# Medical Assisting Program

**Admission & Application Booklet**

<table>
<thead>
<tr>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall – Full-time daytime</strong></td>
</tr>
</tbody>
</table>

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 with a nationally recognized commitment to helping students succeed. The College was selected out of 1,000 colleges nationwide as a Finalist with Distinction for the prestigious 2017 Aspen Prize for Excellence and has been designated an Achieving the Dream™ college for support of students from enrollment to employment. Over 30,000 people enroll in IRSC courses each year, attracted by the College’s combination of quality, convenience and affordable tuition. IRSC is designated as the 3rd Most Affordable College in the country by the U.S. Department of Education, and students benefit from many scholarship and financial aid opportunities.

Every aspect of IRSC is focused on helping students succeed with small classes, an array of student support services, convenient campuses, and online courses. IRSC offers over 100 programs, including Bachelor’s degrees, Associate in Arts degrees for continuing education at IRSC or a university, Associate in Science degrees for in-demand careers after two years of training, short-term certificate programs and Quick Job Training.

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. 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763. 727-210-2350

EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson
Equity Officer & Title IX Coordinator
IRSC Main Campus ▪ 3209 Virginia Ave. ▪ Fort Pierce, FL 34981
(772) 462-7156
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Rev. 4/18  
18-8131
The following items are found in the *Health Science Division Student Handbook.*

(This list has been updated as of 1/18.)

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 Confidentiality Statement
7. Health Science Grading
8. Health Science Retention Regulation
9. Health Science Probation Regulation
10. Health Science Readmission and Dismissal Regulation
11. Health Science Complaint Guidelines
12. Health Science Liability, Accident and Insurance Regulation
13. Health Requirements
14. Indian River State College Health Science Post Exposure Protocol
15. Health Science Background Check Regulation
16. Health Science Substance Abuse Regulation
17. Health Science Dress Code/Professional Standards
18. Health Science Student Parking Regulation
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 the online Indian River State College Application for Admission 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 and complete the Student Advisement form.

_____ 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. Submit proof of attendance (form located in the back of this booklet).

_____ 5. Submit the Health Science Program Application online and pay $30.00 fee by the application deadline. Fees are non-refundable.

_____ 6. Review the Core Performance Standards.

All medical assistant applications will be reviewed upon receipt of all application requirements. 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 Sciences/How to Apply. In the Handbooks/Forms 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. 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. All supplemental application material must be submitted with the coversheet (located in the back of this book) and all documents must be submitted at once.

PROCESS FOR APPLYING ONLINE

1. Go to the IRSC website at www.irsc.edu
2. Click MyIRSC and then Sign in to MyIRSC
3. Sign in using your Student ID and pin number
4. Go to Registration (blue menu bar) and select Health Science Application
5. Place a check mark in the “I Agree” statement.
6. In the Health Science Program box, select Medical Assisting Program. Application Deadline: this automatically fills in the program deadline date.
7. Select Submit. Select OK
8. Select Pay Fee Now and then PAY NOW
9. Select process for payment
10. Select $30 application fee
11. Enter credit card details
12. Submit Payment

Students can log in MYIRSC at www.irsc.edu to check the status of their application.

All applicants will be notified of their status through RiverMail upon receipt of all application requirements. No information is available by telephone. To finalize acceptance, once notified of provisional acceptance, students will be required to have a completed IRSC physical examination form, a negative drug screen report and a FDLE background check prior to the first day of class.
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

| Fall Full-time Day Cohort | Open until full | Classes begin August |

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, GED® or home school affidavit
3. IRSC Application for Admission must be complete
4. Health Science Application completed
5. Attend a Medical Assisting Information Session and submit verification form.

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed or approved by ACE or GED Testing Service.

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 Sciences/How to Apply. In the Handbooks/Forms box, Select Background Check and Drug Screening Requirements.
Criminal Background Checks

Refer to the IRSC Website at www.irsc.edu. Click Program & Careers and then Health Sciences/How to Apply. In the Handbooks/Forms box, Select Background Check and Drug Screening Requirements.

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 Sciences/How to Apply. In the Handbooks/Forms 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 the program. The Health and Wellness Department has information regarding personal health insurance options. For more information, call (772) 462-7825.

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 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 Sciences/How to Apply. Click Medical Assisting. In the Start Here box, select 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. Apply online at www.irscfoundation.org.

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.

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. The Medical Assisting curriculum can be located on the IRSC website at www.irsc.edu. Click Programs & Careers and then Health Sciences/How to Apply. Select Medical Assisting. In the Start Here box, select Guided Pathway.

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.
PROGRAM COMPLETION

In order to obtain the certificate of completion, the student must meet the following requirements:

- Successfully complete program requirements.
- Students must not have any financial holds and all fees must be paid for by the student.
- Students must comply with TABE requirements by scoring 10.0 in math, reading and English or have an A.A. Degree, A.S. Degree or higher degree or qualify for an exemption under Senate Bill 1720.

Upon completing the specified requirements, the student is eligible to be granted a certificate of completion from Indian River State College and apply to take the Certification Exam. Information on the exam will be provided during the Medical Assisting program.

The College provides a formal ceremony to recognize the graduates’ completion of the Medical Assisting program. Students will be notified of the date, time and place when it is set by the College.

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 non-intravenous 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.
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.
This page intentionally left blank.
STUDENT NAME__________________________________  Student ID_________________

I have attached the following items: (mark off items submitted with a check mark)

___ Student Advisement form

___ Proof of Information Session Attendance

Please clearly print your name and student ID on each piece of paper submitted. All documentation must be submitted in order with this cover page on top and stapled in the upper left corner. Portfolio covers, folders and binders will not be accepted.

Please submit cover sheet with supplemental documents to:

Indian River State College
Health Science Division
3209 Virginia Ave
Building H, 3rd Floor, room 308
Fort Pierce, FL 34981
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INDIAN RIVER STATE COLLEGE
STUDENT ADVISEMENT FORM

MEDICAL ASSISTING

Fall ______

Name of Student: ___________________________ Student ID: ___________________________

PRINT NAME

All applicants must have this student advisement form completed by an Educational Service staff member or branch campus counselor or advisor by the application deadline date.

IMPORTANT NOTE: Any NO responses to the questions below will prevent your application from being considered for selection into the program.

☐ HAVE THE FOLLOWING REQUIREMENTS BEEN MET?

<table>
<thead>
<tr>
<th>Application Requirement</th>
<th>YES</th>
<th>NO</th>
<th>If answer is NO, indicate what intervention/resources were shared with student to assist them in completing requirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions are complete</td>
<td>*</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>*If YES, Date Completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attended an Medical Assisting Information Session (submit verification form)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student has reviewed core performance standards.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is aware of Fingerprinting/ Drug Screen/Physical Immunization processes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is aware that personal health insurance must be active for entire program.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student completed/registered for New Student Orientation course.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student is aware of TABE Requirement for completion</td>
<td>If yes, indicate student status</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TABE Results ________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TABE Exemption ________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anticipated Testing Date __________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to the list above, student has had the opportunity to discuss all related topics outlined in the Medical Assisting Application booklet, including program expenses, financial aid opportunities, time commitment to the program, etc.

Educational Services Staff: ___________________________/ ___________________________

Print Name Signature

Student: ___________________________ Signature ___________________________ Date

Submit this form to the Health Science Department.
This page intentionally left blank.
STUDENT NAME ________________________________  Student ID__________________
I,________________________________________ , attended a Medical Assisting
Name Information Session on_____________________________ and understand the application
Date process, requirements and the commitment to learning that is required of a Medical Assisting
student.

Proof of Attendance
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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.”
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