



OREGON COAST  

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COMMUNITY COLLEGE

**Medical Assisting Program Application Information  
2018-2019 Academic Year**

**Applications due by November 5, 2018 @ 5pm**



OREGON COAST  
COMMUNITY COLLEGE

**Oregon Coast Community College  
Medical Assisting Program (MA)  
2018 – 2019 Academic Year  
Deadline: November 5, 2018**

**Program Description**

The Oregon Coast Community College Medical Assisting Program is a four (4) term program that prepares students for entry level employment in a physician's clinic or a variety of other healthcare settings. Program graduates will have the academic, administrative and clinical skills necessary for an allied healthcare professional. Courses cover anatomy, physiology, and medical terminology, as well as, computers, office procedures, communications, psychology and mathematics.

**Overview of the Role of Medical Assistants**

Perform administrative and clinical duties under the direction of a physician or other medical practitioner. Administrative duties may include scheduling appointments, keeping medical records, billing, and insurance coding.

Employers look for candidates who can demonstrate they have the qualities necessary for success in the medical assistant field including candidates who:

- Can think critically, solve problems and construct practical solutions
- Have excellent interpersonal, written and verbal communication skills
- Are nonjudgmental about the diverse populations of people
- Are service oriented
- Have the abilities for social perceptiveness

**Intended Program Learning Outcomes:**

Upon completion of the Medical Assistant Training Program students will have the resources to:

1. Interact in a caring and respectful manner with patients, families, and the health care team.
2. Establish and manage office procedures and implement medical documentation systems using appropriate medical terminology.
3. Perform the administrative business tasks required in a medical office.
4. Assist the physician and other members of the health care team in clinical procedures related to the examination and treatment of patients.
5. Comply with quality assurance requirements in performing clinical laboratory procedures.
6. Perform common diagnostic procedures under a licensed health care provider to ensure patient comfort and safety.

**Oregon Coast Community College  
Medical Assisting Program  
Checklist**

The following must be completed as part of the application process:

- Meet with an Academic Advisor at OCCC to set up an academic plan for the MA Program
- Complete application.
- Read and sign the Acknowledgement and Agreement Form.
- Read the disqualifying and potentially disqualifying crimes document on the college website for MA
- Complete a background check and drug screen after November 5, 2018 but before December 3, 2018.
- Set up an account with Complio through American DataBank for submission of all immunizations, TB testing and CPR training (See Health Form) which are clinical requirements for participation in the Medical Assisting Program (MA).

Steps to providing current Immunization documentation:

- Your parent or guardian may have a copy of your childhood records
- Contact the most recent school you have attended
- Contact your medical provider

***If none of these suggestions provide the information you need, schedule an appointment at***

**Lincoln Community Health Center FQHC  
1010 Coast Highway 101, Newport OR 97365  
Office: 541-265-4947**

They will be able to access the ALERT IIS system and provide required immunizations at a reduced cost.

# Oregon Coast Community College Medical Assisting Application Form

## Instructions

1. Please complete all forms
2. All requested attachments are required and must be submitted with the application
3. Please submit your application during the application period for the term in which you wish to attend.
4. Incomplete applications will not be processed.

## Applicant Information

Complete this section by filling in all blanks. If not applicable, indicate n/a. An inability to contact you will result in closure of the application process and re-application will be necessary.

Today's Date: \_\_\_\_\_

Applicant's Full  
Legal Name: \_\_\_\_\_

Past Legal Names: \_\_\_\_\_

Birthdate \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*PO Box or Number and Street* *Apt/Lot #*

\_\_\_\_\_  
*City* *State* *Zip*

\_\_\_\_\_  
OCCC ID # PCC G #

OCCC Email: \_\_\_\_\_

PCC Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Work Phone  
Number: \_\_\_\_\_

Oregon resident for more than 90 days?  Yes  No  
Do you hold a high school diploma or GED?  Yes  No

Date Received and Name of School: \_\_\_\_\_

Will you need any reasonable accommodations to perform the  
essential functions of the class?  Yes  No

If yes, please make an appointment with Cindy Carlson,  
Dean of Students, to discuss accommodation needs.

I certify that the above information is thorough and accurate to the best of my knowledge.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## TECHNICAL STANDARDS

Oregon Coast Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

Students admitted to the Medical Assisting Program are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional Medical Assistant. These core competencies are considered as the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Oregon Coast Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

### **Cognitive:**

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze and synthesize data.
3. Problem-solve and think critically to apply knowledge and skill.
4. Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information in oral and written form effectively, accurately, reliably, and intelligibly, including thorough and accurate use of computers and other tools, to individuals and groups, using the English language.

### ***Examples of learning activities found in the MA curriculum and related to industry standards:***

- Discriminate fine/subtle differences in medical word endings.
- Report verbally and in writing client data to members of the healthcare team.
- Read and comprehend medical orders and client information found in the medical record.
- Perform math computations for medication dosage calculations both with and without a calculator.

- Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.
- Interact in a caring and respectful manner with patients, families or healthcare team.
- Perform the administrative business tasks required in a medical office.
- Assist the physician and other members of the health care team in clinical procedures related to the examination and treatment of patients.
- Comply with quality assurance requirements in performing clinical laboratory procedures.
- Perform common diagnostic procedures under a licensed healthcare provider to ensure patient comfort and safety.
- Demonstrate competency skills

**Physical:**

**Motor:**

1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Maintain balance from any position.
4. Negotiate level surfaces, ramps and stairs.
5. Function with both hands free for performing psychomotor tasks.
6. Maneuver in small areas.
7. Attend to cognitive and psychomotor tasks for up to 7-12 hours.

***Examples of learning activities found in the MA curriculum and related to industry standards:***

- Transfer patients/clients in and out of stretchers and wheelchairs.
- Control a fall by slowly lowering client to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) clients or objects, pull or push objects, weighing up to 35 pounds and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Reach to shoulder or higher level to place or access medication or supplies, bend or squat to access equipment below exam table level.
- Carry equipment and supplies to the client
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Complete assigned periods of clinical practice (7-12 hour shifts, days, evenings, or nights, holidays, weekdays and weekends).
- Complete skills within assigned time limit.

**Sensory:**

1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through observation, listening, touching, and smelling.
3. Use and interpret information from diagnostic maneuvers.

***Examples of learning activities found in the MA curriculum and related to industry standards:***

- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Detect a fire in the client care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe clients in a room from a distance of 20 feet.
- Detect sounds related to bodily functions using a stethoscope.
- Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in client care
- Communicate with client and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in client care.
- Detect abnormalities, such as skin breakdown, abnormal blood pressure, pulse, blood sugar or skin breakdown.
- Feel vibrations such as an arterial pulse.

**Behavioral:**

1. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
2. Maintain effective, mature, and sensitive relationships with others.
3. Examine and modify one's own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
5. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
6. Integrate feedback into own performance.

***Examples of learning activities found in the MA curriculum and related to industry standards:***

- Exercise judgment, meet acceptable timeframes for client care delivery (acceptable timeframes are reflected by ability to carry out the usual client care assignment for a particular point in the program within the allotted clinical time), work effectively under stress, and adapt to rapidly changing client care environments.
- Accept accountability for actions that resulted in client care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

**Medical Assisting Program  
Acknowledgement and Agreement Form**

**Please Read the Following Carefully Before Signing**

I certify that the information set forth by my signature in this application is true, complete, and accurate to the best of my knowledge. I understand that falsified statements on this application shall be considered sufficient cause for refusal of admission to the Oregon Coast Community College Medical Assisting Program. I understand that acceptance into the program is dependent on successful completion of the admissions requirements and passing a criminal background check and drug screen.:

I hereby release all parties and persons connected with any request for information from all claims, liabilities, and damages for whatever reasons arising out of furnishing such information. If these requirements are not met by the deadline given, I understand that OCCC has the right to drop me from the program and I am not eligible for a refund for any fees related to the class.

**Criminal History Requirements and Program Policies**

Participation in the Medical Assisting program requires passing a criminal background check. My signature below indicates that I have read and understand the Oregon Department of Human Resources List of Potentially Disqualifying Crimes and Disqualifying Crimes. The document is available on the OCCC College Website: Medical Assisting Program.

I have read and understand the Medical Assisting Program Policy manual and agree to the policies outlined, including the technical standards for medical assisting available at the college website under Medical Assisting.

**Confidentiality Agreement**

Medical records and hospital information are confidential for the protection of patients, families, employees, medical staff, students/interns, and the hospital. Confidential information includes any information that a student hears or sees while conducting evaluation, research, or educational activities at any health care facility. Patient privacy is to be respected at all times. Breach of confidence is cause for immediate termination of the individual from the Medical Assisting Program.

My signature below indicates the following:

1. I agree not to repeat or discuss, with any unauthorized individuals, confidential information, which I may see or hear in conducting evaluation, research, or educational activities while at any healthcare facility.
2. I agree not to obtain or distribute any originals or copies of any health care facilities' documents that are considered confidential or part of a patient's medical record.
3. I understand that breach of confidence is cause for immediate termination of my enrollment in the OCCC Medical Assisting program.
4. I understand that unauthorized release of confidential information may subject me to civil liability under the provisions of state and federal laws.



The OCCC email address you provide will be our primary way of communicating with you throughout the application process and if you are accepted during the time enrolled in the program. Make sure that emails from the college are not going to your spam folder.

I certify that the above information is thorough and accurate to the best of my knowledge and that I understand and agree to comply with the disclosure statement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Non-Discrimination**

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

**Americans with Disabilities Act:** In compliance with the Americans with Disabilities Act (ADA), Oregon Coast Community College provides reasonable accommodation to students with disabilities. If you desire reasonable accommodation, please contact The Office of the Dean of Students (400 SE College Way, Newport, OR 97366) at 541-867- 8501. *Students are responsible for requesting accommodations in a timely manner and documenting the nature and extent of their disability.*

**Equal Opportunity:** It is the policy of Oregon Coast Community College to comply with all federal and state rules and regulations pertaining to the civil rights of both employees and students. Oregon Coast Community College does not discriminate on the basis of race, color, sex, sexual orientation, marital status, religion, national origin, age, disability, veteran status, or family relationship. Inquiries regarding compliance and or grievance procedures may be directed to the following college officials: Nondiscrimination in employment (Human Resources, 541-867-8515) Nondiscrimination in the provisions of educational and related services (Office of Dean of Students 541-867-8501).

# Oregon Coast Community College Health Form

**Student/Faculty Name:**

**Program:**

These requirements are in place for the health and safety of students, faculty and their patients.

By contract with your academic institution, all students and faculty participating in patient care experiences must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements have been met **prior** to participation in patient care/clinical experience. Records will be kept at the academic institution and random review by the clinical affiliates will occur on a regular basis. *Documentation must meet requirements at all times.*

If you obtained your vaccine through an Oregon Public Health Department or through a school district in Oregon, after 1980 then you are probably in the ALERT system that is maintained by Public Health. Please call or visit your local Public Health Department as they may help you in obtaining the need documentation.

## SUBMITTED ONCE

### TUBERCULIN STATUS

- If no previous records or more than 12 months since last TST → **OR**
- QuantiFERON (QFT) TB Gold test within 12 months **OR**
- If newly positive TST → F/U by healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and need to complete health questionnaire
- If history of positive TST → provide documentation of TST reading, provide proof of chest X-ray documenting absence of M. TB, medical treatment and negative symptom check **OR**
- If history of BCG vaccine → QFT. If negative → OK; If positive → do Chest X-Ray, and symptom check by healthcare provider in 12 months

### HEPATITIS B

- Series of 3 vaccines completed at appropriate time intervals **OR**
- Provide documentation of positive titer (anti-HBs) **OR**
- If titer is **negative or equivocal** Proof of vaccinations (3 doses at appropriate intervals dated AFTER the titer)

### MEASLES, MUMPS, AND RUBELLA

- Proof of vaccination (2 doses at 28 days apart) **OR**
- Proof of immunity by titer
- If titer is **negative or equivocal** Proof of vaccinations (2 doses at appropriate intervals dated AFTER the titer)

### VARICELLA (Chicken Pox)

- Proof of vaccination (2 doses at appropriate intervals) **OR**
- Proof of immunity by titer or
- Physician documentation of proof of disease

### TETANUS, DIPHTHERIA, PERTUSSIS (Tdap)

- Tdap **required** every 10 years **OR**
- Td (dated within the last 24 months) and Pertussis.

### CPR

- American Heart Association BCLS Healthcare Provider Certificate

## SUBMITTED EVERY YEAR

### TUBERCULIN STATUS

- Previously documented +TST results and prior negative chest X-ray results: submit annual symptom check completed within one year from healthcare provider.

### INFLUENZA

- Proof of annual vaccination(s)

# Oregon Coast Community College Health Form

Student/Faculty Name:

Program:

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By contract with your academic institution, all students and faculty participating in patient care experiences must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements have been met **prior** to participation in patient care/clinical experience. Records will be kept at the academic institution and random review by the clinical affiliates will occur on a regular basis. *Documentation must meet requirements at all times.* Required immunizations must include mm/dd/yyyy if available.

If you obtained your vaccine through an Oregon Public Health Department or through a school district in Oregon, after 1980 then you are probably in the ALERT system that is maintained by Public Health. Please call or visit your local Public Health Department as they may help you in obtaining the need documentation.

### SUBMITTED ONCE

Check the applicable letter in each box

### SUBMITTED EVERY YEAR

Check the applicable letter in each box

#### **TUBERCULIN STATUS**

A. One-step TST: Skin Test Date\_\_\_\_\_ Result: Neg\_\_\_Pos\_\_\_mm\_\_\_

B. QuantiFERON (QFT) Date\_\_\_\_\_ Result:\_\_\_\_\_

**OR**

C. If New Positive/Exam/X-ray Date:\_\_\_\_\_

**OR**

D. Positive TST/Negative X-ray Date:\_\_\_\_\_

#### **INFLUENZA**

A. Proof of annual vaccination(s)  
Date 1\_\_\_\_\_Date 2\_\_\_\_\_ **OR**

**HEPATITIS B** (3 primary series shots: (at 0,1,6, mo) plus titer confirmation (6-8 weeks later)

A. Vaccination Dates

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

B. Immunity confirmed by titer Date \_\_\_\_\_

#### **MMR (Measles, Mumps, Rubella)**

A. Vaccination Dates

1)\_\_\_\_\_ 2)\_\_\_\_\_ **OR**

B. Immunity by titers: Measles Date\_\_\_\_\_

Mumps Date\_\_\_\_\_ Rubella Date\_\_\_\_\_

#### **VARICELLA** (Chicken Pox)

A. Vaccination Dates

1)\_\_\_\_\_ 2)\_\_\_\_\_ **OR**

B. Immunity by titer Date\_\_\_\_\_

#### **TETANUS, DIPHTHERIA, PERTUSSIS (Tdap)**

A. Tdap Date\_\_\_\_\_

B. Td Date\_\_\_\_\_

C. Pertussis: Date:\_\_\_\_\_ (if you obtained a Td)

#### **CPR AHA BCLS Healthcare Provider Certificate**

Expiration Date \_\_\_\_\_



# Training Opportunities Available!

WIOA (Workforce Innovation and Opportunity Act) provides **TRAINING** services for job seekers upon eligibility. Training can include:

- Healthcare (Pharm Tech, Medical Asst., Dental Asst.)
- Business (Accounting, Legal)
- Welding
- Along with many other in demand training opportunities

Eligibility may include research, online assessments and workshops. All eligible job seekers must reside, work, or have been laid off from Columbia, Clatsop, Tillamook, Lincoln or Benton counties.

Contact Your Local WorkSource Center Below:

WorkSource Oregon- Astoria  
450 Marine Dr. Suite 140 Astoria, OR  
97103  
(503) 325-4821

WorkSource Oregon-  
Corvallis 545 SW 2nd St.  
Corvallis, OR 97333  
(541) 757-4261

WorkSource Oregon-  
Newport 120 NE Avery St.  
Newport, OR 97365  
(541) 265-8891

WorkSource Oregon- St. Helens  
500 N. Columbia River Hwy. St  
Helens, OR 97051  
(503) 397-4995

WorkSource Oregon-  
Tillamook 2101 5th St.  
Tillamook, OR 97141  
(503) 842-4488

WorkSource Oregon-Lincoln City  
801 SW Hwy 101 Ste. 102 Lincoln City OR  
97367  
(541) 994-6992

The WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request.



Medical Assisting Curriculum Map 2018-2019

Fall Term			Winter Term			Spring Term			Summer Term		
Course	Name	Cr	Course	Name	Cr	Course	Name	Cr	Course	Name	Cr
NCMA 101	Body Structure And Function I	4	NCMA 103	Office Skills For the Medical Office	5	NCMA 113	Medical Assistant Practicum I	4	NCMA 123	Medical Assistant Practicum II	5
NCMA 102	Medical Assistant Clinical Procedures I	4	NCMA 111	Body Structure And Function II	4	NCMA 125	Pharmacology for Medical Assistants	3			
WR 121	English Composition	4	NCMA 112	Medical Assistant Clinical Procedures II	4	PSY 101	Psychology and Human Relations	4			
Term Total		12	Term Total		13	Term Total		11	Term Total		5
Total Medical Assistant Credits: 33									Total Credits: 41		
OCCC Tuition Cost: Medical Assistant Program = \$4,961											
Additional Costs:									Total Costs and Fees		
Books						\$1000.00			For the 2018-2019 Medical Assisting Program <b>\$6,724.00 (Estimate)</b>		
Immunizations						\$ 400.00					
Complio Immunization tracking						\$ 34.00					
Background Check and Drug Screen						\$ 79.00					
Skills Kit						\$ 150.00					
Scrubs and Shoes						\$ 100.00					
						Total \$1763.00					

