



Medical Assisting Program (MA)

Program Code D45400 and A45400

Admission Application

ACCEPTING APPLICATIONS FOR FALL 2019

Program Start Date (Full Time & Part Time):

August 15, 2019

Fall 2019 the program will be located at the Levine Campus in the new Levine 3 Building

<http://www.cpcc.edu/medicalcareers/medical-assisting>



I. Program Overview

The Medical Assisting (MA) curriculum prepares individuals with the skills and knowledge needed to be a highly successful professional in the medical field.

Skilled and personable professionals are in high demand and have many employment opportunities in medical institutions, health clinics, physician practices, or other settings where healthcare is provided. Typical duties of a medical assistant include assisting the physician in administrative tasks, clinical functions or laboratory procedures. Clinical duties include assisting with exams, taking vital signs or patient histories and performing lab procedures and electrocardiography. They may also schedule appointments, maintain medical records, and code and process insurance accounts.

Graduates are eligible to take the certification exam given by the American Association of Medical Assistants to earn the Certified Medical Assistant (CMA) (AAMA) credential.

The Medical Assisting program is a competitive admissions program. A maximum of 24 full time and 12 part-time students are selected with five alternates. Students are ranked according to the total score on the Medical Assisting Application Form. If you are not accepted and you wish to reapply, you must complete a new Medical Assisting Admission Form for the preferred application period. Submit your completed application as soon as you know this is the program for you.

II. Steps to Complete Before Applying for the MA Program

CPCC College Admission

1. *Attend a Medical Assisting/ MA Program Information Session at CPCC.*
The MA program hosts information sessions for students interested in a detailed description of the program and the admission process. Dates and locations of these sessions will be posted on the [CPCC Medical Assisting program website](#) under the News and Events tab. Also, check the News and Events tab for dates related to the Health Careers Open House. Admission points can be earned by attending either of those events.
2. *Graduate from High School or complete the GED.*
3. *Complete the CPCC College Admission Application.*
Applications are available online at www.cpcc.edu or at any of the CPCC campus locations. Designate the Medical Assisting Holding Code (A55280M) as the program of interest on the College Admission Application.
4. *Request an external official copy or copies of high school/GED and college transcripts be sent to CPCC Student Records, PO Box 35009, Charlotte, NC 28235-5009.* Transcripts are processed in the order of which they are received. Please allow up to four weeks for processing. You will be notified via your CPCC student email when the evaluation is completed.
5. *If your high school or college transcripts are not from the United States, you will need an International Transcript Evaluation reviewed by an agent outside of Central Piedmont Community College.* A list of [International Evaluators](#) is available in the Counseling Department in the Central High Building on the CPCC Central Campus or through the [National Association of Credential Evaluating Services \(NACES\)](#) website. There is a fee for this service.

Required Testing

1. Take [required Math and English Placement testing](#) at a CPCC Testing Center (704-330-6886). Students with college credit for English and Algebra may be exempt from the English and Math Placement tests as determined by the CPCC Transcript Evaluator. All students must meet with an academic advisor to review placement test scores. If you have questions on whether you need to take a placement test, please meet with an academic advisor or counselor.
2. Must have proficiency to key (type) at 30 or more words per minute with 80% accuracy. Testing dates and locations can be found on the [CPCC Medical Assisting website](#). The typing test will be waived for students that have completed OST 131 with a grade of "C" or better. Attach a copy of your score

Required Coursework

If required based on placement tests or high school GPA score, complete all required Developmental Studies Courses (DRE 098 & DMA 050) with a grade of "C" or better.

Get a Head start!

Courses such as ENG 111, COM 110 or 231, MED 110, and MED 121 can be taken prior to application submission and acceptance into the Medical Assisting program.

Students requesting MED prefix course transfer credits from other CAAHEP accredited programs will be asked to show proficiency through competency testing for MAERB Cognitive, Psychomotor and Affective Domains. If the student is unable to show competency in the Cognitive, Psychomotor and Affective Domains for the requested transfer course, the course will need to be repeated in the CPCC Medical Assisting program.

III. Medical Assisting Program Admission Requirements

Points are earned from the following areas:

1. Attendance at a Medical Assisting Information Session or Health Careers Open House
2. Past Academic Performance
3. Current Provider Level CPR certification from American Heart Association or American Red Cross

The points will be recorded on the application form on [page 4](#). Application must be fully completed (typed, not hand-written) and submitted along with the other supporting documents.

Questions about the Admissions Process?

- Contact Nazirah Pearson, Admissions Specialist by email at medical.careers@cpcc.edu or by phone at 704-330-6958.

IV. Acceptance Into the Program

Upon acceptance into the Medical Assisting program, students are required to:

- Submit results of a North Carolina and/or national criminal background check at their own expense.
- Students must also complete a medical exam, provide record of immunizations, show proof of medical insurance and carry CPCC's accident insurance.
- Current Provider Level CPR certification from American Heart Association or American Red Cross must be completed by the end of the first semester of the program.

The required forms are available at the MA Program Website and will be discussed at the mandatory Medical Assisting Orientation session for students who are accepted into the program.

- After acceptance and enrollment in the program, students are required to take all courses as scheduled and sequenced. This is considered a lockstep sequence program.
- Students entering or re-entering the Medical Assisting program must successfully re-take any MED courses taken 5 or more years prior to entry or re-entry point.

V. Medical Assisting Program Application Form

Student Identification

Complete shaded areas with all information currently available.

First Name		Last Name		CPC Student ID	
Street/Apt					
City		State		ZIP	
Home Phone		Cell Phone		CPC Email	
Full Time Track (Fall and Spring start)		Part Time Track (Fall Semester start only)		Part Time if Full Time Not Available	

Scores

Record scores for Items 1-3 in shaded areas with all information currently available according to the instructions below.

Item				Points Earned	Points Possible
1. Attendance Medical Assisting Information Session or Health Careers Open House					
	Date attended		(will be verified by sign-in sheet at information session by admissions specialist)		(2)
2. CPR Points	Current Provider level CPR from American Heart Association or American Red Cross		(Note: Attach copy of CPR card with application)		(2)
3. Past Academic Performance 1. Only 4 completed courses from the list may be selected to convert to points. 2. The four courses may include high school or college courses or may be a combination of both. 3. Course points computation (A=5 pts; B=3 pts; C=1 pt.) Highlight grades used on transcript (No substitutions allowed.)	ENG 111 or ENG 112/113/114				(20 points total)
	MAT 143 or higher				
	COM 110 or 231				
	MED 110 or MED 121				
	CIS 110				
	High School English (highest level completed)				
	High School Algebra (highest level completed)				
	High School Biology (highest level completed)				
	High School Other Science (highest level completed)				
HSC 110 or HSC 140					
Total Application Points					(24)

Essential Functions

I certify that I read and meet the requirements of the [Essential Functions document](#).
(Check box at the right)

Reset

To clear all fields, select button to the right.
This will erase all of your entries in this form.

VI. Application Submission

Check Your Application for Completion

1. Type all information on the Program Application Form ([page 4](#)) and print.
2. Read, print, and be sure you are able to sign the CPCC Medical Assisting Essential Functions Document found on the website. Check the box that you have read and are able to meet these functions.
3. Secure the following documents to the application:
 - a. Completed placement tests and developmental courses if required
 - b. Verification CPR
 - c. Attach a copy of keyboarding results to your application

Submit the Completed Application

Submit on or before the deadline date as follows:

- Drop Box

Deposit in the labeled drop box located on the third floor of the Health Careers building on the [Central Campus](#), Room # 3545 (across from the elevators) Or

- Mail to: Nazirah Pearson, Admissions Specialist
Attn: Medical Assisting
CPCC Central Campus, Belk/Health Careers Building
PO Box 35009
Charlotte, NC 28235-5009

Or

- E-mail to: Nazirah Pearson at medical.careers@cpcc.edu

Scan application page 4 and all additional documents to include as an attachment if emailing.

Questions about the Admissions Process?

- Contact the Admissions Specialist at medical.careers@cpcc.edu or [schedule an appointment](#) to meet with the Admissions Specialist for this program.