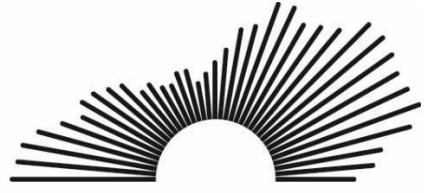


Hopkinsville



Community College

MEDICAL ASSISTING PROGRAM

ADMISSION INFORMATION PACKET

HCC General Contact Information:

P.O. Box 2100

Hopkinsville, KY 42241-2100

Switchboard: 270-707-3700

Website: <https://hopkinsville.kctcs.edu>

Allied Health Department Contact Information:

Department Phone: 270-707-3869

Program Director: Beth Beverly email: beverly0003@kctcs.edu

Program Coordinator: Julie Folz email: jfolz0001@kctcs.edu



KCTCS is an equal opportunity employer and education institution.

HOPKINSVILLE COMMUNITY COLLEGE MISSION STATEMENT

Mission

Hopkinsville Community College leads in academic excellence by preparing students for transfer and the workforce, inspiring lifelong learning.

Last approved by the KCTCS Board of Regents
March 2019

Vision

The first-choice institution of higher education and workforce training in our region.

Values

- Academic excellence and life-long learning
- Access and student success
- Stewardship of human, fiscal, capital, and environmental resources
- Leadership and community engagement
- Inclusion, multiculturalism, globally focused
- Continuous improvement
- Strong partnership with the military community

Vision and Values were last approved by Faculty/Staff in April 2016 and by Board of Directors in May 2016.

Hopkinsville Community College is a member of the Kentucky Community and Technical College System and is a public two-year degree granting institution.

Hopkinsville Community College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Hopkinsville Community College.

Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

MEDICAL ASSISTING

The Medical Assisting Program is a 60-66 credit hour Associate in Applied Science Degree program which prepares the student to assume the responsibilities of a Medical Assistant within out-patient health care facilities and private physicians' medical practices. Duties and responsibilities placed upon a Medical Assistant include providing clinical, administrative, and laboratory skills as directed by the physician or supervisor. The curriculum includes course work in academic classes, the general education areas, and the core program requirements along with clinical experience.

ELIGIBILITY

Medical Assisting involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Anyone who makes application to the college as a degree-seeking student may apply to the Hopkinsville Community College Associate Degree Medical Assisting

Program. Admission to the program is open to all qualified students regardless of economic or social status and without discrimination, on the basis of race, color, sex, marital status, beliefs, age, national origin or disability.

All applicants for the Medical Assisting Program should possess or complete the following:

- sufficient visual acuity, i.e., to accurately prepare needed laboratory tests and observation necessary for client assessment and patient care;
- sufficient auditory perception to receive verbal communication from clients and members of the health care team as well as to assess health needs of people using monitoring devices such as cardiac monitors, stethoscopes, fire alarms, etc.;
- sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
- sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual's interest;
- sufficient intellectual and emotional functions to plan and implement care for individuals, i.e., the ability to lift and/or move up to 50 pounds and;
- the ability to be on feet for 8 – 12 hour clinical;
- transportation to the physician's offices/community agencies is the responsibility of each student;
- all students seeking acceptance into the Medical Assisting Program will be required to pass a drug screen and background check as well as provide documentation of required immunizations.

Enrollment in the Medical Assisting Program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources at the community college.

TIME COMMITMENT

The Medical Assisting Program is a vigorous and intense program of study. Success in the program requires a major commitment to make studying a priority. Study outside of class is a requirement as well as practice time for acquired skills. Working more than 20 hours/week is discouraged due to the time requirements in the program. Students need to have good time management skills as well as assistance with childcare and finances.

ADMISSION REQUIREMENTS FOR THE MEDICAL ASSISTING PROGRAM

Acceptance into the Medical Assisting Program is based upon a selective admission process. The KCTCS system guidelines and HCC admission guidelines will be followed. In addition, the HCC Medical Assisting Program requirements must be met.

Deadline for applications is June 30th before 2:00 p.m. Central Time for August admissions. Requirements that must be submitted are listed below.

BY APPLICATION DEADLINE OF JUNE 30th:

- Submit an application to Hopkinsville Community College to the Admissions Office. All college admission requirements must be met.
- Submit official college transcripts to the Office of the Registrar for evaluation. The Registrar's office has the final determination in what credits will transfer from other institutions.
- Must be in good academic standing with the College with at least a 2.0 GPA and a grade of C or higher in all math, science, and pre-requisite courses.
- Attend a Medical Assisting Pre-Admission Conference (PAC) where the Medical Assisting Program applications will be distributed. Dates, times, and locations will be available on the Medical Assisting website or by contacting the Allied Health Department.

- Submit a Medical Assisting application and letter of intent to the Allied Health Department faculty before 2pm on June 30th. Applications may be printed from the HCC website.
<https://hopkinsville.kctcs.edu/education-training/program-finder/medical-assisting.aspx>
- CPR requirements must be successfully completed prior to enrolling in the first clinical externship and must be kept current throughout the program.

IMPORTANT TO REMEMBER:

It is the student's responsibility to keep informed of current admission guidelines. The student must be responsible for the status of his/her own Medical Assisting file.

Prior to admittance into the Medical Assisting Program, students must have completed ALL of the pre-requisite courses.

Each MAI course is a pre-requisite for the following semester of MAI courses and must be taken in the sequence listed. MAI courses cannot be taken in an earlier semester.

The Credentialing Board may deny certification to any graduate who has been convicted of a misdemeanor or felony that involves acts that bear directly on the qualifications of the graduate to practice.

Drug screening may be required of a student at any time throughout the program if there is reasonable suspicion on the part of the program faculty that the student may be using a controlled substance not prescribed by a health care provider. Positive findings on a drug screen **or** refusal to submit to a requested drug screen will result in immediate administrative withdrawal of the student from the program.

The cost of background checks and drug testing is the responsibility of each student.

Students are encouraged to schedule an appointment to meet with a Medical Assisting advisor to ensure they have met or have a plan to meet the general education courses to be eligible for admission.

SELECTION PROCESS

An offer of admission may be granted to applicants who have:

- ALL admission materials submitted by the application deadline;
- ALL the application requirements met;
- ALL prerequisite classes with a grade of C or higher

Students must be in good academic standing with the College with at least a 2.0 overall GPA with a grade of C or higher in all math, science, and pre-requisite courses.

ADMISSION PROCEDURE

Only students with completed files will be considered for admission to the HCC Medical Assisting Program. It is the student's responsibility to ensure the file in the Allied Health department has ALL documents necessary for admission.

- The Medical Assisting Admissions Committee will recommend to the Academic Dean the names of those who will be admitted to the Medical Assisting Program.
- Applicants will be notified in writing if they have or have not been selected for enrollment in the Medical Assisting Program. Letters for acceptance, waiting list, or denied admission will be mailed on

July 3rd for the next admission cycle. **No selection information will be available by phone.** Please allow up to one week from this date for mail delivery.

- A waiting list may also be selected. Applicants on the waiting list may be admitted to fill positions vacated by admitted students prior to the beginning of the semester. Due to privacy issues, location on waiting list cannot be given to applicants. The waiting list is **only** used for the current admission cycle. The waiting list does not carry over to the next admission cycle.

REQUIREMENTS FOR STUDENTS ACCEPTED TO THE MEDICAL ASSISTING PROGRAM

Applicants who receive an acceptance offer will be given a “checklist” of items to complete. Some of these items are listed below:

- Provide documentation of results of these lab tests:
 - Tuberculosis (TB) Skin Test – within past one (1) year
 - Influenza (Flu) Vaccine – Received current flu season which begins in fall
 - Varicella (immunization or titer) – within past ten (10) years
 - Measles, Mumps (Rubeola), Rubella (MMR immunization or titer) – within past ten (10) years
 - Hepatitis B (immunization or titer) – within past ten (10) years
 - Provide documentation of Tetanus shot – within past ten (10) years
- Provide proof of health insurance
- Provide proof of CPR certification for the healthcare provider through American Heart Association
- Complete criminal background check – Information on background check company will be provided
- Complete nine-panel drug screening – Information on what lab to use will be provided

STUDENTS WILL NOT SUBMIT ANY OF THE ABOVE DOCUMENTATION PRIOR TO ACCEPTANCE TO THE MEDICAL ASSISTING PROGRAM. THIS INFORMATION IS ONLY INTENDED TO HELP PROSPECTIVE STUDENTS PLAN.

ESTIMATED EXPENSES AND FINANCIAL ASSISTANCE

Information regarding tuition and options to help you estimate the cost of college as well as financial aid can be found on the college website <https://hopkinsville.kctcs.edu/affording-college/index.aspx>. Financial assistance is available in the form of scholarships, grants, loans, and work-study. Please make sure you have completed a FAFSA (Free Application for Federal Student Aid) in order to apply for aid of any type. If you need assistance, please contact the financial aid department at hopkinsville-financialaid@kctcs.edu.

In addition to tuition costs, Medical Assisting students are responsible for supplemental expenses such as: transportation to various clinical facilities, textbooks, blood tests, uniforms, name badge, etc.

Anticipated Additional Expenses not including tuition:

August - June (estimated \$2,000 - \$2,500)

1. Professional Liability Insurance: \$22
2. Uniforms and name badge: \$150
3. White shoes, hose/socks, watch with second hand, stethoscope: \$150
4. Books (1st semester): \$800 Books (2nd semester): \$300
5. Travel to school and clinical facilities: \$200
6. Medical Assisting lab kit: \$180
7. Background Check (provider selected by Allied Health Department): \$40
8. Drug Screen: (provider selected by Allied Health Department) \$35-40

9. Blood tests/Immunizations: \$200
10. CPR Training (American Heart Association BLS Healthcare Provider): \$50-100
11. National Certification Exam Fee: \$145
12. Proctor Fee for National Certification Exam testing at HCC: \$30
13. Graduation cap, gown, tassel, diploma cover: \$65-70

Note: All fees are approximate and subject to change without notice.

PROGRAM CRIMINAL BACKGROUND CHECK AND DRUG SCREEN POLICIES

The Medical Assisting Program in the Allied Health Division at Hopkinsville Community College requires students to obtain criminal background checks through the vendor selected by the Allied Health Department. This is to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of area healthcare facilities.

Hopkinsville Community College has established an acceptable screening procedure, which will be provided upon acceptance into the program. Students who fail to submit a background check through the vendor selected by the Program cannot complete or maintain enrollment in any Hopkinsville Community College Allied Health Program.

If a facility requires additional criminal background checks, it will be the responsibility of the student to obtain the check and have the information sent to the facility.

Because we are a Health Care Industry provider and both the general public and our clinical facilities expect and require drug free students/employees, ALL STUDENTS will be required to submit a nine panel drug screening test. Information for completing this procedure will be provided upon acceptance into the program.

The Director of Allied Health will maintain all records and a confidential database concerning students' criminal histories and drug test results. This information will be filed in a secured area to ensure confidentiality and will not be released to any third party without written consent and knowledge of the student.

AMERICAN WITH DISABILITIES ACT/DISCRIMINATION

Any physical or mental impairment that substantially limits one or more major life activities is a disability. Any student needing ADA accommodations must contact the Chief Student Affairs Office as well as Beth Beverly, Allied Health Director.

Hopkinsville Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, and marital status in admission to vocational programs or access to or treatment or employment in accordance with Title VI, Title IX, Section 504, and ADA Act. For more information, contact Angel Prescott, Dean of Student Affairs, at (270)707-3801 or by mail at Hopkinsville Community College, P.O. Box 2100, Hopkinsville, KY 42241-2100.

DRESS CODE POLICY FOR STUDENTS ENROLLED IN THE HCC MEDICAL ASSISTING PROGRAM

The Hopkinsville Community College Medical Assisting Program has set guidelines regarding how students should dress for off-campus clinical days, on-campus simulation labs, and skill check offs.

No specific dress code is in place for on-campus lectures.

CLINICAL ATTIRE MUST BE WORN FOR ALL SIMULATION LABS AND SKILL CHECK OFFS

Uniforms/Scrubs:

1. Students are to purchase appropriate uniforms/scrubs through the Hopkinsville Community College Bookstore. This includes the uniform scrub top and bottom.
 - a. The HCC Bookstore is the required source for purchasing uniforms unless the Bookstore does not have the appropriate size or cannot order a garment, such as a skirt.
 - b. If the Bookstore cannot supply the appropriate size or garment, the student will be responsible for making sure any uniform piece purchased from another source is in a color (wine or burgundy) that is as similar as possible to the color available in the Bookstore. Instructors will advise students if the color is not close enough to the required color.
2. If a student chooses to wear a shirt under the uniform/scrub, it must be white and without markings.
3. For students who choose to wear a uniform skirt instead of uniform pants, white or nude color pantyhose must be worn. Knee socks are not acceptable.
4. Clean, white, solid, closed-toed shoes and white socks are required.
5. A Medical Assisting Program patch with the HCC logo must be worn on the left sleeve of the uniform. The patch should be purchased through the HCC Bookstore.
6. Uniforms are to be clean and without wrinkles or lint of any kind.
7. Uniforms should not smell of perfume or smoke as patients may be sensitive to these smells.

Hair/Personal Hygiene Care:

1. Hair/head ornaments must not be worn while in uniform. Any accessories used to hold the hair back must be simple and neat, and in a color that either blends with the hair or matches the uniform.
2. For both male and female students, the hair must be worn in a style that is away from the face and which cannot fall into the field of patient care.
3. Hair (including facial hair), body and fingernails must be always clean and neat.
4. Fingernails must not be longer than ¼ inch from the tip of the finger and must be without polish. No “fake”, acrylic tips or cosmetic fingernails are allowed in any clinical facility (observational activity or a routine clinical day with patient care).
5. Good oral hygiene must be evident.
6. No perfume or scents should be worn in the clinical area.
7. Students exhibiting body odor including the obvious smell of tobacco products will be asked to leave the clinical area and receive an "absence" for the day.
8. No chewing gum is allowed in any clinical area.

Jewelry/Sunglasses:

1. Jewelry should be minimalistic, so as not to interfere with patient care or excellent hand hygiene. No large or dangling earrings. No necklaces that hang on the outside of the uniform.
2. Jewelry in other visible body piercing must be removed or covered.
 - a. Nothing must be in the tongue, lip, or nose.
 - b. The student will be asked to remove the jewelry from any piercing in order to remain in clinical.
 - c. Large piercings must be filled with flesh tone spacers.
3. Sunglasses should not be worn on the top of head or hanging on the outside of the uniform.

Tattoos:

1. Any tattoo that depicts graphic or disturbing images must be covered. Ex. Violence, drugs, sex, alcohol, tobacco products, nudity, profanity, or culturally offensive images.
2. Please note that we must follow the policies of the facilities in which we are a guest. If you are asked to cover a tattoo while at clinical, please comply and the MA Program Coordinator will follow up with the site coordinator.

Required Accessories for Clinical Attire:

1. A wrist watch with a second hand (Smart Watches are not allowed), a stethoscope, and bandage scissors.
2. A pen, pencil, and note paper should be carried in the uniform pockets.
3. Students are required to wear their identification badges to all clinical labs, including simulation lab. The name badge is to be purchased from the HCC Bookstore.

NOTICE:

1. We will always abide by the rules of the clinical site at which we are a guest. If you are ever reprimanded for any reason for an infringement of policy violation, you are to rectify the situation without argument. If the reprimand was made in error, the program coordinator will follow up with the clinical site personnel. If you cannot rectify the situation, you are to politely excuse yourself and contact the program coordinator.
2. If a clinical site changes or amends their policy in any way, we will amend our policy to match. Please be aware, while you are in school you must conform to the rules and regulations set forth by the school and program.
3. Any other instructions regarding uniforms will be given prior to clinical in each course.
4. Any alterations to the uniform must be preapproved by Program Coordinator.
5. Infractions of this dress policy may result in the student being sent home from clinical and assigned an absence which must be made up.

IF A STUDENT DOES NOT MEET A PART OF THE CLINICAL ATTIRE POLICY, THE INSTRUCTOR WILL ADDRESS THE ISSUE WITH THE STUDENT ONCE WITH THE OPTION OF GIVING A “U” FOR PROFESSIONAL DRESS. FOR ANY FUTURE OCCURRENCES, THE STUDENT SHOULD EXPECT TO RECEIVE A “U”.

PRE-ADMISSIONS CONFERENCE SCHEDULE 2020-2021

With restrictions still in place related to COVID 19, we have elected to hold announcement of pre-admission conference dates until March. Please watch the Medical Assisting Program page of the HCC website for update to this information. <https://hopkinsville.kctcs.edu/education-training/program-finder/medical-assisting.aspx>

CURRICULUM REQUIREMENTS

General Education Courses: All credit hours of general education coursework must be taken *prior* to applying to the Medical Assisting program. Students cannot progress to the next semester without completion of the MAI courses for that semester.

Students must earn a minimum of a “C” in all pre-requisites to be considered for admission to the program and must maintain a minimum of a “C” average once in the program to continue. Each MAI course is a pre-requisite for the following semester of MAI courses and must be taken in the sequence listed.

Grading Scale for Medical Assisting (MAI) courses:

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69
- E: 0 – 59

Catalog Number	Course Title	Credits
Pre-requisite courses		
BIO 137	Anatomy & Physiology I	4
BIO 139	Anatomy & Physiology II	4
OR BIO 135	Basic Anatomy and Physiology with a Lab	4
MAT 110 or Higher	Applied Mathematics	3
ENG 101	Writing I	3
PSY 110	General Psychology	3
Heritage/Humanities	(History, art, music, etc.)	3
AHS 115 OR CLA 131	Medical Terminology	3
Documentation of digital literacy must be demonstrated by digital literacy competency exam IC3OR CIT105 Introduction to Computers course 0-3		
Student must be CPR Certified for Healthcare Professionals by American Heart Association		
MEDICAL ASSISTING COURSES		
Fall Semester		
MAI 105	Introduction to Medical Assisting	3
MAI 120	Laboratory Technique I	3
MAI 140	Clinical Procedure I	4
MAI 150	Administrative Procedures I	3
MAI 170	Dosage Calculations	2
MAI 250	Administrative Procedures II	3
Spring Semester		
MAI 200	Pathophysiology for Medical Assistant	3
MAI 220	Laboratory Technique II	3
MAI 230	Medical Insurance	3
MAI 240	Clinical Procedure II	4
MAI 270	Pharmacology for Medical Assistant	3
MAI 281	Practicum	1
Summer Semester		
MAI 284	Externship	2-3
MAI 289	Assessment Prep	1
	Totals	60-66

HELPFUL CONTACTS

HOPKINSVILLE COMMUNITY COLLEGE REGISTRAR'S OFFICE – For transcript evaluation
Phone (270) 707-3811

HOPKINSVILLE COMMUNITY COLLEGE ADMISSIONS AND RECORDS – For admission to HCC
Phone (270) 707-3810

HOPKINSVILLE COMMUNITY COLLEGE FINANCIAL AID
Phone (270) 707-3830

HOPKINSVILLE COMMUNITY COLLEGE ADVISING CENTER – For students new to HCC
Phone (270) 707-3820

If you are already a student at HCC and would like to request an appointment with an Allied Health advisor, please call

Beth Beverly, Allied Health Director at (270) 707-3869 or
Julie Folz, Medical Assisting Program Coordinator at (270) 707-3862

If you are interested in testing out of the digital literacy requirement for the program, you may contact the testing center (270-707-3826) for information on the IC3 FAST TRACK OR IC3 CERTIFICATE-LEVEL EXAMINATION – To demonstrate digital literacy.

https://hopkinsville.kctcs.edu/admissions/placement-testing-assessment/ic3_computer_literacy_exam.aspx