



MEDICAL ASSISTING



The following items are required for your application to be considered complete:

- Copy of a valid driver's license
- Copy of Social Security card (name must match the name on driver's license)
- Copy of high school diploma or GED diploma
- Official, sealed high school transcripts
 - GED transcripts are required if you received your GED
 - **If you have your GED, official sealed high school transcripts are still required even if incomplete.**
- Official college transcripts (if applicable)
- Copy of college diploma (if applicable)
- Complete the "My Career Shines" Assessment in Student Services
- Essay telling why you are interested in the Medical Assisting program and what you know about the Medical Assisting profession
- Two (2) completed Professional Recommendation Letters
 - **References cannot be related to you; No family members, friends, boyfriends, etc.**
- Complete questionnaire

MEDICAL ASSISTING

- Read, sign and date technical standards form
- Must attend ONE (1) Information Session: August 21, September 18, October 9 or November 13 for January 2018 class. All Information Sessions are on Monday nights at 6:00 P.M.

The following will be required **IF** you are accepted into the Medical Assisting Program:

- TABE Test – This test is not required for admission, however, it must be completed within the **First Six Weeks** of class on your own time.
- To schedule a testing appointment, please contact Student Services at (352) 671-4134.
 - If you have earned an AA Degree or higher, the TABE test may be omitted.
 - If you have taken the CPT, PERT, ACT, or SAT within the last two years, you may also be exempt from the TABE test.
 - Due to the heavy workload, it is highly recommended to schedule your TABE test prior to the beginning of classes.
 - If you have a GED from 2014 to present year you are exempt from TABE.
 - If you received a standard Florida public high school diploma from 2007 to present you are exempt from TABE
- **MUST** bring in proof of your background check (we will provide paperwork upon acceptance) due in **First Six Weeks** of class.
- Immunizations – we need proof of all the following:
 - Hepatitis B, Tuberculosis (PPD), Measles Mumps Rubella (MMR), and Varicella Zoster (Chicken Pox), or evidence of immunizations such as positive titers
 - Tetanus is recommended not required, flu shot (fall) is required
 - The TB Skin Test and the First Series of Hepatitis B is required within the First two weeks of class. All other immunizations will be due within the first six weeks of class.
 - TB test is good for one year.
 - If your TB Skin Test comes back positive, we will need a copy of your results from the chest X-Ray.
- Physical Examination form will be due within the first six weeks of class and is good for one year.



MEDICAL ASSISTING PROGRAM – H170515

This program is designed to prepare students for employment as a Medical Assistant. This program will follow the Curriculum Framework from the Florida Department of Education. Students completing the competencies as stated in the curriculum will receive a Certificate of Completion.

The program meets the standards of the Essentials and Guidelines of an Accredited Educational Program for the Medical Assistant adopted by the American Association of Medical Assistants and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) revised in 2015.

The content of the program includes, but is not limited to, communication and interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and First Aid, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

This cluster is a planned structure of instruction consisting of one program and five occupational completion points. The structure will allow students to complete specified portions of the program for employment or remain for advanced training. The core must be taught first or concurrently with the second OCP and all modules must be completed to be a Medical Assistant, including 200 hours of Clinical Externship which is uncompensated.

Students entering the Medical Assistant Program must have a High School Diploma or GED. They must take the TABE test as required by the State Department of Education. Students must have a Physical Examination and be physically able to perform all of the duties that are required of the Medical Assistant as listed in the Health Science Technical Standards. They must have a current immunization record which includes MMR, Chicken Pox, and current PPD. Students are required to begin the Hepatitis B vaccination series upon acceptance into the program.

ADDITIONAL SUPPLIES

- MTC uniform (included in the tuition)
- White athletic shoes, white socks
- Stethoscope
- Blood Pressure Cuff
- Watch with second hand
- Immunizations and physical (as stated above)

APPLICATION ELIGIBILITY:

- Completed application with recommendations
- High School Diploma/GED & HS Transcript
- Attend an Information Session
- Completion of “My Career Shines” assessment

IF ACCEPTED:

- Physical Exam/ Up-to-date immunizations including Hepatitis B
- Upon acceptance, take TABE test within first 6 weeks of class (not during class time).
- Background Check upon acceptance (on-line through Precise hire)

Equal Opportunity Schools – All Marion County School educational opportunities will be offered without regard to race, sex, national origin, marital status or handicapping condition.

The following is a list of the content of the Medical Assisting Program. The program is offered twice a year in January and July and runs for a year. The standard length of the program is 1300 clock hours, which includes 90 clock hours for the core.

OCP A - Basic Healthcare Worker – Industry Title
Health Science Education Core
SOC Code 31-9099 Healthcare Support Worker, All Others
90 hours

OCP B – Introduction to Medical Assisting
MEA0002
SOC Code 31-9092
250 hours

OCP B - Medical Office Procedures
MEA0501
SOC Code 43-4171
75 hours

OCP C – Phlebotomist, MA
MEA0521
SOC Code 31-9097
75 hours

OCP D – EKG Aide, MA
MEA0543
SOC Code 31-9099
75 hours

OCP E – Clinical Assisting
MEA0581
SOC Code 31-9092
230 hours

OCP E - Pharmacology for Medical Assisting
MEA0530
SOC Code 31-9092
90 hours

OCP E - Laboratory Procedures
MEA0573
SOC Code 31-9092
125 hours

OCP E - Administrative Office Procedures
MEA0506
SOC Code 31-9092
90 hours

OCP E - Practicum Experience
MEA0942
SOC Code 31-9092
200 hours

3/23/17



TECHNICAL STANDARDS

HEALTH SCIENCE

Students who are accepted into the Health Science programs are required to be able to perform the following tasks:

- Walk the equivalent of five (5) miles a day.
- Grip, reach above shoulder level, bend at the knee, squat, stoop and crawl.
- Sit, stand for prolonged periods of time.
- Perform CPR/First Aid.
- Lift a minimum of 50 lbs.
- Manipulate small objects dexterously.
- Tolerate exposure to dust, fumes, chemicals, detergents, body fluids, and latex.
- Distinguish colors.
- See objects as small as 1mm.
- Hear subtle sounds, such as heart or lung sounds.
- Withstand varied environmental conditions such as heat, cold, and moisture.
- Cope with a high level of stress.
- Prioritize and make decisions fast under pressure.
- Cope with anger, fear, hostility and/or confrontation in a calm manner.
- Cope with death and dying.
- Concentrate.
- Be flexible and self-directed.
- Problem solve.
- Demonstrate a high degree of patience and confidentiality.
- Communicate in writing and verbally.

By signing below, I acknowledge that I can perform all the tasks mentioned above.

Applicant Signature: _____

Print _____ Date _____

Marion County Public Schools

1014 SW 7th Road, Ocala, Florida 34471

TELEPHONE: 352.671.7219 • FAX: 352.671.7221 • WEBSITE: www.mariontc.edu

Equal Opportunity Schools



MARION TECHNICAL COLLEGE
CHERYL SIRMONS, HEALTH SCIENCE ADMINISTRATOR

**HEALTH SCIENCE
PROFESSIONAL RECOMMENDATION FORM**

(This form **MUST** be filled out by someone who is not related to you and who has known you for at **LEAST** a year. i.e. Former or current employer, religious affiliation, former or current teacher.)

_____ has applied to the _____ program at Marion Technical College. Please answer the following questions in reference to the above named individual.

In what capacity have you known this individual?

How long have you known this individual? _____

In your interactions with this individual, do you feel this individual has any characteristics that would be beneficial in their chosen field of study? Explain.

Additional Comments:

Signature of Reference

Signature of Applicant

Printed Name of Reference

Contact Phone Number

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