

Associate of Science in Medical Assisting Technical Certificate in Medical Assisting

Ivy Tech Community College Northeast



APPLICATION PACKET

Admission to the Medical Assisting Program

COLLEGE/PROGRAM CONTACT INFORMATION

Medical Assisting Program Chair:

Office Location: Pamela L. Neu, CMA (AAMA), MBA
Ivy Tech Community College
3800 North Anthony Blvd
Fort Wayne, IN 46805
Room CC 1332

Phone: 260-482-9171 ext. 2541

Email: pneu@ivytech.edu

To schedule an Advising Appointment with the Medical Assisting Advisor:

- Student must first apply to the College and receive an acceptance notification
- Complete the academic assessment (Accuplacer, ACT/SAT scores, etc.)
- Complete the New Student Orientation (face-to-face or online)
- Call one of the following ITCC staff, or any staff member in the Student Affairs office, to schedule the appointment:

Amanda Mills	260-888-IVY-LINE	HM 1015
Sarah Wehrkamp	260-480-4266	HM 1015
Tamara Peterson, Secretary	260-480-4271	CC 1323
Pamela Neu	260-482-9171 ext. 2541	CC 1332
Deeann Knox	260-480-4273	CC 1333
Kimberly Munson	260-482-9171 ext. 2421	CC 1330

ADMISSION, PROGRESSION, AND GRADUATION POLICIES

This program has additional requirements including physical assessment, health history, immunization records, criminal background checks, and drug testing. Results may prevent entry, progression or completion of program.

1. The prospective student, after making application with the Admissions Office, must meet with an advisor in the advising office- Mandy Mills or Sarah Wehrkamp.
2. The Medical Assisting AAS and Technical Certificate programs require application to the program after the first four pre-requisite courses are taken. The application is on the following page. These courses are:

HLHS 101	Medical Terminology
APHY 101	Anatomy & Physiology I
ENGL111/COMM 1XX	English or Communications (COMM 102 recommended)
Humanities Elective	Sociology 111 recommended or Psychology 101

3. When signing up for classes, students are required to meet with an Advisor the first semester. A Medical Assisting Program Advisor is accessible by appointment. An academic plan can be started for completing courses over the upcoming semesters.
4. You must apply for acceptance into the AAS and TC programs. Your GPA must be at least a 2.0. Students must be accepted in the MEAS program and see their advisor to sign up for some courses, such as the 200 level courses in the program.
5. It is the student's responsibility to make sure pre-requisites have been met before enrolling in any course. The pre-requisites and course descriptions may be found in the Ivy Tech Community College website materials.
6. A Student Health Statement (Physical) with Attached Essential Functions must be turned in to the MEAS Program Advisor or Program Chair 30 days prior to the first week of classes for the following courses: Physical forms can be found in the School of Health Science hallway on the wall.

MEAS 110 Introduction to Clinical Practice
MEAS 209 Electronic Medical Practices
MEAS 219 Medical Assisting Laboratory Techniques
MEAS 238 Clinic I
MEAS 239 Clinic II
MEAS 260 Medical Assisting Externship

The first two Hepatitis B injections must be completed 30 days prior to the beginning course with a clinical component (219, 238, 239, and 260). **Background screening and drug testing is done 30 days prior to externship.**

The Student Health Statement is always good provided the student remains in school.

**Technical Certificate in Medical Assisting
2017-2018**

The following sample sequence includes all course requirements for this degree. The following sequencing of courses are for the Northeast campus, Fort Wayne.

Semester 1 DONE PRIOR TO APPLYING FOR THE PROGRAM		
APHY 101	Anatomy and Physiology I	3
HLHS 101	Medical Terminology	3
COMM 102	Introduction to Interpersonal Communication	3
SOCI 111	Introduction to Sociology	3
IVYT 112	Student Success in Healthcare	1
	Semester 1	Total: 13
Semester 2		
APHY 102	Anatomy and Physiology II	3
MEAS 109	The Professional Medical Assistant	3
MEAS 110	Introduction to Clinical Practice	3
MEAS 137	Outpatient Insurance and Basic Coding	3
MEAS 218	Pharmacology	3
	Semester 2	Total: 15
Semester 3		
MEAS 209	Electronic Administrative Practices	3
MEAS 219	Medical Assisting Laboratory Techniques	3
MEAS 238	Clinical 1 (8 weeks) accelerated	3
MEAS 239	Clinical 2 (8 weeks) accelerated	3
	Semester 3	Total: 12
Semester 4		
MEAS 260	Externship (200 hours)	5
MEAS 299	CMA Comprehensive Review (recommended)	3
	Semester 4	Total: 45

**Associate of Applied Science in Medical Assisting
2017-2018**

The following sample sequence includes all course requirements for this degree. The following sequencing is utilized at the Northeast – Fort Wayne Campus.

Semester 1		
APHY 101	Anatomy and Physiology I	3
HLHS 101	Medical Terminology	3
SOCI 111	Introduction to Sociology (May take Psychology 111)	3
IVY 112	Student Success in Healthcare	1
COMM 102	Introduction to Interpersonal Communication (May take Communication 101)	3
	Semester 1	13
Semester 2		
APHY 102	Anatomy and Physiology II	3
MEAS 109	The Professional Medical Assistant	3
MEAS 110	Introduction to Clinical Practice	3
MEAS 137	Outpatient Insurance and Basic Coding	3
	Semester 2	12
Semester 3		
MATH 123	Quantitative Reasoning	3
MEAS 218	Pharmacology	3
MEAS 219	Medical Assisting Laboratory Techniques	3
MEAS 238	Clinical I	3
	Semester 3	12

Associate of Applied Science in Medical Assisting (continued)

2017-2018

The following sample sequence includes all course requirements for this degree. The following sequencing is utilized at the Northeast – Fort Wayne Campus.

Semester 4		
MEAS 209	Electronic Administrative Assistant	3
MEAS 239	Clinical II	3
MEAS 242	Disease Condition	3
ENGL 111	English Composition	3
	Semester 4	12

Semester 5		
MEAS 2XX	Medical Assisting Advance Elective	3
MEAS 260	Medical Assisting Externship	5
MEAS 299	CMA Comprehensive Review	3
	Semester 5	11
		Total: 60

Special Note Regarding Externship Courses

Students are enrolled in the MEAS 260 course by approval of the Externship Coordinator. The total number of hours students are required to spend at their assigned externship site is 200. Students **receive no compensation** for their externship hours.

NOTE OF REVISIONS

Ivy Tech Community College Medical Assisting program reviews the curriculum and program standards on a yearly basis. We reserve the right to change curriculum and program standards as needed. The students are responsible to keep updated with program changes.

MEDICAL ASSISTING AAS & TECHNICAL CERTIFICATE PROGRAM ADMISSION APPLICATION

(Applicants please fill out the top-portion only)

Last name: _____ First name: _____ Middle initial: _____

Maiden name: _____ Student C#: _____

Street Address: _____ City: _____ State _____ Zip _____

Phone () _____ () _____ Email: _____

Sit down with one of the Medical Assisting Program Advisors to talk about your future!

Pam Neu, CMA (AAMA) pneu@ivytech.edu
 Deeann Knox, BSN dknox@ivytech.edu
 Kimberly Munson, CMA (AAMA) kmunson1@ivytech.edu

This Application is for: () **Initial Admission*** Pre-reqs are done or you have submitted your midterm grades for the pre-req classes and you are ready to begin your MEAS 100 level courses.
 () **Advanced Standing Admission*** means you have taken some of the MEAS 100 level courses and are now ready to begin taking your MEAS 200 level courses.

FOR OFFICE USE ONLY

(To be completed by MEAS Admissions Committee Only)

Date Received: _____

POINT SCALE	
A	= 6
B	= 4
C	= 2

REQUIRED PRE-REQUISITE COURSES

NAME	WHEN TAKEN	WHERE TAKEN	GRADE	POINTS
APHY 101				
HLHS 101				
PSYCH 101/SOC 111				
ENGL 111/COMM 1XX				

ADVANCED STANDING COURSES

NAME	WHEN TAKEN	WHERE TAKEN	GRADE
APHY 102			
ENGL/COMM 102			
MATH 118/136/123			
MEAS 109			
MEAS 110			
MEAS 137			
MEAS 209			

Total Pre-Requisite Points: _____
 Points for Attending Fort Wayne Campus: _____
 Total Points: _____
 GPA 2.0 minimum _____

Applicant Response: Accepts: _____ Declines: _____ Date: _____

MEDICAL ASSISTING PROGRAM ADMISSION APPLICATION INSTRUCTIONS

- ___ 1. Complete the application process for admission to Ivy Tech Community College of Indiana. For information, contact the Express Enrollment. Admission application is online: www.ivytech.edu
- ___ 2. Submit this application packet by placing the application along with the following items in the collection box outside of room CC 1322.
 - ___ A. Applicant information sheet (front side of this form)
 - ___ B. Copy of unofficial Ivy Tech Transcript. If you have attended other colleges the transcripts from those colleges must be on file in the registrar's office.

Applications are accepted at any time. They will be reviewed and you will receive a response within 30 days.

It is your responsibility to ensure that the entire packet is submitted in its entirety. Pieces of information will NOT be accepted. The Admissions Committee for the Medical Assisting Program will review this application only after the application packet is found to be complete.

Do not contact the Medical Assisting Faculty or Health Science Secretary offices to inquire about the status of your application. You will receive written notification through the mail of your status.

Please drop your completed application in the drop box located in the Health Science hallway outside of CC 1322 to be considered.