James Sprunt Community College  
Fall 2014  

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) 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 for Fall 2014 is February 1, 2014  

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.

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@jamessprunt.edu or Tara Rich at trich@jamessprunt.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 Criteria for the JSCC Medical Assisting Program at JSCC for Fall 2014

1. Applicant must meet general admission requirements of the college and be in good academic standing. (Refer to JSCC College Catalog for general admission requirements)

2. Complete Current or Updated JSCC school application and 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 to Admissions Office in Strickland Building or completed online after February 1, 2013 and before February 2, 2014.)

3. Take the COMPASS placement test. Call Student Services @ 910-296-2500 to register for test. You must either be exempt from Basic General Education Courses or have completed all of the required Basic General Education Courses with a grade of “C” or higher or pass grade, by the deadline to be eligible for admission consideration. Please refer to the JSCC College Catalog for additional information about placement tests. If placement tests were completed at another college, you will need to request that official scores be sent to our Admissions Office. Placement Test Scores will not be sent with the official transcript unless you specifically request for scores to be sent. *** Effective fall 2013, placement testing and basic developmental math courses will be changing. Please contact either admissions or health education office for additional information.

4. Submit official transcripts from all high schools/or GED Scores and colleges attended to Admissions Office in Strickland Building. If the transcripts are opened, they are not considered as official and will not be accepted.

5. Satisfactory completion (with a grade of “C” or better) of high school keyboarding or its equivalent within ten (10) years of the program start date (8/2014).

6. Complete and submit the separate application and attached check list for the Medical Assisting Program if you expect to meet all of the admission criteria by the February 1st deadline. If you are not expecting to complete the admission criteria, you will need to submit this after you complete the requirements. Applicants must complete all of the requirements and complete and submit the separate application and check list by the February 1st deadline in order to be considered for admission to the program. Failure to complete any of these six (6) requirements as stated will result in the applicant being ineligible for program consideration.

Separate Application and check off list are included in this packet. You must complete and submit both to the Health Education Department in McGowan Building in order to be considered. Incomplete applications will be returned to student. Only applicants submitting the separate Medical Assisting Application will receive a written response regarding admission to the program. 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.

James Sprunt Community College
Medical Assisting Technical Standards

Medical Assistant duties involve cognition, sensory, affective, and psychomotor
performance requirements. For purposes of the medical assisting program compliance
with the 1990 Americans with Disability Act, a qualified individual with a disability is
one who with or without reasonable accommodation or modification, meets the essential
eligibility requirements for participation in the program.

If a student believes that he or she cannot meet the medical assisting program
requirements without accommodations or modifications, the medical assisting faculty
will determine on an individual basis, whether or not the necessary accommodations or
modifications can be reasonably made.

Admission to and progression in the medical assisting program is not based on these
standards. Rather, the standards should be used to assist each student in determining
whether accommodations or modifications are necessary. Standards provide an objective
measure upon which a student and the advisor base informed decisions regarding whether
a student is “qualified” to meet requirements. It is the responsibility of the applicant to
read the technical standards carefully and to ask for clarification of any standard that is
not understood.

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 to 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 Practicum.

**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.
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.

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 lab and clinical components of the program.

3. Current American Heart Association – Healthcare Provider Level CPR certification is required prior to the clinical component of the curriculum. This is included in MED 182 during the third semester of the program.

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.

Listed Below are estimated additional expenses for the program.

- Physical exam and required immunizations and lab work during second semester. (Cost will vary depending on insurance and provider)

- Medical supplies/equipment and uniforms are required for participation in the Medical Assisting Program. Estimated cost for these is between $250-$350 second semester.

- Criminal Background Check and Drug Screening will be approximately $75.00 third semester.

- You will be required to purchase student liability insurance required for the clinical practicums. The cost is expected to be $15.00 fourth semester.

- Students will need to provide their own transportation to the clinical areas. Clinical times may be either daytime or afternoons hours during fourth and fifth semesters.

- Cost for Certification Examination required during final semester is estimated at $125.00.

(Students receiving financial aid may be able to charge some of the expenses listed above. Some of the charges such as drug screening, criminal background checks, physical examinations and immunizations, cannot be charged to financial aid. For more information regarding anticipated costs, please contact our office at 910-296-2451)
### Program of Study for Medical Assisting

**Fall**

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<tr>
<th>Prefix</th>
<th>Course Title</th>
<th>Class</th>
<th>Lab</th>
<th>Clinical</th>
<th>Sem Hours</th>
<th>Credit</th>
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<th>Sem Hours</th>
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**Spring**

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<th>Credit</th>
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<td>MED 118</td>
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**TOTAL SEMESTER HOURS CREDIT: 75**

Revised 4/25/2012
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Checklist for Medical Assisting Program Application

Fall 2014

(Complete and Submit this form with application directly to the Health Education Department Office, Room 171, in McGowan Building)

Name ___________________________ Date Submitted _____________________

Listed below are the Medical Assisting Program Prerequisites that must be completed by February 1, 2014 in order to be considered for the Medical Assisting Program at JSCC for fall 2014 entry. Refer to packet for additional information about the requirements.

We recommend that you do not submit this application unless you anticipate completing all of the requirements by the deadline. Applicants who complete the requirements after February 1st 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.

Applicants will need to:

[ ] 1. Have current completed JSCC School Application with Medical Assisting designated as major on file in Admissions Office. Application must be submitted after February 1, 2013 and prior to February 2, 2014 for this requirement to be met.

[ ] 2. Have met the placement test requirements. (Have official placement scores on file in Admissions Office and either exempt or have completed Basic General Education Courses with a grade of “C” or higher.)

[ ] 3. Have official transcripts from all high schools/or GED Scores and colleges attended on file in Admissions Office.

[ ] 4. Have completed high school or equivalent college keyboarding class within ten (10) years of the program start date (8/2014) with a minimum grade of ‘C’ or above.

[ ] 5. Have completed and submitted this program separate Medical Assisting application and checklist to the Health Education Office.
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 COMPASS Placement Tests with their high school guidance counselor and request the scores to be sent to James Sprunt prior to February 1st.

IMPORTANT: Completed application and submission of all transcripts, placement test scores must be on file on or before February 1st 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 and meet the current requirements for the Program in order to be considered for the following fall semester.

Signature

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 2014
(Applicants must submit this application in order to be considered.)

Please type or 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 _______________________________

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              dates of attendance           degree awarded
major
_____________________________________________                        ______
_____________________________________________                        ______
_____________________________________________                        ______
_____________________________________________                        ______

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.

_____________________________________________                        ______
(continued)

**Previous Health Education Programs**
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 2014**. *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*.  

<table>
<thead>
<tr>
<th>Course number/title</th>
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*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**