

The Associate in Science (A.S.) in Medical Assisting Advanced program prepares students to perform medical assistant duties under the direction of a physician/practitioner, including preparing examination rooms, taking vital signs, assisting in minor surgical procedures, giving injections, performing venipuncture, assisting in laboratory operations, and administering electrocardiograms. Program graduates can become medical assistants who learn to function in an administrative capacity, including patient communications, maintaining patient records, billing, scheduling appointments, ordering supplies and processing insurance claims.

Beginning in Summer 2022, students will enter the prerequisite phase of the program (conditional offer) until they complete all admissions requirements.

Please note that admission to the professional-level Medical Assisting Advanced courses/program is competitive.

### **Program Requirements**

- Students must complete a Background and Drug Screening prior to admittance to the professional phase of the Medical Assisting Advanced program.
- Preference is given to students who have successfully completed HSC 1531 Medical Terminology (For Health Professions).

Please review this checklist. If you answer yes to every item and have submitted transcripts to support your course completions, you could be ready for review and ranking for consideration for admittance to the professional phase of the Medical Assisting Advanced program.

## CHECKLIST

- Submit official non-FSCJ transcripts to the College before the published application deadline for the term you wish to begin, if applicable.
- Submit official A.P., I.B., AICE, CLEP and/or DSST score reports to the College before the published application deadline for the term you wish to begin, if applicable (A.P. – Advanced Placement, I.B. – International Baccalaureate, AICE – University of Cambridge)
- Submit any additional documents to support your application the HCIC at [HCIC@FSCJ.edu](mailto:HCIC@FSCJ.edu) by the application deadline.
  - Work Verification letters should include the following
    - Typed on company letterhead
    - Date of employment
    - Health related duties
    - Number of hours worked per week
  - Emails containing supporting documents should be sent to the [HCIC@FSCJ.edu](mailto:HCIC@FSCJ.edu) email address and contain the following
    - Program of study, term, and application attachment in the subject line
    - Student name and ID number in the body of the message
    - Documents included as attachments

If you answered no to any of the above checklist items, please meet with an academic advisor to discuss your education plan and next steps.

## COMPETITIVE REVIEW PROCESS

Students are ready for review by the admissions committee upon completion of all checklist requirements. The committee uses the Associate in Science in Medical Assisting Advanced Ranking Criteria below to review and rank candidates for admittance consideration. Please note that the admission process is competitive.

<b>Medical Assisting Advanced Ranking Rubric</b>		<b>Max Points</b>
<b>Course Grade</b>	<b>Points</b>	20
A	20	
B	15	
C	10	
<b>Course Title</b>	<b>Course Code</b>	
Medical Terminology	HSC 1531	
<b>Bonus Points</b>		
<b>Health Related Work Experience</b>		10
<b>Hours</b>	<b>Points</b>	
< 1 year	0	
1 year	2 points	
2 years	4 points	
3 years	6 points	
4 years	8 points	
> 4 years	10 points	
<b>Total Possible Points</b>		<b>30</b>