Indian River State College

Medical Assisting Program
Admission & Application Booklet

Application Deadline

Fall – Full-time daytime
Open until full

For more information

IRSC Information Call Center
1-866-792-4772

www.irsc.edu
IRSC Overview

INDIAN RIVER STATE COLLEGE is a public, comprehensive college serving Florida’s Research Coast with campuses in Fort Pierce, Okeechobee, Port St. Lucie, Stuart and Vero Beach. IRSC has earned a statewide and national reputation for quality, innovation and responsiveness to community needs, inspiring over 32,000 people to enroll in courses each year. Every aspect of IRSC is focused on enhancing student success with small classes, one-stop student services, convenient campuses and online courses, resulting in the College’s ranking as the 10th top public regional college in the South by U.S. News & World Report. Tuition is affordable, and IRSC students benefit from many opportunities for scholarships and Financial Aid. IRSC was designated as the 5th Most Affordable College in the country (with over 5,000 student enrollment) by the U.S. Department of Education.

IRSC offers Bachelor’s Degree programs, Associate in Arts Degree programs for university transfer, Associate in Science Degree, Associate in Applied Science Degree and short-term certificate programs to prepare students for careers in science, technology, health care, business, industry, education, public safety and many other fields.

Accreditation

The Indian River State College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAME) Commission on Accreditation of Allied Health Education Programs. 1361 Park Street, Clearwater, Florida 33756. 727-210-2350

EE/EO

Indian River State College does not discriminate on the basis of race, color, nationality, ethnicity, gender, religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Dean of Minority Affairs
Indian River State College Main Campus
3209 Virginia Avenue
Fort Pierce, FL 34981
(772) 462-7606
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## FORMS

- Health Science Program Application .................................................... 11
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The following items are found in the Health Science Division Student Handbook.

(This list has been updated as of 4/18/12.)

1. Health Science Division Purpose Statement
2. Health Science Statement of Ethics
3. Health Science Plagiarism Regulation
4. Email/Contact Information
5. Health Science Use of Electronic Regulation
6. Health Science Academic Integrity and Professional Conduct
7. Health Science Confidentiality Statement
8. Health Science Grading
9. Health Science Retention Regulation
10. Health Science Probation Regulation
11. Health Science Readmission and Dismissal Regulation
12. Health Science Complaint Guidelines
13. Health Science Liability, Accident and Insurance Regulation
14. Health Science Infectious Disease Regulations
15. Health Requirements
16. Health Science Post Exposure Protocol
17. Health Science Background Check Regulation
18. Health Science Substance Abuse Regulation
19. Indian River State College Accident/Incident Report Form
20. Florida College System Risk Management Form
MEDICAL ASSISTING PROGRAM

The Indian River State College Medical Assistant program prepares the student for specific clinical, laboratory, and administrative roles as a Medical Assistant employed in a physician’s office, clinic or other health care setting. Classroom theory and clinical practice prepare the student to perform a wide range of tasks ranging from examination room techniques to assisting with minor surgery, administering medications, educating patients, performing diagnostic procedures including drawing blood and electrocardiography, scheduling appointments, maintaining patient files and completing insurance forms. Practicum experiences include internships in a physician’s office or other appropriate facility.

MEDICAL ASSISTING PROGRAM APPLICATION CHECKLIST

1. Complete an Indian River State College Application for Admission online at www.irsc.edu.

2. Request high school, former school and/or college(s) to forward transcript(s) to the Admissions Office at IRSC. (Must be received by application deadline.) College transcripts must be evaluated by the application deadline for validation of competency and/or transfer of credit.

3. Meet with an Academic Advisor to review program requirements.

4. Attend a Medical Assisting Information Session – offered every 1st Wednesday of each month at 4 p.m. (Main Campus, Fort Pierce) FSU/IRSC College of Medicine, Room 126.

5. Testing:
   a. Schedule and take the Test of Adult Basic Education (TABE) covering mathematics, reading and language at any IRSC campus by calling (772) 462-7585 or toll-free 1-866-792-4772, ext.7585. Applicants must score at the 11.0 grade level in each area. (Level A)
   b. Remediation is required for anyone scoring below 11.0 in any area. See page 4 for details. The TABE is waived for those students who have completed an A.A., A.S., A.A.S, or higher degree from an accredited institution, and have all official transcripts on file with IRSC Admissions Office.

6. Submit the Health Science Program Application to cashier at any IRSC campus and pay $30.00 fee by the application deadline. (Application can be found in the back of this book.) Fees are non-refundable.

7. Review, complete and submit the Performance Standards form to the Health Science Department.
8. Enroll in HSC V405 CPR or provide documentation of having completed HSC V405 and have a valid CPR Card.

*Effective for classes that begin January 1, 2013, students admitted to the IRSC Medical Assisting, Pharmacy Technician, Phlebotomy and Surgical Technology programs must complete the HSC V405 “CPR” course. No alternative course/credential for CPR will be accepted.

9. Preference given to students who have completed HSC V003 Introduction to Healthcare. High School graduates of a Medical Academic Academy may be exempt from the above courses based on articulated credit. Meet with an IRSC academic advisor before enrolling.

All medical assistant applications will be reviewed after the application deadline. Students will be notified by the Health Science Division of their provisional acceptance into the program via RiverMail. At that point, students will receive instructions on final acceptance and when to complete a drug/background screening/physical exam. Do not proceed with drug/background screening or physical until notified

I. Submit a non-refundable $100 check payable to IRSC to the Health Science Division Office (Main Campus, Fort Pierce, 3rd floor, H building) to cover mandatory drug screening and a national criminal background check (fingerprinting).

II. Submit Physical Exam Form complete with immunizations documented (Visit www.irsc.edu. Click on Programs & Careers and then Health Science Programs. In the Resources box, select Health Science Physical Examination and Immunization Form).

III. Proof of Personal Health Insurance.

Satisfactory results of these requirements must be on file in the Health Science Division Office before receiving final acceptance. Students will then be issued a final acceptance letter via RiverMail with information regarding orientation to the program and registering for classes.
INTRODUCTION

Applicants should carefully review the application procedures outlined in this booklet. Admission to the Medical Assisting program is contingent upon (Level A) TABE test scores at 11th grade level. Students may enroll in Office Skills and introductory classes at any time; however, to be accepted into the Medical Assisting program, the application process must be followed. It is the applicant's responsibility to ensure that the application process is complete. The Medical Assisting program is held at the Main Campus, Fort Pierce.

NOTE: If at any time during the application process you have a change of address or other personal information, submit this information to the Educational Services Division, or any IRSC campus. This will expedite notification of acceptance status.

APPLICATION PROCEDURES

Any candidate who wishes to be considered for the Medical Assisting program at Indian River State College must complete the procedures listed on page 1 “Application Checklist”. It is the student's responsibility to see that admission requirements are met. No notices will be sent. Additional program specifics are outlined in this booklet.

INFORMATION SESSIONS

Students interested in applying to any health science program should plan to attend the appropriate, regularly scheduled, program information session for direction and assistance with the application process. The information session addresses any questions or concerns prospective applicants may have. The session also assists students in understanding how to achieve a “qualified” applicant status. Students should plan to attend an information session prior to the application deadline date. No reservations or fees are required to attend.

Medical Assisting Information Sessions are held in the
Smith Center for Medical Education
IRSC Main Campus
1st Wednesday of each month
FSU - Room 126
4:00 p.m.

APPLICATION DEADLINE DATE

<table>
<thead>
<tr>
<th>Fall Full-time Day Cohort</th>
<th>Open until full</th>
<th>Classes begin August</th>
</tr>
</thead>
</table>
PRE-ADMISSION TESTING

TABE Test

The Test of Adult Basic Education (TABE) is required for the Medical Assisting (MA) program. The TABE covers reading, language, and math.

Students may waive the TABE test if they possess an A.A.S., A.S., A.A., Baccalaureate, or graduate level degree which is documented with Educational Services.

Admission into the Medical Assisting program is contingent upon the individual scoring at the 11th grade level in the TABE test (Level A). If the applicant does not attain 11th grade level in all areas, remediation and retesting are required and available through the Academic Support Center (ASC). **No student will be accepted into the Medical Assisting program if the TABE is not completed to the 11th grade level in all areas (on A Level).** Contact the MA Program Director at (772) 462-7055 if any section of TABE is below a 11.0 to obtain class schedule options.

A picture ID is required for admission to test.

Test scores are valid for two years only.

APPLICANT REVIEW

Students are selected on a competitive basis and consideration for admission into the Medical Assisting program will be based upon the following criteria:

1. 18 years of age or over
2. High School diploma or GED
3. IRSC Application for Admission must be complete
4. Health Science Application completed
5. Test of Adult Basic Education (TABE) scores at eleventh (11th) grade level in each area (A Level)
6. Attend a Medical Assisting Information Session.
7. Completion of HSC V405 and a valid CPR card.
8. Completion of HSC V003. Applicants may be exempt from this class if they completed a Medical Academy in high school. Speak with an IRSC advisor.

ACCEPTANCE INTO PROGRAM

Medical Assisting applicants are provisionally accepted on a first-come, first-served basis, pending successful completion of checklist items on page 1 by the application deadline. Students will then be notified via RiverMail to register for classes and complete a drug screen, criminal background check, and a physical with immunizations documented for final acceptance. Details regarding these final requirements are outlined below.
Drug Screen

Refer to the IRSC website www.irsc.edu. Click Program & Careers and then Health Science Programs. In the Resources Box, Select Drug/Background Checks.

Criminal Background Checks

Refer to the IRSC Website at www.irsc.edu. Click Program & Careers and then Health Science Programs. In the Resources Box, Select Drug/Background Checks.

All students must read this information carefully to understand what may disqualify them from entry into a program, clinical participation, licensure/certification and/or employment.

Health/Medical Record

A completed medical health form must also be submitted and approved by the Department Chair. This health record will contain results from a physical examination and laboratory tests including immunization records. The medical examination and immunizations will be conducted at the student’s expense. The form is located on the IRSC website at www.irsc.edu. Click Programs and Careers and then Health Science Programs. In the Resources box, select Health Science Physical Examination and Immunization Form.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record, verified by a licensed physician, physician’s assistant or an ARNP must be submitted.

Indian River State College and partnering clinical sites require all health science students who register for clinical courses to have personal health insurance. Students will be asked to show proof of personal health insurance by presenting their insurance policy number, the name of the insurance provider and the telephone number of the provider to clinical preceptors or administrators. If students do not have health insurance or do not provide proof of health insurance, they will not be eligible for clinic rotation which will result in termination from program. Personal health insurance may be purchased through the Health and Wellness Department. Call them at (772) 462-7825 for more information.

Student Drug Screen, Background Check, and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records. Any changes in medical or criminal history must be reported immediately to the Program Director.

NON-ACCEPTANCE INTO PROGRAM

Applicants who do not initially qualify for the program will be notified, and should remediate (call the ASC at (772) 462-7625 for remediation information), or call the Office of the Dean of Health Science for clarification on how to strengthen their application.
PROGRAM EXPENSES

A list of approximate costs is located on the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Science Programs. Click Medical Assisting. In the Application Book box, select Program Expenses. In addition to these costs, the candidate should allow for room, board, transportation and personal living expenses. Note that Non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

FINANCIAL AID/SCHOLARSHIPS

Financial Aid (grants, loans, work-study) is available to those who qualify. Complete the FAFSA and IRSC Supplemental Financial Aid Application to determine eligibility. For more information, contact the IRSC Financial Aid Office at (772) 462-7450 or toll-free at 1-866-900-3243 (FAID).

Scholarships designated for students in the Health Science programs may also be available. Complete the IRSC “STARS” ONLINE Scholarship Application, available at https://stars.irsc.edu/STARS/.

For additional information regarding scholarships, contact the IRSC Foundation office at (772) 462-4786 or toll-free at 1-866-792-4772 ext. 4786. Scholarship information is also available online at www.irscfoundation.org.

PRE-COLLEGE PREPARATION

Students interested in becoming a Medical Assistant are advised to follow the recommended course of study for Medical Science and Health Careers offered at their school, develop typing and computer skills, and join the Health Occupations Students of America (HOSA) program at their school.
### JOB OUTLOOK REGION INFORMATION
Region: Quad County Region  
Counties: Indian River, Martin, Okeechobee, St. Lucie, FL

<table>
<thead>
<tr>
<th>Selected Occupations</th>
<th>Education Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistants</td>
<td>1,300 Clock Hours with Indian River State College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basic Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Occupational Jobs</td>
<td>913</td>
</tr>
<tr>
<td>2020 Occupational Jobs</td>
<td>1083</td>
</tr>
<tr>
<td>Total Change</td>
<td>170</td>
</tr>
<tr>
<td>Total % Change</td>
<td>18.62%</td>
</tr>
<tr>
<td>2012 Median Hourly Earnings</td>
<td>$13.99</td>
</tr>
</tbody>
</table>

#### Occupational Change Summary

<table>
<thead>
<tr>
<th>Region</th>
<th>2012 Jobs</th>
<th>2020 Jobs</th>
<th>Change</th>
<th>% Change</th>
<th>2012 Median Hourly Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Total</td>
<td>913</td>
<td>1,083</td>
<td>170</td>
<td>19%</td>
<td>$13.85</td>
</tr>
<tr>
<td>State Total</td>
<td>37,520</td>
<td>45,186</td>
<td>7,666</td>
<td>20%</td>
<td>$13.73</td>
</tr>
<tr>
<td>National Total</td>
<td>537,098</td>
<td>642,447</td>
<td>105,349</td>
<td>20%</td>
<td>$14.23</td>
</tr>
</tbody>
</table>

Source: EMSI Complete Employment – 2011.3

#### Top Industries for Medical Assistants in Quad County Area from 2012-2020

<table>
<thead>
<tr>
<th>Name</th>
<th>2012 Jobs</th>
<th>2020 Jobs</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices of physicians</td>
<td>603</td>
<td>717</td>
<td>114</td>
<td>19%</td>
</tr>
<tr>
<td>General medical and surgical hospitals, private</td>
<td>69</td>
<td>82</td>
<td>13</td>
<td>19%</td>
</tr>
<tr>
<td>Outpatient care centers, except mental health and substance abuse</td>
<td>18</td>
<td>22</td>
<td>4</td>
<td>22%</td>
</tr>
<tr>
<td>Office of all other health practitioners</td>
<td>28</td>
<td>35</td>
<td>7</td>
<td>25%</td>
</tr>
<tr>
<td>Office of chiropractors</td>
<td>46</td>
<td>54</td>
<td>8</td>
<td>17%</td>
</tr>
<tr>
<td>Offices of optometrists</td>
<td>23</td>
<td>29</td>
<td>6</td>
<td>26%</td>
</tr>
</tbody>
</table>

Source: EMSI Complete Employment – 2011.3
MEDICAL ASSISTING PROGRAM CURRICULUM

Full-Time Daytime
(1,300 clock-hours)

This 1300 clock-hour selective admission certificate program prepares the student for specific clinical, laboratory and administrative roles as a Medical Assistant employed in a physician’s office, clinic or other health care setting. Classroom theory and clinical practice prepare the student to perform a wide range of tasks ranging from examination room techniques to assisting with minor surgery, administering medications, educating patients, performing diagnostic procedures including drawing blood and electrocardiography, scheduling appointments, maintaining patient files and completing insurance forms. Practicum experience includes supervised, uncompensated internship in a physician’s office or other appropriate facility.

Students attend Fall classes full-time, Monday through Friday, approximately 6 to 8 hours a day, with an occasional evening class. The Medical Assisting curriculum can be located on the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Science Programs. Select Medical Assisting. In the Application Book box, select Program Schedule.

CURRICULUM NOTES

The last 2 classes to be taken in the Medical Assisting program are Medical Assisting Practicum (MEA V800) and Medical Assisting Seminar (MEA V952). You must have the permission of the Medical Assistant Program Director to enroll in these classes. Membership and application to sit for the CMA exam must be on file prior to enrolling for these courses.

FLORIDA MEDICAL PRACTICE ACT DEFINING MEDICAL ASSISTANTS

458.3485 Medical Assistant.

(1) DEFINITION. As used in this section, “medical assistant” means a professional multi-skilled person dedicated to assisting in all aspects of medical practice under the direct supervision and responsibility of a physician. This practitioner assists with patient care management, executes administrative and clinical procedures, and often performs managerial and supervisory functions. Competence in the field also requires that a medical assistant adheres to ethical and legal standards of professional practice, recognize and respond to emergencies, and demonstrate professional characteristics.

(2) DUTIES. Under the direct supervision and responsibility of a licensed physician, a medical assistant may undertake the following duties:

(a) Performing clinical procedures, to include:
1. Performing aseptic procedures.
2. Taking vital signs.
3. Preparing patients for the physician’s care.
(b) Performing venipunctures and nonintravenous injections.
(c) Observing and reporting patients’ signs and symptoms.
(d) Administering basic first aid.
(e) Assisting with patient examinations or treatments.
(f) Operating office medical equipment.
(g) Collecting routine laboratory specimens as directed by the physician.
(h) Administering medication as directed by the physician.
(i) Performing basic laboratory procedures.
(j) Performing office procedures including all general administrative duties required by the physician.

(3) CERTIFICATION. Medical Assistants may be certified by the American Association of Medical Assistants (CMA) or as a Registered Medical Assistant by the American Society of Medical Technologists (RMA).

TRANSFER OF CREDIT

The Medical Assisting curriculum framework, approved by the Florida Department of Education, clearly defines the criteria for student entry into the program. It lists and defines multiple entry points for other health science education program completers.

Advanced placement and/or transfer of credit is discussed in the curriculum framework, school catalog, and course syllabi, and is done on an individual basis by the Program Director based on a review of evidence of prior education and training. Students must submit official transcripts and course syllabi, and certificates of program completion, for consideration of transfer of credit. Credit for experiential learning will be determined by the Program Director on an individual basis.

Nursing classes may also transfer after evaluation of relevancy and content by the Program Director.
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Health Science Program Application
Selective Admission – Program Requires Entrance Exam

Medical Assisting Program

INSTRUCTIONS - NO APPLICATION WILL BE CONSIDERED UNLESS THE FOLLOWING ARE COMPLETED:

All documents required by the Health Science Department must be submitted by appropriate deadline dates to the Admissions Office in order to be given consideration for selective admission into a Health Science program.

1. Complete an Indian River State College Application for Admission online at www.irsc.edu.
2. Complete this Health Science Program Application (print clearly in ink or type), and return it with a $30 non-refundable/non-transferable application fee. Submit to the Cashier’s Office at the Main Campus or any IRSC Campus.
3. Request former school and/or college(s) to forward transcript(s) to Admissions Office at Indian River State College.
4. Register for, pay for and take the required Entrance Exam.

Student ID#:________________________ Email Address: __________________________

Name ____________________________________________

Last (print) First M.I. and/or Maiden Name

List any other names under which record of your education, tests, or work experience may be recorded:

Name ____________________________________________

Last (print) First M.I.

Mailing Address ______________________

Number and Street City State Zip

Home Phone ( ) Cell/Other Phone ( )

If you hold a license/registration/certification – check which apply and attach a copy with this application.

☐ Florida C.N.A. Certification ☐ Other licensure/registration/certification ______________________________

Have you completed the IRSC C.N.A. course? Yes _______ No_______ Date of Completion: _________________________

Are you a member of an Emergency Rescue Squad? Yes _____ No _______ If yes, which one ______________________

Ethnic Origin: (Required by U.S. Department of Health, Education and Welfare)

☐ 1. White ☐ 3. Asian or Pacific Islander ☐ 5. Hispanic
☐ 2. American Indian or Alaskan Native ☐ 4. Black, non-Hispanic

DISCLAIMER: I have reviewed the program requirements outlined in the Health Science Program Admission Booklet and understand that this does not guarantee admission into a program. I certify that the above information is correct, and I understand that falsification of information could lead to my dismissal if accepted into the program.

STUDENT SIGNATURE __________________________ DATE ______________

Receipt Date (Cashier only)

11 13-8131
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**CORE PERFORMANCE STANDARDS**

Medical Assisting involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of certain functions. Therefore, in order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking/ Coping</td>
<td>Critical thinking ability sufficient for clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.</td>
<td>Identify cause-effect relationships in clinical situations; display good coping mechanisms.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
<td>Establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain treatment procedures; initiate health teaching; document and interpret clinical actions and patient/client responses; prepare and maintain records.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Move around in exam rooms, workspaces, and treatment areas; administer cardiopulmonary procedures.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective patient care.</td>
<td>Calibrate and use laboratory, medical, and office equipment; position patients/clients.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation, sense temperature change, assess pulses.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs, and perform office duties.</td>
<td>Hear blood pressure accurately, alarms, emergency signals, auscultatory sounds, answer phone.</td>
</tr>
</tbody>
</table>

* Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Programs.

American Association of Medical Assistants’ Endowment – helps “to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

STUDENT: ___________________________ SIGNATURE: ___________________________

DATE: ___________________________
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