Refer to JSCC College Catalog for general admission requirements)
2. **Complete Current JSCC application** & designate Medical Assisting as major. You can only designate **one** health education program. You may come in and pick up an application in the Admissions Department located in the Strickland Building or complete the on-line application. (*Current school application must be submitted after February 1, 2011 and before February 1, 2012 at 5pm.*)
3. Applicant must meet admission test scores on the ASSET Test: reading 41, English 41, math 41, and algebra 41. Upon completion of the required basic general education course(s), the student will have satisfied the ASSET admissions criteria.

**All required basic general education course(s) such as MAT 070, ENG 090, and RED 090 must be completed before the deadline in order to be considered for the program.**

4. Satisfactory completion (with a grade of “C” or better) of high school typing/keyboarding or its equivalent is required for entry into the Medical Assisting program. “Equivalent” means: (1) OST 131 Keyboarding at James Sprunt Community College or (2) a comparable typing/keyboarding course at any other accredited educational institution.

**Students must have all admission criteria completed and official records on file by February 1, 2012 in order to be considered for Fall 2012 entry.**

**Applicants meeting the admission criteria after the deadline may be considered if space is available. It is the responsibility of the student to notify the Health Education Office when completing the admission requirements.**

## **Additional Requirements and Information for Medical Assisting Program**

**The following information and requirements do not affect the admission selection process, and do not need to be completed unless accepted for the program.**

**This information is provided at this time in order to assist you with the planning process. If you have questions or need additional information, please contact our office at (910) 296-2450.**

*After provisionally accepted, students will be required to complete the following at designated times in the program:*

1. Liability insurance is required prior to the clinical component of the curriculum.
2. A physical examination is required on the college's medical form, including immunizations and lab work, prior to the clinical component of the curriculum.
3. Current American Heart Association – Healthcare Provider Level CPR certification is required prior to the clinical component of the curriculum.
4. Complete a Criminal Background Check and Drug Screening when beginning the program. Instructions and information is provided to students during the first day of the program.

*We do not use the Criminal Background Check or drug screening information for admission consideration. However, if a clinical agency denies student placement based on review of the results, the student will be unable to participate in the clinical portion of the course and will be unable to progress in the program.*

5. Register and take the national certification examination during the last semester of the program.

Revised November 1, 2011

## James Sprunt Community College Medical Assisting Technical Standards

Medical Assistant duties involve cognition, sensory, affective, and psychomotor performance requirements. Therefore, the following activities are examples of the kinds of activities that a student in the Medical Assisting Program would be required to perform in order to successfully complete the program. *The examples are not all inclusive.*

**Critical Thinking:** The medical assisting student must possess critical thinking skills sufficient for clinical judgment.

- Student must be able to use critical thinking as a basis for identifying and resolving patient problems.

**Communication:** The medical assisting student must possess communication skills sufficient for interaction with others in both verbal and written formats. These abilities include hearing, speech, writing, language skills and computer literacy.

- Student must be able to read and convey actions and patient responses to other health care team members, both verbally and in writing.

**Interpersonal skills:** The medical assisting student must possess interpersonal skills sufficient

Interact with patients, families, and others from a variety of cultural backgrounds.

- Students must be able to establish a working relationship with other health care team members and a helping relationship with patients and families.

**Mobility:** The medical assisting student must possess physical skills sufficient to move from room to room and work in small spaces.

- Student must be able to move in exam rooms, treatment rooms, and reception areas. Students must be able to bend and assist with patient positioning.

**Motor skills:** The medical assisting student must possess gross and fine motor skills sufficient to provide safe and effective care.

- Student must be able to perform fine movements and be able to manipulate instruments and wide variety of equipment according to established procedure and standards of speed and accuracy.

**Sensory skills:** The medical assisting student must possess sensory (hearing, visual, and tactile) skills sufficient for assessment and observation of patients.

- Student must be able to hear equipment alarms, heart sounds, and patient responses. Student must be able to see changes in skin conditions, and read a scale on a syringe. Student must be able to palpate a pulse.

**Weight-bearing:** The medical assisting student must possess the ability to lift and carry up to 25

pounds on a weekly or daily basis.

- Student must be able to assist with transferring and positioning patients.

**Occupational exposure:** The medical assisting student must possess the ability to protect self and others by implementing appropriate precautions due to possible exposure to communicable disease and/or body fluids and toxic substances such as antiseptics and medications.

**Physical stamina:** Students must be able to work for 8-12 hours performing physical tasks requiring sufficient strength and motor coordination without jeopardy to patient and student safety.

- Students must work in a medical office setting for up to 8 hours several days a week during the MED 260 Externship.

**Cognitive skills:** The medical assisting student must possess cognitive skills sufficient to organize responsibilities, make decisions, and make accurate mathematical calculations.

- Student must be able to calculate and prepare medications as well as to evaluate patient complaints

**Listed Below are estimated additional expenses for the program.**

(If you have questions regarding this requirement, please contact me at (910) 296-2450.)

Approximate cost will be \$75-\$90.

**NOTE: We do not use the criminal background information or drug screening information for admission consideration. However, if a clinical agency denies student placement based on review of the results, the student will be unable to participate in the clinical portion of the course and will be unable to progress in the program.**

- You will be required to purchase student liability insurance required for the clinical practicums. The cost is expected to be \$15.00 fall semester.
- Criminal Background Check and Drug Screening will be approximately \$75.00.
- Medical supplies/equipment and uniforms are required for participation in the Medical Assisting Program. Estimated cost for these is between \$200-\$300.
- Students will need to provide their own transportation to the clinical areas. Clinical times may be either **daytime or afternoons hours.**
- Cost for Certification Examination required during final semester is estimated at \$125.00.



James Sprunt Community College  
Program of Study for Medical Assisting

Fall	Prefix	Course Title	Class	Lab	Clinical	Sem Hours Credit
	ACA 115	Success and Study Skills	0	2	0	1
	BIO 163	Basic A&P	4	2	0	5
	CIS 111	Basic PC Literacy	1	2	0	2
	ENG 111	Expository Writing	3	0	0	3
	MED 110	Orientation to Med Assist.	1	0	0	1
	MED 121	Medical Terminology I	3	0	0	3
	MED 130	Administrative Office Proc. I	1	2	0	2
		Total Hours	13	8	0	17

Spring	Prefix	Course Title	Class	Lab	Clinical	Sem Hours Credit
	MED 122	Medical Terminology II	3	0	0	3
	MED 131	Administrative Office Proc. II	1	2	0	2
	MED 140	Exam Room Procedures I	3	4	0	5
	OST 136	Word Processing	2	2	0	3
	MAT 115	Mathematical Models	2	2	0	3
		Total Hours	11	10	0	16

Summer	Prefix	Course Title	Class	Lab	Clinical	Sem Hours Credit
	MED 150	Laboratory Procedures I	3	4	0	5
	MED 182	CPR First Aid & Emergency	1	2	0	2
	MED 232	Medical Insurance Coding	1	3	0	2
		Humanities/Fine Arts Elective	3	0	0	3
		Total Hours	8	9	0	12

Fall	Prefix	Course Title	Class	Lab	Clinical	Sem Hours Credit
	MED 112	Orientation to Clinical Setting	0	0	3	1
	MED 240	Exam Room Procedures II	3	4	0	5
	MED 250	Laboratory Procedures II	3	4	0	5
	PSY 150	General Psychology	3	0	0	3
	ENG 115	Oral Communication	3	0	0	3
		Total Hours	12	8	3	17

Spring	Prefix	Course Title	Class	Lab	Clinical	Sem Hours Credit
	MED 118	Medical Law and Ethics (1 <sup>st</sup> 8 wks)	2	0	0	2
	MED 276	Patient Education (1 <sup>st</sup> 8 wks)	1	2	0	2
	MED 272	Drug Therapy (1 <sup>st</sup> 8 wks)	3	0	0	3
	MED 260	MED Clinical Externship (2 <sup>nd</sup> 8 wks)	0	0	15	5
	MED 262	Clinical Perspective (2 <sup>nd</sup> 8 wks)	1	0	0	1
		Total Hours	7	2	0	13

TOTAL SEMESTER HOURS CREDIT: 75



## Checklist for Medical Assisting Program Application

Fall 2012

**(Please Complete and Submit this form with application)**

**Listed below are the Medical Assisting Program Prerequisites that must be completed by February 1, 2012 in order to be considered for the Medical Assisting Program at JSCC for fall 2012 entry.**

**Please submit this application if you have either completed the program requirements or if you will complete the program requirements by the admission deadline. Applicants who complete the requirements after February 1<sup>st</sup> may be considered if space is available. Initial each requirement if completed, sign in the designated space on the back and submit this form with your application.**

- [ ] **1. Complete JSCC application** & designate Medical Assisting as major. You can only designate one health education program as your intended major. You may come in and pick up an application in the Admissions Office located in the Strickland Building or complete the on-line application at [www.jamessprunt.edu](http://www.jamessprunt.edu) . You must have an updated school application.
- [ ] **2. Take the Asset placement test.** Call Admissions @ 910-296-2500 to register for test. *You must score 41 in all four (4) categories.* If your score is lower, you must have completed all of the basic general education courses. Scores are good for 5 years.

**All basic general education courses MUST be completed in order to be eligible for admission consideration.**

- [ ] **3. Submit official transcripts** from all **high schools and colleges** attended to the Admissions Office. If the transcripts are opened, they are not considered as official and will not be accepted.
- [ ] **4. Complete high school or equivalent keyboarding/typing course** with a minimum grade of 'C' or above.

**Note: High School seniors may apply for provisional acceptance pending completion of high school requirements (keyboarding and graduation). High School students must also request to take the ASSET Placement Tests with their high school guidance counselor and request the scores to be sent to James Sprunt prior to February 1<sup>st</sup>.**

**IMPORTANT: Completed application and submission of all transcripts, placement test scores must be on file on or before February 1<sup>st</sup> for you to be considered for the fall class. If there are more qualified applicants than seats available, selection will be made by the point system developed by the Health Education Admission Committee.**

**Applicants completing all requirements after this deadline may be considered if space is available.**

**If not selected, applicants must reapply for the Medical Assisting program to be considered for the following fall semester.**

## Signature

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To the best of my knowledge all of the requirements for program consideration have been met.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Return completed Application and Checklist to:***

James Sprunt Community College  
Health Education Department  
P.O. Box 398  
Kenansville, NC 28349



# JAMES SPRUNT COMMUNITY COLLEGE

## MEDICAL ASSISTING PROGRAM APPLICATION for Fall 2012

(Applicants are strongly encouraged to submit this application in order to be considered.)

*Please print clearly with a pen.*

### Personal Information

Name

\_\_\_\_\_

*Last*

*First*

*Middle*

Mailing address

\_\_\_\_\_

(Street or PO Box #)

City

State

Zip Code

Home telephone (\_\_\_\_) \_\_\_\_\_ Work/Cell (\_\_\_\_) \_\_\_\_\_

JSCC ID # \_\_\_\_\_ Email \_\_\_\_\_

(Must be completed)

### Educational Information

Please list in order all schools, colleges, and universities you have attended. Official transcripts from each institution must be sent directly to the Admissions Office at JSCC.

School/college/university and location  
major

dates of attendance

degree awarded

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Where did you graduate or expect to graduate from high school. Official transcripts from any high school **attended must be sent directly to the Admissions Office at JSCC.**

\_\_\_\_\_

*high school*

*city, state*

*year*

(continued)

### Previous Nursing Education

Have you ever been admitted or enrolled in a health education program? [ ] Yes [ ] No

If so, what, where and when? \_\_\_\_\_

### License/Certifications

List any license or certification that you currently hold. \_\_\_\_\_

### General Education Requirements

Please list only the courses you are **currently taking or will take prior to Fall 2012**. *If you are taking courses at other colleges, you will need to have official updated transcripts sent to the Admissions Office prior to February 1<sup>st</sup>.*

<i>Course number/title</i>	<i>credit hours</i>	<i>completion date</i>	<i>college/university</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Attach a separate sheet if necessary.*

### Signature

To the best of my knowledge all the information provided on this application is accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date received in Health Education Office \_\_\_\_\_