

## **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. 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, 1<sup>st</sup> 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. Walk-in sessions are available daily. More information is 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:
- \_\_\_\_\_ ALH 103 Introduction to Healthcare (3 credit hours)
- \_\_\_\_\_ MAS 101 Introduction to Medical Assisting (2 credit hours)
- Step 8 \_\_\_\_\_ Program specific information:
- The MAS program will accept any two of the following English courses to fulfill the English requirement (ENG 111, 112, 131, 132)
  - The MAS program will accept PSY 119, 121/122 (with no expiration)
  - The MAS program will accept MAT 101, MAT 106 or high level math (with no expiration)
  - \_\_\_\_\_ The MAS program will accept BIO 107/108 or BIO 121/122 or BIO 141/142/143 or BIO 131/132 or BIO 161/162 (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).
- Step 9 \_\_\_\_\_ Maintain a minimum of 2.0 cumulative GPA.

Dear Medical Assistant Technology Applicant:

Thank you for your interest in applying for admission to Sinclair Community College and its **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 quarter each academic year. Up to 40 applicants are accepted each year. Currently there is no waiting list.

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. Median annual earnings of wage-and-salary medical assistants were \$26,290 in May 2006. The middle 50 percent earned between \$21,970 and \$31,210. The lowest 10 percent earned less than \$18,860, and the highest 10 percent earned more than \$36,840. Median annual earnings in the industries employing the largest numbers of medical assistants in May 2006 were:

General medical and surgical hospitals	\$27,340
Outpatient care centers	26,840
Offices of physicians	26,620
Offices of chiropractors	22,940
Offices of optometrists	22,850

#### **5. Is this a degree program?**

Yes. Graduates receive an Associate Degree in Applied Science in Medical Assistant Technology. The Sinclair Community College 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.).

#### **6. How long is the training?**

A full-time student (carrying 15-17 credit hours per quarter) who meets all of the admission requirements can complete the program in seven consecutive quarters 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?**

Yes and no. Currently, most of the Medical Assistant courses are scheduled during the day only. Many 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.

#### **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 quarter of the year. Your first Medical Assistant course will be taken during the Fall Quarter for the academic year you are accepted into the Program.

A new class of Medical Assistant Technology (MAS) students begins each Fall Quarter (September) of each academic year. When you begin the first official quarter 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 quarter that they are listed. The MAS Program can only accept a total of 40 students each year, so the MAS courses are only offered once during each academic year during the quarter 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](http://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 quarter 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  
Based on Certificate Program**

(Curriculum is based on 5 prerequisites credit hours plus 103 program hours, totaling 108 credit hours)

**For Montgomery County, Ohio residents:**

Tuition: 108 credit hours x \$46.55/per credit hour**	\$5,027.40*
Fees:	70.00
Books:	3,000.00
Physical/Immunizations:	200.00
(Required for directed practice/clinical rotations)	
Uniforms/equipment	100.00
Travel:	<u>75.00</u>
(Required for directed practice/clinical rotations)	
	<b>\$8,472.40</b>

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

Tuition: 108 credit hours x \$76.50/per credit hour**	\$8,262.00*
Fees:	70.00
Books:	3,000.00
Physical/Immunizations:	200.00
(Required for directed practice/clinical rotations)	
Uniforms/equipment	100.00
Travel:	<u>75.00</u>
(Required for directed practice/clinical rotations)	
	<b>\$11,707.00</b>

**For outside of Ohio residents:**

Tuition: 107 credit hours x \$150.55/per credit hour**	\$16,259.40*
Fees:	70.00
Books:	3,000.00
Physical/Immunizations:	200.00
(Required for directed practice/clinical rotations)	
Uniforms/equipment	100.00
Travel:	<u>75.00</u>
(Required for directed practice/clinical rotations)	
	<b>\$19,704.40</b>

\* Tuition based on Winter 2010 rates

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

Program Prerequisites

- Placement Test
- DEV 064, 065, 074, 075, 084, 085 & 110
- ALH 103 & MAS 101
- 2.0 GPA

**SINCLAIR COMMUNITY COLLEGE  
DAYTON, OHIO**

Effective Fall 2010  
Bldg. 2, Room 122  
(937) 512-2973

**MEDICAL ASSISTANT TECHNOLOGY PROGRAM CURRICULUM (MAS.AAS)**

NAME _____	<u>COURSE</u>	<u>PROGRAM PREREQUISITES (5)</u>	<u>CREDIT</u>			<u>PREREQUISITE</u>
			<u>HRS.</u>	<u>LECT</u>	<u>LAB</u>	
_____	<b>ALH 103</b>	Introduction to Health Care Delivery	3	3	0	None
_____	<b>MAS 101</b>	Intro. To Medical Assisting	<u>2</u>	2	0	None
		<b>Total</b>	<b>5</b>			
	<u><b>COURSE</b></u>	<u><b>FALL - FIRST QUARTER (16)</b></u>				
_____	<b>MAS 103</b>	Medical Law and Ethics	2	2	0	DEV 065, DEV 075
_____	<b>HIM 121</b>	Basic Medical Terminology	3	3	0	DEV 065 or equivalent
_____	<b>BIS 160</b>	Introduction to Word, PowerPoint, & Excel	3	3	0	None
_____	<b>BIO 107/108</b>	Human Biology	5	4	2	DEV 065, 075, 085
_____	<b>ENG 111 or</b>	English Composition I	<u>3</u>	3	0	DEV 110 or DEV 130 and DEV 064
_____	<b>ENG 131</b>	Business Communications I				DEV 110 or equivalent
		<b>Total</b>	<b>16</b>			
		<u><b>WINTER - SECOND QUARTER (17)</b></u>				
_____	<b>MAS 102/172</b>	Medical Office Accounting	3	2	2	ALH 104 or BIS 160
_____	<b>HIM 122</b>	Specialized Medical Terminology	3	3	0	HIM 121
_____	<b>ALH 104</b>	Allied Health Informatics	2	1	2	None
_____	<b>ALH 142</b>	Fundamentals of Disease Processes	4	3	2	BIO 107
_____	<b>ALH 106</b>	Introduction of Basic Healthcare Practice	2	1	2	None
_____	<b>ENG 112 or</b>	English Composition II	<u>3</u>	3	0	ENG 111
_____	<b>ENG 132</b>	Business Communications II				ENG 131
		<b>Total</b>	<b>17</b>			
		<u><b>SPRING - THIRD QUARTER (14)</b></u>				
_____	* <b>MAS 104/174</b>	Basic Clinical Assisting Procedures	3	2	4	MAS 103, HIM 122, ALH 106
_____	<b>MAS 105/175</b>	Medical Office Management	3	2	2	ENG 111 or 131 and BIS 160
_____	<b>PSY 121</b>	General Psychology I	3	3	0	DEV 065
_____	<b>ALH 201</b>	Survey of Drug Therapy	2	2	0	BIO 107
_____	<b>COM 206</b>	Interpersonal Communications	<u>3</u>	3	0	DEV 065, DEV 110
		<b>Total</b>	<b>14</b>			
		<u><b>SUMMER - FOURTH QUARTER (11)</b></u>				
_____	<b>MAT 101 or</b>	Elementary Algebra	4	4	0	DEV 108
_____	<b>MAT 106</b>	Allied Health Math				DEV 085
_____	<b>PSY 122</b>	General Psychology II	3	3	0	PSY 121
_____	** <b>ALH 140</b>	Basic Life Support Training	1	1	0	None
_____	<b>Elective</b>	General Education Elective	<u>3</u>	3	0	
		<b>Total</b>	<b>11</b>			

<b><u>FALL - FIFTH QUARTER (18)</u></b>							
_____	*	MAS 106/176	Medical Office Emergency Procedures	3	2	4	ALH 140 (CPR)
_____	*	MAS 201/281	Family Practice Clinical Assist. Procedures	3	2	4	MAS 104, MAT 106
_____		<b>MAS 111</b>	Medical Billing I	4	3	3	HIM 260, HIM 261
_____	*	MAS 203/283	Medical Assisting Directed Practice I	2	1	6	MAS 102, 103, 104, 105, COM 206, ALH 140
_____		<b>HIM 260</b>	ICD-9-CM Medical Office Coding	3	1	2	HIM 121
_____		<b>HIM 261</b>	CPT Medical Office Coding	<u>3</u>	1	2	HIM 121
			<b>Total</b>	<b>17</b>			
<b><u>WINTER - SIXTH QUARTER (13)</u></b>							
_____	*	MAS 204/284	Medical Assist. Directed Practice II	3	1	10	MAS 203
_____		MAS 206/286	Specialty Clinical Assist. Procedures	3	2	4	MAS 201
_____	*	MAS 207/287	Medical Laboratory Procedures	3	2	4	MAS 104, ALH 142
_____		<b>ALH 130</b>	Electrocardiography for Healthcare Providers	1	0	2	BIO 107
_____		<b>Elective</b>	ALH Portfolio Elective	<u>3</u>	3	0	
			<b>Total</b>	<b>13</b>			
<b><u>SPRING - SEVENTH QUARTER (14)</u></b>							
_____		MAS 205/285	Medical Assisting Directed Practice III	5	1	20	MAS 204
_____		MAS 208	Medical Assistant Seminar	2	2	0	MAS 204
_____		<b>BIS 220</b>	Computer Applications for Medical Offices	4	4	0	BIS 102 (waived for MAS)
_____		<b>Elective</b>	Humanities Elective	<u>3</u>	3	0	
			<b>Total</b>	<b>14</b>			
<b>TOTAL CREDIT HOURS = 103</b>							

\* Must be accepted into the MAS program

\*\* ALH 140 (1 credit hour) or Professional CPR must be taken prior to MAS 106 and must remain current throughout the MAS Program.

### **ACADEMIC COUNSELING**

#### **English and Math Courses**

Student who desire to go on to a baccalaureate degree program should enroll in ENG 111, ENG 112 and MAT 101.

Those students who placed into DEV 108 on the Placement Test must take this course prior to enrolling in MAT 101.

Those students who placed into DEV 085 on the Placement Test must take this course prior to enrolling in MAT 106.

#### **Keyboarding Skill**

Students should enroll in the following keyboarding courses if they cannot keyboard at least 35 words per minute:

BIS 101 – for students who have had little or no keyboarding instruction and do not touch type well (defined as the ability to keyboard without looking at your hands).

BIS 102 – for student who touch type well and want to increase their formatting and keyboarding skills beyond 35 words per minute.

BIS 109 – for students who touch type well but need to increase keyboarding speed to meet the 35 wpm requirements. Pass/Fail course and repeatable.

#### **MAS Courses**

The following MAS courses may be taken prior to being accepted into the MAS Program: MAS 101, MAS 102, MAS 103, MAS 105, and MAS 111. Please note the prerequisites. The rest of the MAS courses are not available to students until they are accepted into the program.