ENTERPRISE STATE
MEDICAL ASSISTANT TECHNOLOGY

Notice: Admission requirements and procedures may change without prior notice

Last Name: _____ First: _____ MI: _____

ESCC email _____ Student #: _____

Address: _____

Address Cont.: _____

Phone #: _____ Cell #: _____

*Address must be correct in Records Office for you to receive notification of admission status.

X	Application Checklist
	Unconditional admission to Enterprise State Community College.
	Dual enrolled student, High School Diploma, or GED
	Students must have a 2.5 GPA or higher
	Eligibility for English 101 and Math 100 and satisfy the College reading requirement
	Criminal Background Screening - negative

	MAT Program Progression Requirements
1.	Cumulative GPA of 2.0.
2.	Minimum grade of "C" in all required courses with a minimum of 70% on all skills.
3.	Satisfactory level of mental and physical health: ● Student Agreement of Essential Functions Form ● Negative drug screen and background check.
4.	Requirement prior to **MAT 229** and **MAT 239 Practicum courses** (Last course study of program): ● Annual Physician Physical (Physical and Essential form completed). ● Documented Immunizations - Hepatitis series, MMR, TdaP, and Varicella (or provide titer of immunity) ● TB skin test or chest X-Ray ● Documentation or waiver of annual Flu vaccination ● CPR/BLS certification at the Health Care Provider Level (American Heart Association) ● Criminal Background Screening - negative ● Completion of all MAT skill courses.
5.	Malpractice Insurance required when enrolled in laboratory, clinical, or practicum courses. Payment for malpractice insurance is included in your fees for MAT 125 and MAT 216 courses.

NON-DISCRIMINATION POLICY

It is the official policy of the Alabama State Board of Education, and Enterprise State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Persons requiring reasonable accommodations under the ADA should contact the Enterprise State Community College ADA Coordinator.

Applicant's Signature _____ Date _____

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ESSENTIAL FUNCTIONS

Physician Verification Form & Physical Exam

All items are necessary for **Practicum Course** registration, graduation and for the provision of safe and effective care.

The essential functions include but are not limited to the ability to:

1) Sensory Perception

Visual (with or without corrective lenses)

     _____ Visualize different color spectrums and color changes

     _____ Read at varying distances

     _____ Read data/information displayed on monitors/equipment

Auditory

     _____ Distinguish muffled sounds heard through a stethoscope

     _____ Effectively hear to communicate with others

Olfactory

     _____ Detect body odors and odors in the environment

2) Motor Function

     _____ Maintain balance from any position

     _____ Stand on both legs

     _____ Coordinate hand/eye movements

     _____ Push/pull heavy objects without injury to client, self or others

     _____ Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities

     _____ Walk without a cane, walker or crutches

     _____ Function with hands free for patient care and transporting items

     _____ Flex, abduct and rotate all joints freely

     _____ Respond rapidly to emergency situations

     _____ Maneuver in small areas

     _____ Coordinate fine and gross motor hand movements to provide safe effective patient care

     _____ Execute movement required to provide nursing care in all healthcare settings

     _____ Perform CPR and physical assessment

     _____ Operate a computer

ENTERPRISE STATE
MEDICAL ASSISTANT TECHNOLOGY

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with Enterprise State Community College Policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Any student who requires special accommodations under the Americans with Disabilities' Act should contact ESCC ADA Compliance Coordinator at (334)347-2623.

Is this person's mental and physical health sufficient to perform the classroom and clinical duties of a medical assistant student?

YES_____ NO _____If no, please attach necessary documents

_____
MD/PA/NP Printed Name

_____   _____
MD/PA/NP Signature   Date

**Attach Physical Examination Documents

**ESSENTIAL
FUNCTIONS
Student Verification
Form**

All items are necessary for program admission, progression and graduation and for the provision of safe and effective care.

The essential functions include but are not limited to the ability to:

1) Communication/ Interpersonal Relationships

_____Verbally and in writing, engage in a two-way communication and interact

effectively with others, from a variety of social, emotional, cultural and intellectual

backgrounds.

_____Work effectively in groups

_____Work effectively independently

_____Discern and interpret nonverbal communication

_____Express one's ideas and feelings clearly

_____Communicate with others accurately in a timely manner

_____Obtain communications from a computer

2) Cognitive/Critical Thinking

_____Effectively read, write and comprehend the English language

_____Consistently and dependably engage in the process of critical thinking in order to formulate

and implement safe and ethical medical decisions in a variety of health care settings

_____Demonstrate satisfactory performance on written examinations including mathematical

computations without a calculator

_____Satisfactorily achieve the program objectives

3) Professional Behavior

_____ Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude

toward others

_____ Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client

_____ Handle multiple tasks concurrently

_____Perform safe, effective patient care for clients in a caring context

_____ Understand and follow the policies and procedures of the College and clinical agencies

_____ Understand the consequences of violating the student code of conduct

_____ Understand that posing a direct threat to others is unacceptable and subjects one to discipline

_____ Meet qualifications for certification by examination

_____ Not to pose a threat to self or others

_____ Function effectively in situations of uncertainty and stress inherent in providing patient care

_____ Adapt to changing environments and situations

_____ Remain free of chemical dependency

_____ Report promptly to Practicum Site and remain for 6-12 hours on the Practicum Site

_____ Provide patient care in an appropriate time frame

_____ Accepts responsibility, accountability, and ownership of one's actions

_____ Seek supervision/consultation in a timely manner

_____ Examine and modify one's own behavior when it interferes with medical care or learning.

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Read the declaration below and check only one option. Sign in the space provided. If you are unable to fully meet any criteria, you will need to direct your request to the ADA Compliance Coordinator.

_____ I have reviewed the Essential Function for this program and I certify that to the best of my knowledge I currently have the ability to fully perform these functions. I understand that further evaluation of my ability may be required and conducted by the faculty if deemed necessary to evaluate my ability prior to admission to the program and for retention and progression through the program.

_____ I have read the Essential Function for this program and I currently am unable to fully meet the items indicated without accommodations.

_____

Student signature   Date

_____

Printed Name   Student ID#

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REQUIREMENTS FOR STUDENT HEALTH RECORDS

Student Name _____

Before registering in MAT 229 & 239 PRACTICUM COURSE, you must submit proof of the following items.

ITEM	DOCUMENTATION REQUIRED	X	ESCC only
CPR –AHA BLS	Documentation of current BLS-CPR certification from American Heart Association **Attach Documents**		
Criminal Background Check	Received by ESCC when completed **Attach Documents**		
Drug screen	Received by ESCC when completed **Attach Documents**		
Student Essential Functions Form	Must be signed by student **Attach Documents**		
Physician Essential Functions Form and Physical Exam	Must be signed by MD/NP/PA **Attach Documents**		
Hepatitis B Vaccine Recombivax HB (3 dose) Engerix-B (3 dose), or Heplisav-B (2 doses)	Documentation of series is required before registering for practicum course or a titer showing immunity Waiver is available for those unable to receive the vaccine but will have limitations of Practicum sites. **Attach Documents**		
***MMR**	*Please note: If you require the MMR immunization, you should not be pregnant nor should you become pregnant for three months after receiving the vaccine. **Attach Documents**		
PPD or Tuberculosis (Tb skin test)	2-Step Tb skin test with lab results is required. This test must be current during practicum. **Attach Documents**		
TdaP	Documentation of a one-time adult dose (18 year of age or older) of TdaP (tetanus, diphtheria, pertussis). You must provide proof of Td (tetanus, diphtheria) booster if more than 10 years since TdaP. **Attach medical documentation**		
Varicella (Chicken Pox)	Documentation of immunization or titer results indicating adequate immunity. **Attach medical documentation**		

IMPORTANT: Ms. Whitman will keep all documentation in your Medical Assisting Technology Student File.

MEDICAL INSURANCE:_____ (copy of card on file)

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Medical Assisting Courses for AAS Degree

Course#	Course Title	Credit Hrs.	Completed
OAD211 or MAT101	Medical Terminology	3	
MAT102 or BIO201	Medical Assisting Theory I or Anatomy & Physiology I	3	
MAT103 or BIO202	Medical Assisting Theory II or Anatomy & Physiology II	3	
MAT128	Medical Law & Ethics	3	
MAT125	Laboratory Procedures I	3	
MAT215	Laboratory Procedures II	3	
MAT120	Administrative Procedures	3	
MAT111	Clinical Procedures I	3	
*MAT211	Clinical Procedures II	3	
*MAT218	EKG Technician	3	
*MAT220	Medical Office Insurance	3	
*MAT216	Medical Pharmacology	4	
*MAT239	Phlebotomy Practicum	3	
*MAT 229	Medical Assistant Practicum	3	

*Prerequisites prior to course   **Total Hours = 43**

Course#	Course Title	Credit Hrs.	Completed
ENG101 or ENG131	English Composition I or Introduction to College Writing	3	
MTH 116 or higher (MTH 100)	Mathematical Applications or Intermediate College Algebra	3	
CIS146	Microcomputer Applications	3	
BIO 103	Principles of Biology	4	
SPH 106 or SPH 107	Fundamental of Oral Communication Fundamental of Public Speaking	3	
PSY 200 or PSY 210	General Psychology	3	
WKO 101	WorkKeys Assessment and Advisement	1	
EMS100	Cardiopulmonary Resuscitation	1	

Total Hours = 21

AAS Degree in Medical Assisting with total credit hours = 64 credit hours

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DEGREE PLAN PROGRESSION

FALL YEAR 1

- ☐ OAD211 or MAT101 — Medical Terminology
- ☐ MAT102 or BIO201 — Medical Assisting Theory I or Anatomy & Physiology I
- ☐ ENG101 or ENG131 — English Composition I or Introduction to College Writing
- ☐ MAT128 — Medical Law & Ethics

SPRING YEAR I

- ☐ MAT103 or BIO202 — Medical Assisting Theory II or Anatomy & Physiology II
- ☐ MAT125 — Laboratory Procedures I
- ☐ MTH 116 or MTH100 — Mathematical Applications or Intermediate College Algebra
- ☐ MAT120 — Administrative Procedures
- ☐ WKO 101 — WorkKeys Assessment and Advisement

SUMMER YEAR 1

- ☐ MAT215 — Laboratory Procedures II
- ☐ BIO 103 — Principles of Biology
- ☐ MAT111 — Clinical Procedures I
- ☐ CIS146 — Microcomputer Applications

FALL YEAR 2

- ☐ MAT216 — Medical Pharmacology
- ☐ MAT220 — Medical Office Insurance
- ☐ MAT211 — Clinical Procedures II
- ☐ PSY 200 or PSY 210 — General Psychology or Human Growth & Development
- ☐ EMS 100 — CPR Certification (American Heart Association – BLS)

SPRING YEAR 2

- ☐ MAT218 — EKG Technician
- ☐ SPH 106 or SPH 107 — Fundamental of Oral Communication/Fundamental of Public Speaking
- ☐ MAT239 — Phlebotomy Practicum
- ☐ MAT 229 — Medical Assistant Practicum

*Courses have been listed in the semester in which the course is taught but are subject to change.