



KISHWAUKEE
COLLEGE

Fall 2023

Medical Assistant Program Admissions Packet

REVISED DEADLINE: August 4, 2023



The information in this packet is subject to change without notice or obligation. Revised 02/2023

Kishwaukee College • 21193 Malta Road • Malta, Illinois



KISHWAUKEE
COLLEGE

Dear Future Student,

Thank you for your interest in the Kishwaukee College, Medical Assistant Program.

This packet has been formulated to give you an overview of the Medical Assistant Program. To support your interest and goals, Kishwaukee College staff want to share this essential information, especially as it relates to the program requirements, curriculum, and admission process, for the Medical Assistant Program. The overall process has been established in the interest of organizational integrity as well as a focus your education. The health, security, and the safety of the patients you may ultimately care for during your clinical externship practicum are also key.

Please keep this packet available as a reference. Kishwaukee College is prepared to help and guide you during the process. Any question(s) related to the program admissions packet should be directed to the Program Director.

Your graduation from our Medical Assistant program will give you the foundation to become a valuable member of the healthcare profession. Your path through the program will be both challenging and rewarding. Kishwaukee is committed to your success. Our faculty members bring a wealth of knowledge and experience to the classroom and are eager to help you develop into a top-notch Medical Assistant.

The primary goal of Kishwaukee College Medical Assistant certificate program is to prepare competent entry-level Medical Assistants. Values, ethics, and professionalism are incorporated throughout the program. The program is dedicated to see that our students receive the best possible education to prepare them for the Certification Exam and successfully function as a Medical Assistant.

The policies of Kishwaukee College Medical Assistant Program are based upon the belief that prospective and current student Medical Assistants will always maintain professionalism with each other, Kishwaukee staff and faculty, other health departments, and clinical affiliation sites to provide the highest standards of patient care.

Kishwaukee has a strong reputation for preparing graduates who exemplify outstanding professional characteristics and competence. The Kishwaukee College, Medical Assistant Program holds all prospective, current, and graduate students to this high standard. I look forward to receiving your application forms.

Best of Luck!

Sincerely,

Michele Roberts, PA-C

Program Director of the Medical Assistant Program
Kishwaukee College, Medical Assistant Program

General Program Information

Program

Medical Assistant, Curriculum Number 408

Credential Awarded

Certificate, Medical Assistant

Semester Hours Required

5---Pre-Entrance Course Credit Hours (TPM 112)

25.5-26.5---Program Credit Hours

Grand total: 30.5-31.5 credit hours

Medical Assistant Program Contacts

Medical Assistant Program Director/Faculty

Michele Roberts, BMS, PA-C

Email: mroberts2799@kish.edu

Administrative Specialist I

Cindy Karasewski

Email: ckarasewski@kish.edu

Mailing Address

Medical Assistant Program

21193 Malta Road

Malta, Illinois 60150

Program Philosophy and Goals

College Mission

Kishwaukee College improves lives by providing equitable, student-centered education.

Program Mission and Goal

The primary mission and goal of the Kishwaukee College Medical Assistant certificate program is to prepare competent entry-level Medical Assistants. Values, ethics, and professionalism are incorporated throughout the program.

Accreditation

Kishwaukee College is accredited by the Higher Learning Commission (HLC) whose mission is to serve the common good by assuring and advancing the quality of higher learning.

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1411

800-621-7440

The Medical Assistant certificate provides students with a foundation in the skills and knowledge needed to take the certification examinations to become Registered Medical Assistant (AMT).

Graduates will be equipped for entry-level careers in physician's offices, clinics, and other medical settings. Students who complete this program will have the knowledge and skills necessary to perform clinical techniques including sterilizing and maintaining equipment, obtaining vital signs and medical histories, examining room procedures, performing routine laboratory procedures, correctly administer medication, and other daily operations in a clinical setting. The program's foundation provides a basis for Medical Assistant skills and can lead to national certifications, life-long learning, and a successful career.

Detailed Program Information

The Medical Assistant certificate is designed to prepare competent entry-level Medical Assistants. The program trains students to be a Medical Assistant in a wide variety of healthcare settings. Medical Assistants perform routine administrative and clinical tasks to keep medical offices, specialty clinics and other health care agencies running proficiently.

Medical Assistant tasks vary by office and specialty clinic. Administrative duties include tasks such as scheduling, checking in and outpatients, preparing and maintaining medical records, handling telephone calls, medical coding, and billing, written correspondence, medical transcription, submitting insurance claims, and maintaining practice finances. Clinical duties may include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures assisting with minor office procedures, performing electrocardiograms (ECGs), assisting the physician with examinations and treatments, performing suture removal, collecting, and processing specimens, performing selected lab and diagnostic tests, administering medications (injections), and drawing blood (venipuncture).

Students who complete this program will have the knowledge and skills necessary to perform the routine administrative and clinical duties of a Medical Assistant.

Students interested in Medical Assisting should have a sincere desire to work with patients directly in an ambulatory setting, empathetic to patient needs, dependable, adaptable, willingness to be involved in the community, devote to lifelong learning, detailed oriented, problem solver and a general overall wanting to help patients maintain and improve their health.

Graduates of the Medical Assisting Program may seek employment in various settings such as doctors' offices, clinics, occupational health facilities/programs, lawyers' offices specializing in medical malpractice, urgent care centers, and hospital outpatient departments. Medical Assistants are employed in a variety of medical specialties including but not limited to: Ophthalmology, Ear, Nose and Throat, Internal Medicine, Family Practice, Occupational Health, General Surgery, Neurology, Wound and Hyperbaric, Obstetrics and Gynecology, Oncology, and Gastroenterology.

The Medical Assistant Certificate Program aligns with the American Medical Technologists (AMT) standards and follows the Medical Assistant Program core curriculum. The Medical Assistant certificate provides students with a foundation in the skills, knowledge and hands on practice required to be eligible for the certification exam.

Admission Overview and Requirements

General Criteria

The Medical Assistant program starts in the fall semester of each year, with classes held during the following spring and summer semesters. A certificate from Kishwaukee College will be awarded at completion of all required classes in August of the following year of admission. More details are available on the website: <https://kish.edu/academics/programs/medical-assistant.php>

Enrollment in the Medical Assistant (MA) Program is limited by clinical site capacity. The Medical Assistant Program will admit 10-12 students for the Fall 2023 cohort. All applications are evaluated without discrimination regarding age, race, sex, creed, national origin, or disability. Applicants must be 18 years or older and have obtained a HS diploma or GED/HSE by the time they would begin classes in the Fall semester.

Students are required to have active health insurance throughout the entire Medical Assistant Program. Students will be expected to purchase the required textbooks and course and program materials for each semester.

American Heart Association Basic Life Support for Healthcare Provider Certification or American Red Cross Healthcare Provider Certification is required prior to the Summer Externship. Basic CPR certification does **NOT** meet this requirement; it must be for Healthcare Providers. Students with an expired certification will not be allowed to enroll in the MA Externship MA233. CPR certification can be obtained in the program.

During the admissions process, students will be required to complete a pre-entrance medical physical (using the provided form only), background check and urine drug screen. Results of these screenings could affect program completion and future employment. Students are also required to be current and/or obtain immunizations required of the program.

Academic Criteria

If an applicant is currently a Kishwaukee College student or submitting transfer credits from another college, overall GPA must be 2.5 or higher for consideration in the program. All documents submitted to Kishwaukee College for admission or transfer evaluation purposes (e.g., transcripts, test scores, etc.) become the property of the College. These documents, or copies of the documents, will not be released to students, nor will they be forwarded to other educational institutions or agencies. Students needing copies of documents from other institutions should contact those institutions directly.

Math placement: Completion of Math Placement Test (ACCUPLACER test) with appropriate placement score or completion of MAT 068 or MAT 098 or college level math with a "C" or higher. To schedule the Math Placement test please go to the following link: <https://kish.edu/student-services/additional-services/testing-services/placement.php>

English placement: Completion of the English Placement Test (ACCUPLACER test) with appropriate placement score or proven reading and writing competency at the ENG 103, ENG 109, or higher level. Transfer college credits in ENG 103, or higher with "C" or higher grade may also be considered. To schedule the English Placement test please go to the following link: <https://kish.edu/student-services/additional-services/testing-services/placement.php>

Completion of TPM 112, Anatomy and Physiology with a grade of "C" or higher must be completed by the end of Fall 2023 semester. Transfer college credits in an equivalent course or higher course with a "C" or higher grade may also be considered. For the admission process, an applicant may instead plan to take TPM 112 concurrent with their enrollment in Semester 1 of the program. If a student fails to complete TPM 112 with a grade of "C" or higher by the end of Fall 2023, they will be dismissed from the program.

Selection Process

Admission to the Medical Assistant Program is limited to a select cohort of students per semester. Meeting all admission requirements does not guarantee admission. **Students will be notified by August 14, 2023, regarding acceptance to the program.**

The components described below serve as the criteria for ranking students for selection to the program.

1. Quality of the submitted formal essay
 - a. Components of quality include content, appropriate use of grammar and punctuation, and adherence to all other specified criteria (font, margins, etc.).
2. Academic preparedness as demonstrated by a combination of the following:
 - a. Kishwaukee College or other transfer college GPA
 - b. High school GPA
 - c. Grade in TPM 112 or another similar course (if completed)
3. Other factors described below may also be used for selection:
 - a. Math placement/coursework grade
 - b. English placement/coursework grade

Program Enrollment Overview

General education courses (TPM 112 and HIT 216) may be completed prior to admission. The Medical Assistant courses must be completed within the year of being accepted for admittance in the Medical Assistant Program. All Level II courses must be completed within the year of acceptance into the program. Students who do not complete the Medical Assistant program within the specified time frame are required to repeat all Medical Assistant courses for credit. A 2.0 GPA must be maintained in all Kishwaukee College courses once the transfer student enters Kishwaukee College.

Satisfactory completion of pre-medical assistant course work as outlined below is required for Level II status. Level II status is necessary for enrollment in MA 230, MA 133, and MA 135. All Level II courses must be completed within the year of acceptance into the Medical Assistant Program. Level III status is necessary for enrollment in MA 233 and MA 237.

Students must earn “C” or higher grades in all medical assistant and general education courses included in the Medical Assistant curriculum to be eligible to sit for certification.

Overview

Pre-Entrance or Co-requisite Coursework		
TPM 112	Anatomy and Physiology	5
Level I – Semester 1: Fall		
HIT 216*	Medical Terminology I	3
MA 130	Medical Office Administration	4
MA 140**	MA Clinical Procedures I	6-7
Level II – Semester 2: Spring		
MA 230	MA Clinical Procedures II	4
MA 133	Electronic Health Records	3
MA 135	Medical Law and Ethics	2
Level III – Semester 3: Summer		
MA 233	MA Externship	2.5
MA 237	MA Externship Seminar	1

**Certified phlebotomists may be eligible to register for 6 credit hours. **

Course	Course Name /College Fees	Tuition	Credit Hours	Weeks	
Pre-Entrance Courses					
TPM 112	Anatomy and Physiology	(\$291)	(\$1,102.50)	(5)	(16 weeks)
Semester Totals		(\$1,393.50)		(5)	
Level I Semester 1: Fall					
HIT 216 (OS216)	Medical Terminology	\$57	\$441	3	16 weeks
MA 130	Medical Office Administration	\$124.00	\$588.00	4	16 weeks
MA 140*	MA Clinical Procedures I	\$108-165	\$1,764-\$2,058	6-7	16 weeks
*Certified phlebotomists may be eligible to register for 6 credit hours					
Semester Totals		(\$289 to \$346) + \$2,793 to \$3,087		13-14	
Level II Semester 2: Spring					
MA 230	MA Clinical Procedures II	\$120+\$74+\$40	\$1,176	4	16 weeks
MA 133	Electronic Health Records	\$40+\$57	\$882	3	16 weeks
MA 135	Medical Law and Ethics	\$40+\$40	\$588	2	16 weeks
Semester Totals		\$411 + \$2,646		9	
Level III Semester 3: Summer					
MA 233	MA Externship	\$40+\$34.50	\$733	2.5	10 weeks
MA 237	MA Externship Seminar	\$40+\$23	\$441	1	10 weeks
Semester Totals		\$137.50 + \$1,174		3.5	
Totals		\$8,844.00 to \$8,904.00		30.5 to 31.5	

These prices are based on 2023-2024 estimated costs. Tuition and fees are subject to change without prior notice.

Course Descriptions

Formal acceptance to the Medical Assistant program and permission of the Medical Assistant Program Director are required for registration in all medical assistant courses. Course sections and sequence will be assigned by the faculty.

MA130—Medical Office Administration (6) **Prerequisite:** TPM 112 and MAT 068 with grades of “C” or higher or equivalent course complete with a “C” or higher. **Corequisite:** MA 140 Program Directors’ consent and acceptance into the Medical Assistant Program are required. This course will begin by introducing the roles and responsibilities of a medical assistant as well as introduces the basic concept of medical assisting and its relation to other health fields. The purpose of medical records, charting in the patient record, and filing medical records. Additional topics in the course will emphasize on the professional and business communications from office protocol, greeting and receiving patients, explaining office policies, appointment scheduling, medical office equipment, mail services, and basic keyboarding. Students will learn to format and create a business letter, personal letter and chart notes as well as identify the different types of correspondence used in the medical office while displaying professionalism through written and verbal communications. (6.0 hours lecture/discussion per week).

MA 133-- Electronic Health Records (3) **Prerequisite:** HIT 216, MA 130 and MA 140 with grades of “C” or higher. This course will allow the student to gain hands on experience of working in the medical office, by simulating real world administrative duties of the medical assistant. Students will be introduced to the electronic health record, as well as learn skills such as patient registration, scheduling, office management, insurance processing, patient care documentation and written orders. (3.0 hours lecture/ discussion per week).

MA 140—MA Clinical Procedures I (6-7 *) **Prerequisite:** TPM 112 and MAT 068 with grades of “C” or higher or equivalent course complete with a “C” or higher. **Corequisite:** MA 130
This course introduces the skills necessary for assisting the physician with a complete history and physical examinations as well as learning how to obtain body measurements, vital signs, pulse oximetry and spirometry testing. Other topics include Infection control and medical asepsis, autoclaving instruments, learning to assist with pediatric examinations, safety in the medical office, electrocardiography, specimen collection and processing, hematology testing, dermal punctures, and phlebotomy. Four hours lecture/discussion and six hours of lab experience per week. * Certified phlebotomists may be eligible to register for 6 credit hours (3.5 hours lecture/discussion and 5 hours of lab experience per week).

MA 135--Medical Law and Ethics (2) This course will start by covering topics that include the medical and legal aspects in health care, the physician/ patient/medical assistant relationship, the legal scope of medical assistants, professional and organizational ethics, and bioethical issues. This course includes the study of the fundamental principles related to human relations, self-improvement, professional appearance and attitudes, limitations, and behaviors. Principles of individualized client care and etiquette of the medical practice are emphasized. (2.0 hours lecture/discussion per week).

MA 230—MA Clinical Procedures II (4) **Prerequisite:** MA 130, MA 140 and HIT 216 with grades of “C” or higher.
This course expands on the knowledge of the more complex procedures in the clinic setting such as introduction to administering, prescribing, dispensing medication, and administering immunization records. Additional topics include: emergencies in the medical office and community, first aid procedures, CPR, minor surgical procedures, rehabilitation, nutrition, exercise and guidelines for good health. (5.0 hours lecture discussion per week and seven hours lab experience per week).

MA 233-- MA Externship (2.5) **Prerequisite:** MA 230, MA133 and MA 135 with grades of “C” or higher Program Director’s Consent required. **Corequisite:** MA 237. Program Director’s Consent required. This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on applications of administrative, clinical, and professional procedures required. The experience allows the student to apply knowledge from the classroom and college medical laboratory environment to the ambulatory healthcare environment. Requires 200 clock hours of supervised practical experience.

MA 237--MA Externship Seminar (1) **Prerequisite:** MA 133, MA 135, and MA 230, with grades of “C” or better.
Corequisite: MA 233 This course will allow students to discuss what they have learned at the practicum site, as well as what qualities employers look for in employees, identify the goal of a resume and cover letter. Additional topics: appropriate professional attire and appearance for an interview, the dos and don’ts in preparing for an interview and applying for a job. (2.0 hours of lecture/discussion per week).

Important Dates

Medical Assistant Informational Sessions – Classroom C2251

Interested applicants are strongly encouraged to attend one of the following information sessions.

Spring 2023

- Thursday, April 6 @ 10:00 am
- Tuesday, April 11 @ 10:00 am
- Thursday, April 13 @ 10:00 am

Dates for Summer 2023 will be announced via the myKC Portal – or email mroberts2799@kish.edu for more information!

- **Applications are due by August 4, 2023**
- **Applicants will be notified of acceptance by August 14, 2023**

Essay Requirements for Application

Please submit a **formal essay** saved in PDF format to medassist@kish.edu

Label the saved document as follows: *Last name, first name, Formal Essay, MAFA23.*

The essay should contain the following:

- a. Title: Medical Assistant Program Admission Essay Fall (year)
- b. Brief introduction of yourself
- c. Why do you want to be a Medical Assistant?
- d. What traits do you have that would make you a great Medical Assistant?

The essay should be between 200-500 words, double spaced, typed in a 12-point black standard font (such as Calibri, Helvetica, Arial, or Times New Roman). It should have 1-inch margins and include a header with the applicant's first and last name, Kish email address, phone number, and date.



Application for Admission: Medical Assistant Certificate Program

Applications will be accepted until August 4, 2023 for the Fall 2023 Cohort. Applicants will be notified of their status no later than August 14, 2023.

Kishwaukee College Student ID Number: _____ Date of Birth: ____/____/____

Name: _____
Last First Middle Former Last Name(s)

Current Address: _____
Street City State Zip Code

Permanent Address: _____
Street City State Zip Code

Home Phone: (____) _____ Cell Phone: (____) _____

Kishwaukee Email Address: _____

Emergency Contact

Name: _____ Relationship: _____ Phone Number (____) _____
(First and Last Name)

IMPORTANT: Please check that you have completed the following requirements before application is submitted to medassist@kish.edu in the following format: Subject Line: Last name, first name, name of form, MA Program, Fall (year).

- Checkboxes for requirements: Kishwaukee College Admission Application, Official High School Transcript, All official transcripts submitted, Math placement, English placement, Completion of TPM 112, Overall Cumulative college GPA.

Submit a **formal essay** saved in PDF format to medassist@kish.edu. **Subject Line:** Last name, first name, Formal Essay, MA Program, Fall (year).

List all Colleges attended (Including Kishwaukee)

Date Attended

_____	_____
_____	_____
_____	_____

Education Level

_____ High School Diploma, GED/HSE Completed at: _____ Year Completed: _____

_____ Associate Degree Completed at: _____ Year Completed: _____

_____ Bachelor's degree Completed at: _____ Year Completed: _____

_____ Master's degree Completed at: _____ Year Completed: _____

_____ Certificate of Completion Completed at: _____ Year Completed: _____

_____ Other: Completed at: _____ Year Completed: _____

I certify that my permanent legal address is at the address (street, city, & state) I have provided. I understand that if I withhold or give false information on this application, it may make me ineligible for admission to the Medical Assistant Program or subject me to dismissal. I further certify that all statements are complete and correct to the best of my knowledge.

I hereby state that I am a: In-District Student or Out of District Student **or call our Admissions Department at ext. 2740 for clarification.) Check your voter registration card for Kishwaukee College District #523**

I hereby authorize Kishwaukee College Medical Assistant Program to personally contact all references and schools I have listed for the purpose of gaining information, which may affect my admission into the Medical Assistant program.

Signature: _____ Date: _____

Print Full Name: _____ Student ID # _____

Submit this Application via email to medassist@kish.edu by August 4, 2023 @ 11:59pm.

Subject Line: Last name, first name, name of form being submitted, MA Program, Fall (year). Mailed applications will not be accepted. Applicants will be notified of application status via their Kishwaukee Email.

Kishwaukee College does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. Inquiries regarding this nondiscrimination policy may be directed to: Michelle Rothmeyer, Vice President, Student Services, Kishwaukee College Title IX/ Section 504 Coordinator, 21193 Malta Rd., Malta, IL 60150, 815-825-2086 or at mrothmeyer@kish.edu. Individuals requiring accommodations to access and participate in the courses, programs, services, or events at Kishwaukee College should contact Disability Services at 815-825-2931 or e-mail ds@kish.edu.