

Activity	Never 0-5%	Rarely 5-10%	Sometimes 10-40%	Frequently 40-75%	Always 75-100%
Depth Perception: 3-Dimensional					
Vision Distance Judgment				X	
Sharpness of Vision/Focus					X
Color Vision				X	
Field of Vision: Entire Scope of Vision/Peripheral				X	
Environmental Conditions: Inside					X
Outside	X				
Both	X				
Dust		X			
Fumes			X		
Hazards: Bio-Hazardous Material				X	
Blood and Body Fluids				X	
Chemical Exposure			X		
Chemotherapy	X				
Electrical			X		
Infectious Diseases				X	
Mechanical			X		
Radiation		X			
Sharps				X	
Other (List/Describe)					
Frequency of Safety Goggle/Shield Usage				X	
Frequency of Glove Usage				X	
List any other outstanding physical requirements not previously mentioned.					

The Vance-Granville Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street, Clearwater, FL 33756, (727) 210-2350

**Questions? Please contact:**  
**Admissions Office**  
**Vance-Granville Community College**  
**P.O. Box 917**  
**Henderson, N.C. 27536**  
**(252) 492-2061, ext. 3343**  
**or (252) 738-3343**  
**[www.vgcc.edu](http://www.vgcc.edu)**

Vance-Granville Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas, and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Vance-Granville Community College. The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. Vance-Granville Community College is an equal opportunity, affirmative action institution. The college serves all students regardless of race, creed, color, age, sex, national origin, or disabling conditions. Vance-Granville Community College is a Tobacco-Free College.

# MEDICAL ASSISTING



## MISSION STATEMENT

The mission of the Medical Assisting program at Vance-Granville Community College is to impart knowledge, clinical competency and integrity to its students which will positively impact their patients, community, and profession upon graduation. This one-plus-one, comprehensive program will offer students the opportunity to learn medical, administrative and clinical skills and earn a Diploma or an Associate in Applied Science degree in Medical Assisting. In cooperation with community medical facilities who will serve as externship clinical sites, the program will prepare its graduates for a rewarding entry-level career in Medical Assisting and prepare the graduate for the national certification exam.

## ADMISSION POLICY

Students are admitted to the Medical Assisting Program (A45400) in accordance with policies set by Vance-Granville Community College. Each applicant is required to meet the minimum admission eligibility requirements as set by the College. Meeting minimum eligibility requirements does not guarantee admission into the program.

**The selection process for this program is four steps: (Step I) Getting Started; (Step II) Eligibility Requirements must be met before consideration for the Medical Assisting Program; (Step III) Point Allocation, and (Step IV) Acceptance Status is determined April 2, 2012.**

**The deadline for the completed eligibility requirements checklist (as outlined in Step II) is March 30, 2012, to be considered for the Fall 2012 entry. The primary selection date will be April 2, 2012. Applications will continue to be processed until the program has reached capacity.**

**NOTE: This program is offered at the Franklin County Campus in Louisburg. Applicants found guilty of a criminal offense may not be eligible to take the CMA certification examination.**

### Step I: Getting Started

Apply to Vance-Granville Community College. Designate desired program of study. Applicants will be placed into a Pre-Health Curriculum (Associate in General Education-General Science A10300S), until selected into a program.

### Step II: Eligibility Requirements

- Attend an admissions information session on the Franklin County Campus or complete an information session online.
- The Admissions Office must receive the official transcripts of high school graduation or equivalency and all post-secondary transcripts.
- (a) Completion of either the ASSET or COMPASS Placement Test as scheduled by Student Affairs, with scores that must meet the requirements designated by the college for enrollment into ENG 111, MAT 80 and exemption from RED 90.

OR

(b) SAT*	Verbal.....	500	ACT*	Read.....	19
	Math.....	500		Math.....	19
	Writing.....	500		Eng.....	19

\*Only if scores are less than 5 years old at the time of application.

OR

(c) Transfer Credit for ENG 111 and MAT 115 or equivalent courses.

OR

(d) Successful completion of the following developmental courses within the last 5 years: ENG 90, RED 90 and MAT 70

4. Evidence of successful completion of high school or basic post-secondary biology course with a grade of "C" or better.
5. A grade of "C" or better is required on all general education and related courses and a cumulative GPA of 2.0 or higher to be accepted into the Medical Assisting Program. Eligible college credit completed over ten(10) years prior to the semester in which the student is admitted will not be transferable unless the applicant has completed that coursework as part of a completed associate degree or higher. **BIO courses will only transfer if less than ten (10) years old as of most recent date of application.**
6. The eligibility checklist must be completed and signed by the student's advisor by March 30, 2012.

**Step III: Admission Points Allocation**

The following items will be used to calculate points toward selection into the program.

- County of residence – (Vance, Franklin, Warren, or Granville) .....10 points

**OR**

Students not receiving the 10 points for county of residence may take at least 75% of the general education requirements (24 credits) for MA at VGCC before selection.....5 points

- Completion of a health related field with a clinical component.....5 points

- Points earned for course performance/completion will be earned as follows:

<u>Grade</u>	<u>Points</u>
C .....	3
B .....	5
A .....	10

ENG 111	OST 131	BIO 163
ENG 114 (ENG 112 OR 113 may also be accepted)	OST 136	
CIS 111 (CIS 110 may also be accepted)	PSY 150	
CTS 130	PSY 241	
HUM/Fine Arts *	MAT 115 (MAT 121, 140, 151, 161, 171, 172)	

\*Foreign language courses must be at the 200 level in order to meet the Humanities elective.

**NOTE:** Any incoming student transferring a biology course from any other school must submit an official transcript. **BIO 168 and BIO 169 may be substituted for BIO 163 only if the series is completed prior to enrollment into the Medical Assisting Program.** However, BIO 163 is preferred for this program. **BIO courses will only transfer if less than ten (10) years old as of most recent date of application.**

- Continuous full-time employment in medical field, 1 or more years.....10 points
- Continuous full-time employment in medical field, 6 months to 1 year.....5 points
- Continuous part-time employment in medical field, 6 months or more.....3 points

- Points for high school, GED or AHSD (Adult High School Diploma)

<u>GED Scores</u>	<u>High School QPA</u>	<u>AHSD</u>	<u>Points</u>
240-260	2.0 — 2.99	2.0 — 2.99	3
261 and above	3.0 — 4.00	3.0 — 4.00	5

**RISK HAZARDS/PHYSICAL JOB DEMANDS QUESTIONNAIRE**

**Medical Assisting**

<b>Activity</b>	<b>Never 0-5%</b>	<b>Rarely 5-10%</b>	<b>Sometimes 10-40%</b>	<b>Frequently 40-75%</b>	<b>Always 75-100%</b>
Standing				X	
Walking				X	
Sitting				X	
Lifting — 10 lbs. maximum				X	
20 lbs. max. up to 10 lbs. frequently			X		
50 lbs. max. up to 25 lbs. frequently			X		
100 lbs. max. up to 50 lbs. frequently		X			
100 lbs., 50 lbs. or more frequently		X			
Pushing/Pulling — 10 lbs. maximum				X	
20 lbs. max. up to 10 lbs. frequently				X	
50 lbs. max. up to 25 lbs. frequently			X		
100 lbs. max. up to 50 lbs. frequently		X			
100 lbs., 50 lbs. or more frequently		X			
Balancing			X		
Stooping			X		
Kneeling			X		
Crouching		X			
Crawling	X				
Twisting		X			
Bending			X		
Reaching: Overhead			X		
In Front of Body					X
Handling					X
Fingering				X	
Feeling				X	
Talking: Ordinary					X
Other (Describe) Verbal Instructions				X	
Hearing: Ordinary Conversation					X
Other Sounds (Describe) Pt. Sounds				X	
Vision/Acuity: Near, 20 in. or less					X
Far, 20 ft. or more				X	

**OVER**

**Medical Assisting Curriculum  
Diploma/Associate in Applied Science**

<u>Course No.</u>	<u>Course Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
<b>Fall Semester (First Year)</b>					
**MED 110	Orientation to Medical Assisting	1	0	0	1
**MED 118	Medical Law & Ethics	2	0	0	2
**MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
BIO 163	Basic Anatomy & Physiology	4	2	0	5
OST 131	Keyboarding	1	2	0	2
CIS 111	Basic PC Literacy	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
	<b>TOTAL</b>	<b>13</b>	<b>8</b>	<b>0</b>	<b>17</b>
<b>Spring Semester (First Year)</b>					
**MED 122	Medical Terminology II	3	0	0	3
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures	3	4	0	5
MED 272	Drug Therapy	3	0	0	3
ENG 111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>TOTAL</b>	<b>16</b>	<b>10</b>	<b>0</b>	<b>21</b>
<b>Summer Semester (First Year)</b>					
MED 260	Clinical Externship	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>TOTAL</b>	<b>4</b>	<b>0</b>	<b>15</b>	<b>9</b>
	<b>TOTAL</b>				<b>47</b>
<b>— Students are eligible to apply for a Diploma after successful completion of above classes —</b>					
<b>Fall Semester (Second Year)</b>					
MED 270	Symptomatology	2	2	0	3
**MED 232	Medical Insurance Coding	1	3	0	2
MED 264	Medical Assisting Overview	2	0	0	2
OST 136	Word Processing	1	2	0	2
HUM	Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>TOTAL</b>	<b>9</b>	<b>7</b>	<b>0</b>	<b>12</b>
<b>Spring Semester (Second Year)</b>					
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
CTS 130	Spreadsheets	2	2	0	3
PSY 241	Developmental Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>TOTAL</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>12</b>
<b>TOTAL</b>					<b>74</b>

\* Foreign language courses must be at the 200 level in order to meet the Humanities elective.

\*\* Students may enroll in these classes without being accepted into the Medical Assisting Program.

**Step IV: Acceptance Status**

- Accepted (pending completion of items on page 3, IMPORTANT (A. 1&2))
- Not Accepted

- NOTES:**
1. Any student completing the eligibility checklist but not admitted into the program this year must complete a new eligibility checklist for entry into the Medical Assisting Program for the next year if interested.
  2. It is mandatory for a student to inform the Admissions Office of any changes occurring since the date of application in order for corrections to be made to phone number, address, etc.
  3. During the admissions process, every student's program-specific GPA must remain at or above 2.0. After acceptance into the program, a grade of "C" or better is required for all classes.
  4. All indebtedness to the college must be paid in full to be considered for the Medical Assisting program.
  5. Completion of all requirements for admission does not guarantee acceptance into the Medical Assisting program.
  6. Any transfer credit for Medical Assisting (MED) classes must be approved by the Program Head. All other transfer credit policies as outlined in the VGCC catalog apply.
  7. When there is a tie in total points, students will be accepted in the order they apply.

**— IMPORTANT —**

**A. If accepted into the Medical Assisting Program, the following two items must be completed and received by the Program Head of the Medical Assisting Program no later than May 18, 2012. Failure to submit both items by the deadline will forfeit your acceptance.**

1. Evidence of current Cardio-Pulmonary Resuscitation (CPR) certification, which includes infant, child, adult and the Heimlich Maneuver (Health Care Provider). No online courses will be accepted.
2. Completed VGCC medical form and physical exam. (Forms may be picked up from the Health Education Advisor).

Students in Medical Assisting Program at VGCC are responsible for keeping their medical information and CPR certification updated and current. This includes TB tests, TD booster, etc. Any violation of these may result in dismissal from the program.

**B. All students accepted into the Medical Assisting Program may be subjected to a criminal background check and/or fingerprinting. Fees will be the responsibility of the student. Certain criminal activity, as evidenced by a criminal background check, may disqualify a student from clinical participation.**

**C. Clinical sites may, at their discretion, require a drug screening prior to allowing students into the clinical setting. Any fees will be the responsibility of the student. Testing positive on the drug screening, or evidence of tampering with a specimen, will disqualify a student from participation from the clinical assignment.**

**D. Please be aware that failure to participate in a clinical assignment based on either the drug screening or criminal background check will result in dismissal from the Medical Assisting Program.**

# VGCC MEDICAL ASSISTING PROGRAM ELIGIBILITY CHECKLIST

The deadline for receipt of completed eligibility requirements checklist by Admissions is March 30, 2012, to be considered for the Fall 2012 entry. **The checklist must be reviewed and signed by a counselor/advisor confirming completion by March 30, 2012.**

## STEP I

Vance-Granville Community College application stating your desired major of study, received by admissions.

Date \_\_\_\_\_

## STEP II – ELIGIBILITY REQUIREMENTS

1. Attend an admissions information session on the Franklin County Campus or complete an information session online.

A) Sessions offered at the Franklin County Campus are as follows:

DAY	DATE	TIME	TO	TIME	BUILDING	ROOM
Wednesday	June 8, 2011	5:30		7:30	Franklin CC	TBA
Saturday	September 24, 2011	10:00		Noon	Franklin CC	TBA
Wednesday	October 26, 2011	3:00		5:00	Franklin CC	TBA
Thursday	December 8, 2011	3:00		5:00	Franklin CC	TBA
Wednesday	March 28, 2012	5:30		7:30	Franklin CC	TBA

**NOTE: IF THE SCHOOL IS CLOSED FOR INCLEMENT WEATHER THE SESSION IS CANCELLED.**

**OR**

- B) Complete the information session online by going to [www.vgcc.edu](http://www.vgcc.edu) and click on “Moodle,” where you will use your WebAdvisor user name and password to log in and view the presentation.

**Date completed** \_\_\_\_\_

2. The Admissions Office must receive official transcripts of high school graduation or equivalency and all post-secondary transcripts.

**Date checked for completion** \_\_\_\_\_

3. Completion of placement test or waiver of the placement test with scores that meet the requirements designated by the college for enrollment into ENG 111, MAT 080 and exemption from RED 090. Requirements are listed on the admissions brochure.

**Date completed** \_\_\_\_\_

4. Completion of high school or basic post-secondary biology with a grade of “C” or better.

**Date reviewed** \_\_\_\_\_

5. Courses specific to the Medical Assisting Program as of January 1, 2012, will be counted in the grade point average. Transfer grades will also be included in the calculation of GPA.

CLASS	GRADE	CREDITS	X	QUALITY POINTS	=	TOTAL
ENG 111	_____	3	X	_____	=	_____
ENG 114	_____	3	X	_____	=	_____
PSY 150	_____	3	X	_____	=	_____
PSY 241	_____	3	X	_____	=	_____
BIO 163	_____	5	X	_____	=	_____
OR						
BIO 168 & 169	_____	4	X	_____	=	_____
	_____	4	X	_____	=	_____
OST 131	_____	2	X	_____	=	_____
OST 136	_____	2	X	_____	=	_____
CIS 111	_____	2	X	_____	=	_____
OR						
CIS 110	_____	3	X	_____	=	_____
CTS 130	_____	3	X	_____	=	_____
MAT 115	_____	3	X	_____	=	_____
OR						
MAT EQIV	_____	3	X	_____	=	_____
HUM	_____	3	X	_____	=	_____
<b>TOTAL:</b>	Quality Points _____		÷	Credits _____	=	_____

Program-specific GPA: \_\_\_\_\_ Date figured: \_\_\_\_\_ (must be 2.0 or higher)

This checklist must be signed by the student and advisor, and received by the Admissions Department no later than March 30, 2012, to be considered for Fall 2012 acceptance into the program.

I, \_\_\_\_\_ Student I.D.# \_\_\_\_\_  
*Student's Full Name (Please Print)*

agree that the following information has been submitted and is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only:**

The checklist has been reviewed and the above student has completed eligibility requirements.

Advisor Signature \_\_\_\_\_ Date Completed \_\_\_\_\_

Date received by Admissions \_\_\_\_\_