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.: _____

Cell phone #: _____ Social Security #: _____

*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

	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 screening ● Criminal Background screening.
4.	Required prior to **MAT229 Medical Assistant Practicum** and **MAT239 Phlebotomy Practicum** ● Annual Physician Physical (Physical and Essential Functions form completed). (MAT 229 only) ● **Documented Immunizations – Hepatitis B Adult series, MMR, TdaP, and Varicella (or provide titer of immunity) ● **2-step TB skin test or chest X-Ray ● **Documentation or waiver of annual Flu vaccination ● CPR/BLS certification (American Heart Association) (MAT 229 only) ● Completion of all MAT skill courses. (MAT 229 only)
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 229** 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 _____

ENTERPRISE STATE

MEDICAL ASSISTANT TECHNOLOGY

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

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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

ENTERPRISE STATE
MEDICAL ASSISTANT TECHNOLOGY

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 f o r m u l a t e 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#

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	Documentation of current AHA BLS/CPR certification **Attach Documents**		
Criminal Background Check	Received by ESCC when completed (Included in tuition of specific courses)		
Drug screen	Received by ESCC when completed (included in tuition of specific courses)		
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 (Recombivax HB, Engerix-B, or Heplisav-B)	Documentation of Adult series is required before registering for practicum course. 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	
MUS 101 or ART 100	Music Appreciation or Art Appreciation *(Humanities and Fine Arts Option Required)*	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