



UtahStateUniversity[®]

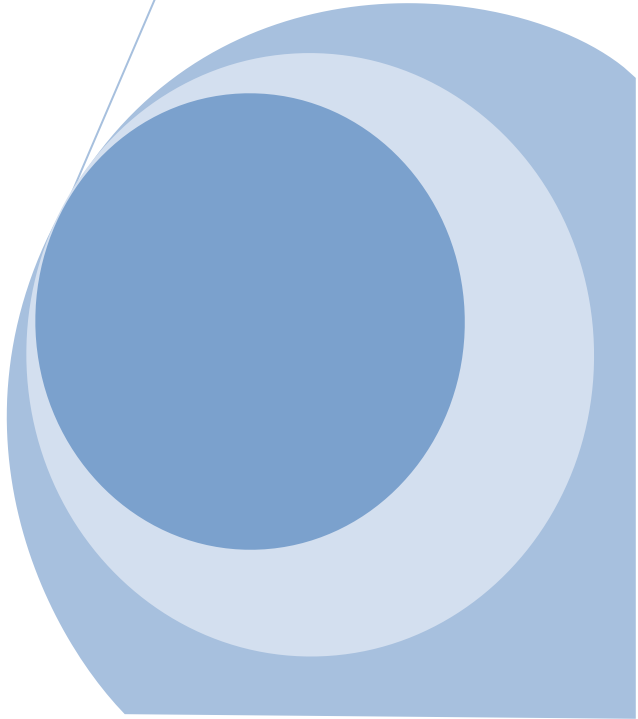
HEALTH PROFESSIONS



FALL SEMESTER 2024 ONLY

MEDICAL ASSISTANT PROGRAM

Application and Information Packet
HEALTH PROFESSIONS
DEADLINE: First Friday of August (For fall semester)



Health Professions Program at Utah State University

Medical Assistant

The Medical Assistant Program is a certificate program that can be completed in two semesters, once the required prerequisites are completed. The program prepares and trains individuals for a career in health care. Medical Assistants can seek employment with health care providers in offices or other medical settings in both the administrative and clinical procedures. Students receive a Certificate of Completion from Utah State University upon completion of academic coursework and clinical experience. The Medical Assistant Program is an accredited program with the Accrediting Bureau of Health Education Schools (ABHES). Upon the successful completion of coursework, students will be required to sit for and pass the RMA (AMT) certification examination, or CMA (AAMA) certification examination. The USU Medical Assistant Program complies with the national requirements for Medical Assistants. Students successfully completing the program will be well prepared for a career in Medical Assisting. This course is delivered in a blended delivery system. Please note that distance education students enrolled in the Medical Assistant Program have no additional admission requirements or fees.

Medical Assistant Entrance Requirements

Utah State University has an open admission policy. Applicants will be admitted without regard to race, color, religion, sex, national origin, age, disability, or veteran's status. In addition, discrimination on the basis of sexual orientation for employees in all aspects of employment and for students in academic programs and activities is prohibited. High school graduation or GED is required to be accepted into the program. Acceptance into this program will be by the application process.

Admissions Procedures (2-STEPS)

- 1. STEP ONE:** As a perspective student, you must first apply for admission to become a Utah State University student. To be officially admitted to USU as a student, an applicant must submit the following:
 - A. A completed [Application for Admission](#).
 - B. A \$50 nonrefundable application fee (**NON-RESIDENTS ONLY**).
 - C. Official high school transcript or GED
 - D. Official ACT or SAT scores (optional)
 - E. Concurrent enrollment transcripts

All students entering the MA Program will submit a declaration of the MA major through the Application for Admission. Students desiring to change their majors after acceptance are required to complete a change of major form at the Admissions and Records Office.

Notification of acceptance and resident status will be sent from the Health Professions Department Chairperson. If a student's application is incomplete at the time of registration, the student will not be admitted to the program. Students applying for financial aid must be high school graduates or GED recipients, and be matriculated before receiving aid.

Returning Students

A student who has been away for more than three years must submit a new application for admission. Those who have attended other colleges or universities in the interim will be asked to submit transcripts of all college credits.

Enrollment Prior to High School Graduation

An academically-qualified high school student who wishes to enroll at USU Eastern, USU Blanding, or USU Moab must fill out a Concurrent Enrollment-Early College form as well as a Student Acknowledgement & Parental Consent Agreement form. **Students may work concurrently on high school classes and the college courses required for acceptance into the MA Program while still in high school.**

Transfer Students

A transfer student from another college or university must submit the following:

1. A completed USU [Application for Admission](#).
2. A \$50 one-time nonrefundable application fee (NON-RESIDENTS ONLY).
3. Official transcripts of all previous college work. (Official transcripts must be sent directly from the previous school. Hand-carried transcripts will not be accepted.)
4. A transfer student cannot transfer credits with D or E (F) grades or credits from developmental or remedial courses. **Grades of C or better will be allowed for all classes required for the Program. Credits from remedial classes will not be accepted.**
5. The student must be in good standing and eligible to re-enroll at the college or university where they were most recently registered.
6. Transfer students will not be matriculated until official transcripts of all high school previous college or university work are submitted to USU Eastern Price, USU Moab, or USU Blanding.

Students with Disabilities

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires reasonable accommodation, that student should contact the Disability Resource Center (DRC) for information on appropriate policies and procedures. Students may contact the DRC to determine if they qualify for accommodations. Disabilities covered by ADA may include learning, sensory, emotional, physical, or medical impairments. Students may call directly to the USU DRC at 1-435-797-2444. Students should contact the DRC as early in the semester as possible.

2. STEP TWO: To apply to the MA Program once you have become a USU student you must:

A. Complete the Surgical Technician Application online

Marla Palomares Ruiz, Advisor for Health Professions
Utah State University Blanding/Moab Campus
HSL Building Room 201B
576 West 200 South Blanding, UT 84511
(You may mail applications to this address)
435-678-8221
marla.palomaresruiz@usu.edu

OR

Danyan Powell, Advisor for Health Professions
Utah State University Eastern Campus
451 East 400 North, One-Stop Building Room 111
Price, UT 84501
435-613-5351
danyan.powell@usu.edu

- B. Students must have a minimum **GPA of 3.00 for admittance** into the program and **maintain a 2.67 GPA throughout the program**
- C. **Advising** - Students interested in the MA Program must complete a MA Program Application, be accepted, and provide all required documents **PRIOR** to registering for classes.
- D. **Program costs** – Students are responsible for tuition, course fees and student fees. For information on tuition, course fees and student fees, please visit:
https://www.usu.edu/budget/files/tuition_and_fees/2024-25-usu-tuition-fee-schedule.pdf
 (Scroll down to Statewide Campuses (Blanding, Price, Moab))
- E. **Registration Date and Time** - Please visit the USU Eastern, USU Blanding, or USU Moab Website for registration information.
- F. **Background Check** - The background check must be ordered and/or uploaded to your Compliance Tracker packet through CastleBranch. Please use this link:
<portal.castlebranch.com/ut61> *A fee will be charged.*
- G. **Drug Screen** - Students on Blanding campus ONLY must visit with the Health Professions Staff Assistant at the Health Professions Building, 344 West 800 North, to complete the Drug Screen. For USU Eastern students and USU Moab students, please see your Health Professions advisor for the drug screening process.
- H. **Required Immunizations** - All immunizations below are required. All records must be complete and on file with Program Director **PRIOR** to beginning your program:
- Hepatitis B**
- Provide written evidence from your healthcare provider or immunization record indicating the three (3) dates you have received the vaccine series, **AND**
 - Provide written documentation of titer results as “Reactive.”
- Tuberculosis**
- 2-step TST (two separate Tuberculin Skin Tests, aka PPD) placed no sooner than seven (7) days apart. The 2-step TST must be completed at the time the student begins the MA program. **OR**
 - One (1) QuantiFERON Gold blood test with negative result **OR**
 - One (1) T-SPOT blood test with negative result.
 - If there is history of a positive TB skin test, the student must see a physician for evaluation of risk **AND** have a chest x-ray report showing no evidence of active disease.
- Tdap**
- One (1) adult dose of Tdap is required for the USU ST Program. A tetanus/diphtheria (Td) booster is required if 10 years have elapsed since the last booster.
- The CDC Advisory Committee on Immunization Practices recommends that all healthcare personnel, regardless of age, should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap regardless of the time since last Td dose.**
- Measles, Mumps and Rubella (MMR)**
- Students must provide written evidence of the required two (2) vaccines; **OR**
 - Provide written documentation of titer results (blood test). Verbal history of disease is NOT reliable and will not be accepted.

Varicella (Chicken Pox)

- Proof of two (2) Varicella vaccinations **OR**
- Proof of immunity to Varicella through a blood titer.

Flu (Influenza)

- Students must provide written evidence of having received the seasonal flu vaccine by October of current year.
- Students must maintain compliance with annual flu vaccinations during their enrollment in the MA program.
- **Covid -19**
 - Students should have two vaccinations + one booster.
To complete the program successfully, students will need to be fully vaccinated against SARS Covid-19 virus. This is required by our clinical affiliates in order for students to enter their facilities to complete clinical rotations.

I. Health Requirements

- **Basic Cardiac Life Support** - Prior to the designated deadline, all students are required to show proof of certification in Basic Cardiac Life Support. Students may enter the program without certification, but must obtain BLS certification during the first semester of the cohort. Each student must maintain current certification throughout their educational experience.
- **HIPAA and Blood borne Pathogens** - Each student will sign a statement reflecting they have received instruction and understand Blood borne Pathogen Exposure and HIPAA compliance prior to attending clinical rotations.
- **Physical Health** - Physical health is defined as being free of disabling and contagious disease, being able to perform fine and gross motor skills, being able to perform normal weight-bearing ambulatory activities as well as abstaining from illegal use of controlled substances or abuse of alcohol or prescribed medication.

All students are required to meet these essential functions with or without accommodations for disability:

- **Stand or sit for 10 hours per day.**
- **Push and pull 50 pounds.**
- **Lift and support 25 pounds.**
- **Move within confined spaces.**
- **Manipulate suture as fine as a human hair either with/without glasses or contacts.**
- **Effective verbal communication in English without visual clues.**
- **Hear normal speaking level sounds.**
- **Hear in situations when not able to see lips (e.g., when masks are used).**
- **Communicate verbally with others.**

If a physical condition threatens to prevent satisfactory performance, the applicant is counseled and referred to an appropriate professional. An applicant who has had an existing problem(s) (physical or emotional) must provide certification from a physician that the condition(s) is/are stable and the student is able to participate fully in the program. A plan of treatment for said condition(s) is to be in the applicant's file in the MA Program Director's Office, which is kept in a locked file drawer.

- **Emotional Health** - Emotional health is defined as reacting appropriately to stressful situations, coping with every day environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations. Assessment of the emotional health of an applicant is made through the use of physical examinations, personal conferences, references, and letters from mental health care providers if intensive therapy is in progress or has occurred, and psychological evaluations if necessary. The program faculty believes that the practice of surgical technology involves cognitive, sensory, affective, and psychomotor performance requirements. The essential eligibility requirements for participants in an ST education program will be further defined according previously listed physical and emotional requirements.

Waivers:

A student may receive a waiver on health grounds if he or she presents a written statement from a healthcare provider indicating that immunization against any or all of the diseases for which immunization is required is medically contraindicated, detrimental to, or not in the best interest of the student. Specific reasons should be noted, such as allergy to components of the vaccine. The physician's statement shall document whether the contraindication is permanent or temporary, and if temporary, provide assurance that the student will receive the immunization(s) at the first reasonable opportunity. (For example, rubella vaccine should not be given to pregnant women.) If the student fails to complete the immunizations and provide evidence of same, the student will not be permitted to enter or remain in the program. If the student objects to any immunization due to religious beliefs, he or she must submit a signed written statement stating that they have chosen not to be immunized because he or she is an adherent to a religion the teachings of which are opposed to such immunizations.

Students who are unwilling or unable to comply with the immunization policy of the MA Program must understand that some clinical agencies prohibit the presence of unvaccinated students at their facility. While USU will make reasonable efforts to find appropriate alternate clinical rotations for these students, there is always the risk the student will not be permitted to complete clinical or practicum rotations which are a required part of the MA curriculum.

****Students will be required to turn in this packet to the Health Professions Advisor with all of the above records. Students should keep a copy of all records for their own files.***

NOTES:

Moving out of the MA Program service area may adversely impact the student's ability to successfully complete the MA Program or gain employment in the Pharmacy Technician field.

The USU MA program is offered as a hybrid (blended-course) delivery. There are no additional costs or requirements for distance education students.

Competitive Ranking

The USU MA Program accepts a maximum of 25 students per cohort. Should the number of applicants exceed the number allowed, then competitive ranking will happen. If the number of qualified applicants exceeds the number listed above, then the admission process becomes competitive and the selection criteria of the top applicants for the program are based on a ranking system. This system is utilized to determine the most qualified students based on their performance on the Accuplacer/ALEKS Placement, or ACT. Ranking will be awarded as follows: (50%) university or high school cumulative GPA, (25%) and points awarded for courses completed in the Medical Assistant Technology admissions requirements, previously earned degree(s), and health care related work experience (25%). The program does not grant advanced placement for experiential learning.

If the number of qualified applicants does not exceed the maximum number allowed, the applicants will be required to attend a mandatory orientation meeting or meet with the Program Director.

Clinical Orientation

Prior to initiating any clinical or externship experience, students are required to attend an orientation with the sites they will be attending for their Clinical experience. At times, this may require students completing Clinicals at more than one site to attend orientations for each site they will be working under.

Clinical Experience

Medical Assistant Externship: Our MA students will train in hospital and Clinical settings. After students demonstrate proficiency in all areas of medical assisting aspects through coursework and practice, as well as labs, students will be placed in Clinical Externship Rotations to gain the best experience possible. The externship rotations are an important part of the program. Students must commit to attending all externship rotations that they are scheduled to participate in. Students are responsible for their own transportation to and from their Clinical sites.

The USU Medical Assistant Program utilizes the following training facilities:

- Blue Mountain Hospital – Blanding, UT
- Moab Regional Hospital – Moab, UT
- San Juan Hospital – Monticello, UT
- Castleview Hospital – Price, UT
- Southwest Memorial Hospital – Cortez, CO

Application Packet deadline:

The MA Application must be submitted by the **first Friday of August for the Fall Semester and the Third Friday of November for the Spring Semester**. Cohorts start annually each Fall and Spring Semesters.

A GPA of 3.0 is required for admission into the Medical Assistant program. Throughout the MA program, the student must complete coursework at a “B-” (GPA of 2.67 or higher) to meet USU Medical Assistant Program standard guidelines.

Medical Assisting Curriculum Total Credit Hours Required for Graduation = 34 Semester Hours

<u>Prerequisites</u>	<u>Credits</u>
ENGL 1010± Introduction to Writing	3
STAT 1040 Introduction to Statistics	3 OR
STAT 1045 Introduction to Statistics w/Elements of Algebra	5 OR
MATH 1050± College Algebra	4
HEAL 1000± Certified Nurse Assistant	5
Total Credits 11-13	

SEMESTER ONE

HEAL 1030 Medical Assistant, Administrative Competencies	4
HEAL 1035 Medical Assistant, Admin Comp Lab	3
HEAL 1860* Phlebotomy & Clinical Laboratory	2
HEAL 1500± Anatomy & Physiology	3
HEAL 1008± Medical Terminology	2
HEAL 1700** Medical Assistant Externship I	1
HEAL 2020 Emergency Medical Response	3
Total Credits 18	

SEMESTER TWO

HEAL 1600 Medical Assistant Clinical Competencies	4
HEAL 1635 Medical Assistant Clinical Competencies Lab	3
HEAL 1701** Medical Assistant Externship II	3
HEAL 1110 Pharmacology for Health Professions	3
HEAL 1900 Diseases of the Human Body	3
Total Credits 16	

±Courses may be taken as high school students.

* Requires additional blood draws for certification.

**Requires hours of Administrative and/or Clinical Competency experience to be scheduled with instructor.

****This is a supervised practicum experience. Totalling a minimum of 180 hours. Students shall not receive compensation/payment, monetary or otherwise, from the practicum site.**

Prior to graduation, students MUST Schedule for a national credentialing exam offered by the American Medical Technologist’s (AMT) and/or the American Association of Medical Assistants (AAMA) in order to graduate. Successful candidates who meet all the requirements of graduation and pass the credentialing exam will be awarded the Registered Medical Assistant RMA (AMT) credential and / or the Certified Medical Assistant CMA (AAMA).

National Certification and Examination: After the successful completion of the required course work and practicum, students will sit for a National Certification Examination:

- The RMA exam is available on the Utah State University Blanding or Utah State University Eastern campuses.
- ABHES Accreditation allows for the students of Utah State University Blanding, Utah State University Eastern and Utah State University Moab to take one or both exams. Upon passing, the student will become certified as a Registered Medical Assistant (RMA) through the American Medical Technologists (AMT) and/or as a Certified Medical Assistant (CMA) through the American Association of Medical Assistants (AAMA) depending on which exam(s) they take.
- Students may take both exams; however, an additional fee is required

National Certification Examination Application and practice exams are available at either:

<http://www.americanmedtech.org/default.aspx>.

<https://www.aama-ntl.org/sign-in?saexam=1>

Accreditation

Utah State University Blanding, Utah State University Eastern and Utah State University Moab are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provision of Chapter 33, Title 38 of the U.S. Code and subsequent legislation. ABHES provides USU Blanding, USU Eastern and USU Moab programmatic accreditation for the delivery of Certificate of Completion level degrees.

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N

Falls Church, Virginia 22043

(703) 917-9503

www.abhes.org



Medical Assistant Admissions Checklist

- Online application and acceptance to USU Blanding, Moab, or Eastern
- Submit completed Application for the Medical Assistant Program with a copy of GED/High School/College transcripts.
- Submit Medical Assistant Student Contractual Agreement from student handbook by the first day of class.
- Complete Blood-Borne Pathogens & HIPPA during first week of semester one.
- Complete Background Check through Castlebranch.
- Complete Drug Screen. Blanding students will complete the drug screen at the Health Professions Building. For Moab and Price Campuses, please see your Campus HP Advisor for drug screen process.
- Submit Student Health History/Immunization Form (from Student Handbook).
- Immunization record from healthcare provider to document:
 - Hepatitis B vaccination series completed with “reactive” titer
 - 2-step TB skin test (within past 12 months)
 - Tdap (1 adult dose)/Td booster (if 10 years since last Tdap)
 - MMR x 2
 - Varicella x 2
 - Influenza annually
 - Covid-19 x 2 plus booster
- Requirements prior to admittance:
 - ENGL 1010
 - MATH 1050 or STATS 1045
 - HEAL 2020 - Emergency First Response
 - TENA 1000 - Nursing Assistant

Application packet deadline: Cohorts begin each Fall and Spring Semesters. Deadline is the First Friday of August and Third Friday of November

Marla Palomares Ruiz, Advisor for Health Professions

Utah State University Blanding and Moab

HSL Building Room 201B

576 West 200 South Blanding, UT 84511

(You may mail applications to this address)

435-678-8221 <mailto:marla.palomaresruiz@usu.edu>

OR

Danyan Powell, Advisor for Health Professions

Utah State University Eastern Campus

451 East 400 North, One-Stop Bldg, Rm 111

Price, UT 84501

435-613-5351 danyan.powell@usu.edu

Medical Assistant Application can be filled out and submitted online at:

<https://caas.usu.edu/health-professions/ma-application>

Note: A copy of the above documentation needs to be maintained and updated as appropriate by the student and as requested by the instructor and/or staff assistant.

UtahStateUniversity[®]

HEALTH PROFESSIONS

MEDICAL ASSISTANT PROGRAM

DEADLINE:

First Friday in August (Fall Semester)

Application

Name (Print) _____
Last First Middle

Names previously used: _____

Student USU A# _____

Phone: Day _____ Evening _____ Cell _____

Mailing Address _____

City _____ State _____ Zip _____

Age _____ High School Attended _____

Email address _____

(This email will be used to contact you about the MA Program)

Emergency Contact _____ Phone _____

I have provided true, complete and correct information on this application. I have read and understand the information presented in this packet.

Signature _____ Date _____

Health Professions: Medical Assistant Program Checklist

- Apply to Utah State University
- Pre-requisite: ENGL 1010
- Pre-requisite: MATH 1050 or STAT 1045 or STAT 1040
- Pre-requisite: HEAL 1000
- Pre-requisite: HEAL 2020
- Submit Completed Medical Assistant Program Application with a copy of high school/GED and any college transcripts.
- Vaccination Records: Complete and up to date to instructor
- Complete Background Check uploaded to CastleBranch
- Drug Screen
- National Certification Exam and Student Organization Membership
- CPR card up to date
- NA Certificate of Completion
- Student Orientation: Scheduled with my instructor
- Submit Medical Assistant Student Contractual Agreement (found in the Handbook) to the instructor first day of class.
- Application packet deadline: First Friday in August (fall semester)
- Third Friday in November (spring semester)
- After application approval, you are ready to register for semester one courses.