



## Medical Assisting Program Application for Admission

**Legal Name:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

**Address:**

Street \_\_\_\_\_ S#: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ Alt. Telephone # \_\_\_\_\_

**Personal Email:** \_\_\_\_\_ **Student Email:** \_\_\_\_\_

If there is a change in address or phone number, written notice must be made to PCC Admissions Office and to the Medical Assisting program.

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**Application Checklist**

Before submitting application, please ensure that the following is complete.

- |   |  |
|---|--|
| <input type="checkbox"/> Application to Pueblo Community College submitted    | <input type="checkbox"/> Essential Function forms-signed           |
| <input type="checkbox"/> Completed PCC Medical Assistant program application  | <input type="checkbox"/> Estimated Program Costs Admission- signed |
| <input type="checkbox"/> College transcripts and/or placement scores attached | <input type="checkbox"/> Criminal Background Offenses-signed       |

**PROGRAM PERQUISITES**

Indicate score, grade or other college level course completed with a "C" or above.

	Reading	English	Math
<b>Placement Scores</b>	Score _____ (RC 80+ or greater)	Score _____ (SS95+ or greater)	Score _____ (EA 61+ or greater)
or			
<b>College Course</b>	_____ <i>(example CCR 092 or higher, ENG 121)</i>	_____ <i>(example CCR 092 or higher, ENG 121)</i>	_____ <i>(example MAT 050 or higher, MAT 103)</i>

**Return Application form to MT 176 or mail to:**

St. Mary Corwin Hospital  
Receiving Department  
Attn: Kathy Maurello, 6<sup>th</sup> Floor 6325  
1008 Minnequa Ave  
Pueblo, CO. 81004

**NOTICE OF NON-DISCRIMINATION STATEMENT**

Pueblo Community College is an equal-opportunity educational institution which does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA.

# Medical Assistant Program Application Requirements

## Application Instructions:

1. Applications are available from November 1<sup>st</sup> through April 1<sup>st</sup> of every year. Deadline may be extended if openings are available, check with department chair.
2. Place your initials in the space provided to indicate that you have read and understand the following statements.

\_\_\_\_\_ **(Initial)** Only complete applications (with transcripts and/or placement scores attached) will be considered.

\_\_\_\_\_ **(Initial)** Qualified applicants will be admitted on a first come, first served basis, contingent upon seat availability

\_\_\_\_\_ **(Initial)** Completion of this form does not constitute admission to the program. Students will be notified by phone and/or letter if they are accepted or denied acceptance into the program.

\_\_\_\_\_ **(Initial)** It is the applicant's responsibility to assure that their phone number and address are current.

\_\_\_\_\_ **(Initial)** If applicant does not respond back with acceptance letter by the dedicated date, and/or two (2) phone/email contacts, the next eligible applicant will be contacted.

\_\_\_\_\_ **(Initial)** All student's acceptance is conditional pending results of a mandatory background check and drug screen. Information regarding this process will be mailed to the applicant.

\_\_\_\_\_ **(Initial)** I understand that this program requires time outside of class to complete clinical requirements for this certificate/degree. Students are responsible for having reliable transportation to class/ clinical.

\_\_\_\_\_ **(Initial)** I agree to the Estimated costs for the Medical Assistant Program, and the costs are at the student's expense:

\_\_\_\_\_ **(Initial)** Program Orientation is **mandatory**. This date will be mailed to the applicant.

\_\_\_\_\_ **(Initial)** I have read and understand the instructions and process for admissions into the Medical Assisting Program. I have not withheld information that would affect my acceptance into the program. To the best of my knowledge and belief, the information I have given is correct and can be verified.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PCC Received by

\_\_\_\_\_  
Date

## Medical Assistant Essentials Functions

Essential skills are all nonacademic criteria that are essential to participate in the program / courses. These technical standards should include personal and professional attributes, skills, knowledge, physical, medical, safety, and other requirements that an individual must meet in order to be successful in the programs/courses.

**Visual acuity:** Visual acuity sufficient to assess environments and to follow written instructor direction

**Examples of relevant activities:**

- Collect data from recording equipment and measurement devices
- Detect a hazard in lab area and initiate emergency action
- Read fine print in varying levels of light

**Auditory Ability:** Auditory ability sufficient to assess the classroom environment and to follow instructor's directions

**Examples of relevant activities**

- Detect sounds
- Detect audible alarms e.g. monitors, fire alarms, call bells
- Communicate clearly in classroom discussions

**Olfactory Ability:** Olfactory ability sufficient to assess environmental odors

**Tactile Ability:** Tactile ability sufficient to detect physical sensations

**Examples of relevant activities**

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices
- Feel vibrations such as palpate pulses
- Feel differences in sizes and shapes in order to identify proper landmarks
- Feel differences in skin surface characteristics such as skin turgor or rash

**Fine Motor Skills:** Fine motor skills sufficient to perform psychomotor skills integral to program requirements

**Examples of relevant activities**

- Accurately place and maintain position of equipment
- Record data with a pen on graphic and other flow sheets.
- Operate a computer
- Handle small, delicate equipment/objects without extraneous movement, contamination or destruction
- Coordinate hand/eye movements

**Gross Motor Skills:** Gross motor skill sufficient to provide the full range of safe and effective program activities

**Examples of relevant activities**

- Stand and maintain balance while transferring equipment (or patients for healthcare)
- Reach below the waist and overhead
- Walk without a cane, walker or crutches in order to maintain a safe environment or operate necessary equipment
- Maneuver in small areas such as an exam / lab room

## Medical Assistant Essentials Functions (cont.)

**Strength and Mobility:** Strength and mobility sufficient to perform program procedures

### Examples of relevant activities

- Assist in the transfer of patients safely on or off of exam tables, from standing or sitting positions
- Lift or move objects, pull or push objects, and maintain a “medium activity level” as defined by the State of Colorado Department of Insurance Index of Occupational Characteristics. This includes lifting pounds of weight and/or frequently lifting or carrying objects weighing amounts listed from the PACCHOM essential functions

**Physical Endurance:** Physical endurance sufficient to complete assigned work over a specified time period. Must be able to perform with acceptable speed reflected by ability to carry out the usual program assignment for a particular point in the program / course within the allotted time.

**Ability to Communicate, Comprehend, Read and Write English:** Ability to communicate, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication with individuals respecting social, cultural and spiritual diversity.

### Examples of relevant activities

- Give clear oral reports
- Read graphs
- Read and understand English printed documents
- Write legibly
- Be able to communicate effectively on the telephone

**Behavioral Stability:** The student must possess skills and experience necessary for effective and harmonious relationships in diverse learning environments.

### Examples of relevant activities

- Deal with the unexpected
- Handle strong emotions
- Be flexible with changing environments and schedules in both class and lab & clinical setting
- Be able to work in close quarters with other students and faculty or healthcare workers
- Focus attention on task
- Monitor own emotions and be able to keep emotions under control

**Cognitive Ability and Critical Thinking Skills:** Cognitive ability and critical thinking skills to collect, analyze, and integrate information and knowledge to make judgments and decisions that promote learning outcomes in the healthcare setting.

### Examples of relevant activities

- Identify cause-effect relationships
- Sequence or cluster lab findings
- Process information thoroughly and quickly to prioritize tasks
- Demonstrate skills of recall using both long and short term memory, inferential reasoning, predicting possible outcomes, application of knowledge, and evaluation of predicted outcomes at appropriate level for point in program / course.



**Health Professions Division**

\_\_\_\_\_ I have read and I understand the Physical Performance Standards (Essential Functions) specific to the occupation of Medical Assistant.

\_\_\_\_\_ I have the ability to meet the Physical Performance Standards as specified.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

The Americans with Disabilities Act bans discrimination of persons with disabilities and in keeping with this law, PCC makes every effort to insure quality education for all students. It is our obligation to inform the students of the essential functions demanded by this program and occupation. Students requiring accommodations or special services to meet physical performance standards of the Medical Assistant program should contact the Counseling, Career and Transfer Services office.

I require the following accommodations to meet the physical Performance Standard as specified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

PCC is an Affirmative Action/Equal Opportunity Institution and complies will all requirements of the Americans with Disabilities Act.

Accommodations for students with handicaps are made through the Counseling, Career and Transfer Services office. This department works with the program faculty to provide appropriate accommodations for students with disabilities.

**Medical Assistant Program**  
**2017-2018 Estimated Cost Information**

<b>Fall Semester</b> (16 credits)	<b>Resident with COF</b>	<b>Resident without COF</b>	<b>Non-Resident</b>
<b>Background Check &amp; Drug Screen</b>	<i>Needs to be completed prior to being accepted into the program</i>		
	\$66.20	\$66.20	\$66.20
<b>Tuition &amp; Fees</b>	\$3826	\$5023	\$6751
<b>Medical Assistant Course fees</b>	\$10	\$10	\$10
<b>Books</b>	\$350	\$350	\$350
<b>Immunizations</b>	\$685	\$685	\$685
<b>CPR Class</b>	\$35	\$35	\$35
<b>Malpractice Insurance</b>	\$10	\$10	\$10
<b>Health ID Badge</b>	\$4	\$4	\$4
<b>Scrubs</b>	\$20+	\$20+	\$20+
<b>Shoes</b>	\$40+	\$40+	\$40+
<b>Watch</b>	\$20+	\$20+	\$20+
<b>TOTAL</b>	\$5066.20	\$6263.20	\$7991.20

<b>Immunization cost from PCC Health Clinic</b>	
TB/PPD	\$15 x 2 = \$30
TDAP	\$60
MMR	\$85 x 2 = \$170
MMR titer	\$85
HEP B	\$75 x 3 = \$225
HEP B titer	\$50
Varicella titer	\$50
Influenza	\$15
<b>Total</b>	<b>\$685</b>

<b>Spring Semester</b> ( 16 Credits)	<b>Resident with COF</b>	<b>Resident without COF</b>	<b>Non-Resident</b>
<b>Tuition &amp; Fees</b>	\$3066	\$4266	\$8671
<b>Medical Assistant Course fees</b>	\$25	\$25	\$25
<b>Books</b>	\$500	\$400	\$400
<b>Stethoscope</b>	\$25+	\$25+	\$25+
<b>TOTAL</b>	\$3616	\$4716	\$9121

<b>Summer Semester</b> ( 6 Credits)	<b>Resident with COF</b>	<b>Resident without COF</b>	<b>Non-Resident</b>
<b>Tuition &amp; Fees</b>	\$1108	\$1558	\$3358
<b>Medical Assistant Course fees</b>	0	0	0
<b>Books</b>	\$100	\$100	\$100
<b>National Exam</b>	\$120	\$120	\$120
<b>TOTAL</b>	\$1328	\$1778	\$3578

The above information is based on the most reliable information at time of printing. The cost estimates are based on those incurred for a full-time student. Costs estimated do not include remedial or prerequisite/general education courses and are subject to change without notice.

I have read and understand the above estimated costs for the Medical Assistant Program

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Disqualifying Criminal Offenses

**NOTICE:** Passing the background check and drug screening for admission and continuation in any PCC Health and Public Safety program does not guarantee that a graduate will pass the background check and/or drug screening for licensing or employment

An applicant will be disqualified based on the following guidelines:

- Any violent felony convictions of homicide (no time limit).
- Crimes of violence (1<sup>st</sup> or 2<sup>nd</sup> degree assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders (no time limit).
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case by case basis. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college applied at. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.

Once accepted into the program, students will be required to complete a background check. If at any time during the process it is determined that the student has been convicted of any of the above offenses, they will be denied admittance to the program.

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Print Name

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Signature

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Date