

Applicant Information Packet

Medical Assistant Technology (MAS)

Building 2, room 122
(937) 512-2973
(800) 315-3000

Dear Prospective MAS Student:

This packet contains the following information for your review:

1. Admission Requirements/Check List
2. Welcome/Admission Letter from Program Director
3. Frequently Asked Questions (FAQs)
4. Mental and Physical Qualifications
5. Estimated Cost of Program
6. Recommended Courses List for Pre-MAS applicants
 - a. Effective spring 2011 through summer 2012 (quarter classes)
7. MAS Course Curriculum

Please contact the MAS department for specific information regarding program enrollment dates or possible waiting lists.

ADMISSION REQUIREMENTS / CHECK LIST



- Step 1 _____ Apply to Sinclair Community College. This must be done before applying to the MAS program. Paper applications are available in the Admissions office, building 10, 1st floor or via the web at <http://www.sinclair.edu/admissions/Application/>.
- Step 2 _____ Apply to the MAS program by completing a Life & Health Sciences application, which can be found at: <http://www.sinclair.edu/academics/lhs/index.cfm>.
- Step 3 _____ If you have transferable college credit, request your “official” transcripts from previous college(s) to be sent directly to Sinclair Community College, Registration & Student Records, 444 West Third Street, Dayton OH 45402-1460.
- Step 4 _____ If you do not have transferable college credit in English Composition and/or mathematics, take the Sinclair Community College’s Accuplacer Placement Test in reading, writing and mathematics. More information on this test can be found at <http://www.sinclair.edu/stservices/enrl/testing/accfag/index.cfm> or by calling 937-512-3000 or 800-315-3000.
- Step 5 _____ Complete an academic advising consultation with a Life & Health Sciences Academic Advisor located in room 11-346. More information and hours are available by calling (937) 512-3700 or (800) 512-3700 or on their website at: <http://www.sinclair.edu/services/advising/>.
- Step 6 _____ Complete developmental courses, if any, resulting from Placement Test Scores: DEV 063, 064, 065, 074, 075, 084, 085, 110 (108 is only required if student elects to take MAT 101).
- Step 7 _____ Program Prerequisites starting Fall 2012 (semesters):
- _____ ALH 1101 Introduction to Healthcare Delivery (2 credit hours)
Quarter equivalent: ALH 103 (3 cr hrs) and ALH 104 (2 cr hrs)
- _____ BIO 1121 Human Anatomy and Physiology I (3 credit hours)
Quarter equivalent: BIO 121 (5 credit hours)
- _____ MAT 1130 Allied Health Math (3 credit hours)
Quarter equivalent: MAT 106 (4 credit hours)
- OR**
- _____ MAT 1270 Beginning Algebra (3 credit hours)
Quarter equivalent: MAT 101 (4 credit hours)
- _____ SCC 1101 Student Success (1 credit hour)
Quarter equivalent: SCC 101 (2 credit hours)
- Step 8 _____ Program specific information:
- ENG 1101 (ENG 111 and ENG 112). (Will accept ENG 131 and 132 for students accepted into fall 2012 program)
 - The MAS program will accept PSY 1100 (PSY 119 or 121 and 122) with no expiration

- The MAS program will accept MAT 1130 or 1270 (MAT 106 or MAT 101 or higher level math) with no expiration
- The MAS program will accept BIO 141/142/143 or equivalent if taken within last 5 years; exceptions to this policy can be made if applicant has older biology and has been working in the allied health field-exceptions are to be determined by the MAS Program Director

NOTE: When a student is **admitted** to the program and has completed program required Math, Science, Psychology and Sociology courses, the courses are fixed and there is no expiration.

Step 9 _____ Maintain a minimum of 2.0 cumulative GPA. Note: all courses in the MAS curriculum must be completed with a "C" or better.

Dear Medical Assistant Technology Applicant:

Thank you for your interest in applying for admission to Sinclair Community College and the **Medical Assistant Technology** Associate Degree Program. Applications are reviewed beginning April 1st of each year for entry into the fall program. Requirements for entry into the program can be found on the checklist on page 2 of this packet.

The MAS Program must be completed within two years of acceptance. Students attending on a part-time basis should complete their support courses (those without a MAS prefix) prior to being officially accepted into the Medical Assistant Technology Program. The program begins in the fall term each academic year. Up to 60 applicants are accepted each year.

If you have any additional questions regarding the admission requirements, please contact the Medical Assistant Technology office at (937) 512-2973 or in room 2122.

Sincerely,

A handwritten signature in cursive script that reads "Judy L. Kronenberger".

Judy Kronenberger, RN, CMA (AAMA), M.Ed.
Professor / Program Director
Medical Assistant Technology

**SINCLAIR COMMUNITY COLLEGE
MEDICAL ASSISTANT TECHNOLOGY**

MOST FREQUENTLY ASKED QUESTIONS

1. What is a Medical Assistant?

A Medical Assistant is a nationally recognized multi-skilled professional who assists the physician in the medical office, clinic, or in a variety of other health care settings.

2. What kind of work does a Medical Assistant perform?

Medical Assistants perform a wide range of duties in a physician's practice requiring clinical and administrative skills. Some of the clinical duties performed by Medical Assistants include preparing patients for examinations and treatments, taking vital signs and medical histories, sterilizing instruments, performing diagnostic tests and basic laboratory procedures, and assisting the physician with examinations and minor office surgery.

Some of the administrative responsibilities include scheduling and receiving patients, obtaining patient data, establishing and maintaining confidential medical records, handling telephone calls, typing correspondence and reports, purchasing supplies, maintaining equipment, and assuming responsibility for daily office business. Additional duties include coding patient diagnoses/treatments for insurance reimbursement, and maintaining office accounts, fees and collections.

3. What kinds of jobs are available to a Medical Assistant?

According to the US Department of Labor, Bureau of Labor Statistics for 2008-2009, (<http://www.bls.gov/oco/ocos164.htm#outlook>):

"Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2006-16 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification.

Employment change. Employment of medical assistants is expected to grow 35 percent from 2006 to 2016, [much faster than the average](#) for all occupations. As the health care industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all health care workers. Increasing use of medical assistants in the rapidly growing health care industry will further stimulate job growth.

Helping to drive job growth is the increasing number of group practices, clinics, and other health care facilities that need a high proportion of support personnel, particularly medical assistants who can handle both administrative and clinical duties. In addition, medical assistants work primarily in outpatient settings, a rapidly growing sector of the health care industry.

Job prospects. Job seekers who want to work as a medical assistant should find [excellent job prospects](#). Medical assistants are projected to account for a very large number of new jobs, and many other opportunities will come from the need to replace workers leaving the occupation. Those with formal training or experience—particularly those with certification—should have the best job opportunities."

Employment opportunities for Medical Assistants can be found in physician offices, urgent care centers, health maintenance organizations (HMOs), medical clinics, hospital outpatient departments, surgicare and ambulatory care centers.

Medical Assistants may also be hired by insurance companies, state and federal health agencies, pharmaceutical companies, research centers, industrial clinics, health care consulting firms, or medical equipment/supply companies.

The frequent changes in health care delivery will continue to stimulate the future need for qualified Medical Assistant personnel.

4. What is the earning potential?

According to the US Department of Labor, Bureau of Labor Statistics for 2008-2009, (<http://www.bls.gov/oco/ocos164.htm#outlook>):

The earnings of medical assistants vary, depending on their experience, skill level, and location. The national median annual earnings of wage-and-salary medical assistants were \$29,450 in May 2009. The middle 50 percent earned \$28,650. The lowest 10 percent earned \$20,750 and the highest 10 percent earned \$39,970. Median annual earnings in the industries employing the largest numbers of medical assistants in May 2009 were:

	Hourly mean wage	Annual mean wage
Offices of physicians	\$14.33	\$29,810
General medical and surgical hospitals	\$14.82	\$30,830
Offices of other health practitioners	\$12.74	\$26,490
Outpatient care centers	\$14.34	\$29,830

5. Is this a degree program? Is this an accredited Medical Assisting program?

Yes. Graduates receive an Associate Degree in Applied Science in Medical Assistant Technology from Sinclair Community College. The Sinclair's Medical Assistant Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (C.A.A.H.E.P.) on recommendation of the Medical Assistant Education Review Board (M.A.E.R.B.). Students who successfully complete the program are eligible to take the national exam for Certified Medical Assistant (CMA).

6. How long is the training?

A full-time student who meets all of the admission requirements can complete the program in seven consecutive quarters (or 5 consecutive semesters as of Fall 2012) of training. This individual would place into college level course work as demonstrated by the placement scores on the Accuplacer Test and possess a current keyboarding (typing) skill of at least 20 words per minute.

Part-time students will take longer to complete the program. Most of the Medical Assistant Technology (MAS) courses must be taken in sequence, but support courses may be completed before starting the MAS courses.

Prospective students are strongly advised to see a Life and Health Sciences Academic Advisor as soon as possible in order to determine which route of study is best for their specific needs and lifestyle. An Advisor may be contacted for an appointment by calling (937) 512-3700 (room 11-346).

7. Are day and evening courses available?

The majority of the support courses (such as English, math, biology, etc.) are offered during the day and evening, as well as distance learning via the web. Be advised that beginning Winter Quarter 2012, any student who is considering taking online classes for the first time will be required to complete a free, self-paced course entitled *How to Succeed in an Online Course*. This course is available 24/7 and it only takes 1-3 hours to complete. There are no grades or credits attached to this course; it simply guides students through a comprehensive ANGEL tutorial, giving the student a chance to find out what it is like to be in a real SinclairOnline Course. Please go to <http://www.sinclair.edu/online/benefits/success/> for more information plus a video and written instruction on how to sign up for the course. For more information regarding online

learning and more information for students residing further than 60 miles from Dayton, please refer to the Distance Learning Website at <http://www.sinclair.edu/online/> . You may also reach them at 1-888-226-2457, or by email at online@sinclair.edu .

The Medical Assistant courses are available during the day including the clinical experience courses. However, when possible, the Medical Assistant courses are also offered in the evening (subject to class size and instructor availability).

8. What form of training is included in this program?

Training methods include classroom work, laboratory experience and clinical experience in various physician office and outpatient clinical settings.

9. Am I “too old” to start a new career or change careers?

No! Many Medical Assistant students are typically 25-35 years old. Some are in the process of modifying or changing their careers and some are women who have decided to go to school now that their children are older. There is no age bias in employment hiring either. You are never too old to do something new and exciting!

10. When does the first Medical Assistant Technology course begin?

Whether you are full or part -time, you may begin taking support classes during any term of the year. Your first Medical Assistant course will be taken during the fall term for the academic year you are accepted into the Program.

A new class of Medical Assistant Technology (MAS) students begins each fall term (September) of each academic year. When you begin the first official term of medical assisting study, you are considered to be a “MAS student”. Prior to this point, you are designated as a “Pre-MAS student”. You will be considered a “PRE-MAS Student” for as long as it takes you to satisfactorily complete your support courses if you are attending school on a part-time basis.

11. May I take MAS courses out of sequence?

Not generally. Once you are accepted into the Program you must take all of the MAS courses in the term that they are listed. Many MAS courses are only offered once during each academic year during the term designated in the MAS curriculum.

12. What happens if I do poorly in a course?

The MAS Program has strict guidelines regarding the satisfactory completion of all courses. You are required to achieve a minimum grade of “C” in all required courses. Less than a “C” grade in any of your support courses will necessitate a counseling session with the MAS Chairperson. If you fail the same support course twice, you will be dismissed from the MAS Program after counseling with the MAS Program Director.

Less than a “C” grade in an MAS course will result in dismissal from the program after counseling with the MAS Program Director. The procedure for re-entering the MAS Program is outlined in the Life and Health Sciences Reinstatement Policy, which is distributed and explained during the MAS orientation.

13. What will the program cost the student?

Tuition and fees are published in the College Catalog and on the college website (www.sinclair.edu). In addition to the “per credit hour” fee, there are laboratory fees assigned to courses with a lab/clinical component. The cost of required textbooks will vary depending on the term and number of courses for which

you are registered. Students also bear the cost of a lab coat, a uniform, a stethoscope, and a physical examination and immunizations prior to entering the first clinical rotation (directed practice).

14. Is there financial aid available?

Yes. There are several sources of financial assistance available. Please contact the Financial Aid Office at (937) 512-3000 or see the website at <http://www.sinclair.edu/services/finaid/> for more information.

**MENTAL AND PHYSICAL QUALIFICATIONS
REQUIRED OF APPLICANTS TO MEDICAL ASSISTANT TECHNOLOGY**

Minimum acceptable mental and physical qualifications of an applicant for professional medical assisting include the following abilities:

1. Frequently work in a standing position and do frequent walking.
2. Lift and transfer patients up to six inches (6") from a stooped position, then push or pull the weight up to three feet (3').
3. Lift and transfer patients from a stooped to an upright position to accomplish exam table-to-chair and chair-to-exam table.
4. Physically apply up to ten pounds (10#) of pressure to bleeding sites, or in performing CPR.
5. Respond and react immediately to verbal instructions/requests and to auditory signals from monitoring equipment; perform auditory auscultation without impediment.
6. Physically perform up to a twelve-hour shift clinical laboratory experience.
7. Physically close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
8. Discriminate between sharp/dull and hot/cold when using both hands.
9. Perform mathematical calculations for medication preparation and administration.
10. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, word usage, and interpersonal skills.

Applicants to the Medical Assistant Technology Program are responsible for determining their own eligibility in light of these qualifications, for informing the college of any potential problem areas and for identifying the Medical Assistant Technology Department any particular accommodations they may need. Students with disabilities are encouraged to register with the Educational Support Services - Disabilities and may utilize these services to determine appropriate accommodations. Students with disabilities who enter the program do so with the understanding that they will be expected to meet course requirements with any REASONABLE accommodation that may be provided by the college.

Estimated Cost of Program

(The current quarter-based curriculum is based on 7 prerequisites credit hours plus 103 program hours, totaling 110 credit hours)

For Montgomery County, Ohio residents:

Tuition: 110 credit hours x \$58.60/per credit hour**	\$6,446.00*
Fees:	100.00
Books:	3,000.00
Physical/Immunizations: (Required for directed practice/clinical rotations)	200.00
Uniforms/equipment	100.00
Travel: (Required for directed practice/clinical rotations)	<u>75.00</u>
	\$9,921.00

For outside Montgomery County and inside Ohio; and out of state military residents:

Tuition: 110 credit hours x \$90.10/per credit hour**	\$9,911.00*
Fees:	100.00
Books:	3,000.00
Physical/Immunizations: (Required for directed practice/clinical rotations)	200.00
Uniforms/equipment	100.00
Travel: (Required for directed practice/clinical rotations)	<u>75.00</u>
	\$13,386.00

For outside of Ohio residents:

Tuition: 110 credit hours x \$167.60/per credit hour**	\$18,436.00*
Fees:	100.00
Books:	3,000.00
Physical/Immunizations: (Required for directed practice/clinical rotations)	200.00
Uniforms/equipment	100.00
Travel: (Required for directed practice/clinical rotations)	<u>75.00</u>
	\$21,911.00

* Tuition based on Winter 2012 rates

**Note there is an additional \$5/credit hour fee for online classes

Quarter versus Semesters Tuition & Costs Comparison

When we switch to semesters, what will my tuition be?

Using the tuition rates for Winter 2012 as an illustration*, the converted semester tuition costs per credit hour would be:

Residency Type	Tuition Cost
Montgomery County Resident rate	\$87.90 per credit hour
Other Ohio Resident rate	\$135.15 per credit hour
Out-of-State/International Resident rate	\$251.40 per credit hour
Residency Type	Cost for 12 credit hours
Montgomery County Resident taking 12 credit hours	\$1054.80
Other Ohio Resident taking 12 credit hours	\$1621.80
Out-of-State/International Resident taking 12 credit hours	\$3016.80

That seems like it's a lot more than in quarters. I thought it wasn't going to cost more?

On an annual basis the amount you are paying in tuition *will not* change,* it's just divided differently. If we look at a Montgomery County student taking 12 credit hours per term:

Quarter Cost	Semester Cost
Fall Quarter = \$703.20	Fall Semester = \$1054.80
Winter Quarter = \$703.20	Spring Semester = \$1054.80
Spring Quarter = \$703.20	
Annual Tuition Total = \$2109.60	Annual Tuition Total = \$2109.60

Since I am paying more at one time it might be harder for me to come up with that all at once. Is there a payment plan I can join?

Yes! Sinclair offers a payment plan called FACTS. This plan will allow you to split your total payment up into smaller chunks. If you register and sign up for FACTS before June 16, 2012 you will be able to split your tuition costs for the Fall 2012 semester into 5 payments. This is an excellent way to budget your payments. For more information on FACTS, please see: <http://www.sinclair.edu/services/bursar/facts/>

How will being on semesters affect my financial aid?

Just as with tuition, the most important thing you must remember about financial aid under semesters is that it will now be applied 2 times rather than 3. If we assume nothing has changed about your financial aid eligibility, you will still be receiving the same amount of financial aid. So just as your tuition bill is larger, the amount of financial aid being applied to your account per term will also be larger.

That should also mean a larger refund check, right?

Remember, the overall amount of refund you receive *will not* be larger. You're receiving the same amount - just split into 2 payments rather than 3.

QUARTERS: refund is budgeted to last 10 weeks or 2.5 months

SEMESTERS: refund should be budgeted to last 16 weeks or 4 months

Seems like everything is about equal. Is there any cost savings under semesters?

Yes! Two semesters means you only buy books two times instead of three.

MEDICAL ASSISTANT TECHNOLOGY PROGRAM CURRICULUM (MAS.AAS)

Recommended Courses for Spring 2011 through Summer 2012

For Students Planning to Start Program Fall 2012 or later

Required DEVs: Reading: 063, 064, 065; Writing: 074, 075, 110; Math: 084, 085 (108 if taking MAT 101)

	<u>COURSE</u>		<u>CR HRS.</u>	<u>LECT</u>	<u>LAB</u>	<u>PREREQUISITE</u>
Must take both 103 & 104 (ALH 1101 equivalent)	ALH 103	Introduction to Health Care Delivery	3	3	0	None
	ALH 104	Allied Health Informatics	2	1	2	None
(SCC 1101 equivalent)	SCC 101	Student Success	2	2	0	DEV 065, DEV 075
Must take both 101 & 103 (MAS 1101 equivalent)	MAS 101	Intro. To Medical Assisting	2	2	0	DEV 065, DEV 075
	MAS 103	Medical Law and Ethics	2	2	0	DEV 065, DEV 075
Must take both (HIM 1201 equivalent)	HIM 121	Basic Medical Terminology	3	3	0	DEV 065 or equivalent
	HIM 122	Specialized Medical Terminology	3	3	0	HIM 121
(BIO 1121 equivalent) (BIO 1122 equivalent)	BIO 121/127	Human Anatomy & Physiology I	5	4	2	DEV 065, 075, 085
	BIO 122/128	Human Anatomy & Physiology II	5	4	2	BIO 121
Must take both 111 & 112 (ENG 1101 equivalent)	ENG 111	English Composition I	3	3	0	DEV 110 or DEV 130 and DEV 064
	ENG 112	English Composition II	3	3	0	ENG 111
(ALH 1140 equivalent)	ALH 142	Fundamentals of Disease Processes	4	3	2	BIO 107 or 122 or 143
Must take both 121 & 122 (PSY 1100 equivalent)	PSY 121	General Psychology I (or PSY 119 only)	3	3	0	DEV 065
	PSY 122	General Psychology II	3	3	0	PSY 121
(COM 2206 equivalent)	COM 206	Interpersonal Communications	3	3	0	DEV 065, DEV 110
Must take both 260 & 261 (HIM 1201 equivalent)	HIM 260	ICD-9-CM Medical Office Coding	3	3	0	HIM 121
	HIM 261	CPT Medical Office Coding	3	3	0	HIM 121
	Elective	Humanities Elective	3	3	0	
	Elective	MAS Portfolio Elective	3	3	0	
(MAT 1270 equivalent) (MAT 1130 equivalent)	MAT 101 or MAT 106	Elementary Algebra Allied Health Math	4	4	0	DEV 108 DEV 085
(MAS 1110 equivalent)	MAS 105/175	Medical Office Management	3	2	2	ENG 111 or 131 and MAS 102
Must take both 102 & 111 (MAS 2210 equivalent)	MAS 102/172	Medical Office Accounting	3	2	2	ALH 104 or BIS 160
	MAS 111	Medical Billing I	4	3	3	HIM 260, HIM 261
ALH 2202	ALH 219	General Pharmacology	3	3	0	BIO 122

Bolded courses listed are program prerequisites.

Revised 3/16/11

Program Prerequisites

- ALH 1101 – Introduction to Healthcare Delivery (2.0) (ALH 103/104)
- BIO 1121 – Human Anatomy & Physiology I (3.0) (BIO 121)
- MAT 1130 – Allied Health Math (3.0) ** (MAT106 or 101)
- SCC 1101 – Student Success (1.0)

Revised: 3/1/2012
 Effective Fall 2012
 Bldg. 2, Room 122
 (937) 512-2973

Total Credit Hours: 9.0

MEDICAL ASSISTANT TECHNOLOGY PROGRAM CURRICULUM (MAS)

<u>QUARTER</u> <u>REFERENCE</u>	<u>SEMESTER</u> <u>COURSE</u>		<u>CREDIT</u>	<u>LEC</u>	<u>LAB</u>	<u>PREREQUISITES</u>
<u>FALL SEMESTER (16)</u>						
MAS 101 & 103	MAS 1101	Introduction to Medical Assisting	3	3	0	ALH 1101; SCC 1101
MAS 104 & ALH 140	MAS 1102*	Clinical Medical Assisting I	3	2	3	BIO 1121, Chair Permission
BIO 122	BIO 1222	Human Anatomy & Physiology II	3	2	2	BIO 1121
ENG 111 & 112	ENG 1101	English Comp I	3	3	0	DEV 0032 or equivalent
HIM 121 & 122	HIM 1101	Medical Terminology	2	2	0	DEV 0012 or equivalent
Total			14			
<u>SPRING SEMESTER (13)</u>						
MAS 106/201, ALH 130	MAS 1103	Clinical Medical Assisting II	4	2	6	MAS 1102; MAT 1130 or 1270, MAS Majors
MAS 105	MAS 1110	Administrative Medical Assisting I	2	1	3	MAS 1101; ENG 1101
HIM 260/261	HIM 1201	Introductory Medical Office Coding	4	4	0	HIM 1101, BIO 1121
ALH 142	ALH 1140	Fundamentals of Disease Processes	3	3	0	BIO 1107 or BIO 1222 or BIO 1242
ALH 219	ALH 2202	General Pharmacology	2	2	0	BIO 1121 or BIO 1141
Total			15			
<u>FALL SEMESTER (10)</u>						
MAS 206 & 207	MAS 2201	Clinical Medical Assisting III	4	2	6	ALH 1140; ALH 2202; MAS 1103, MAS Majors
MAS 102 & 111	MAS 2210	Medical Billing Specialist	2	1	3	HIM 1201
MAS 203 & 204	MAS 2220***	MAS Practicum I	2	1	7	MAS 1103, 1110, MAS Majors
COM 206	COM 2206	Interpersonal Communications	3	3	0	DEV 0012 and DEV 0032, or college English
PSY 121/122	PSY 1100	General Psychology	3	3	0	DEV 0012
Total			14			
<u>SPRING SEMESTER (9)</u>						
MAS 208 & BIS 220	MAS 2202	MAS Capstone	1	0	3	MAS 2201; MAS 2220; MAS 2210, MAS Majors
MAS 204 & 205	MAS 2221	MAS Practicum II	4	1	21	MAS 2201; MAS 2210; MAS 2220
	MAS Elective	MAS Portfolio Elective	2	2	0	
	HUM Elective	Humanities Elective	3	3	0	
Total			10			

53

Total Program Hours with Prerequisites = 62

* Must be accepted into MAS Program and receive permission of Program Director to enroll.

** MAT 1270 is acceptable in lieu of MAT 1130.

*** Health certificate and immunizations must be completed prior to start of MAS 2220.

Bolded courses can be taken prior to acceptance into MAS program