



BUTLER COUNTY COMMUNITY COLLEGE

MEDICAL ASSISTANT PROGRAM COVER PAGE

AUGUST 2017

Thank you for applying to the BC3 Medical Assistant (MA) Program for the Fall 2017 class! To be considered for admission into the Medical Assistant Program, a complete application packet must be submitted by **Friday, July 14th, 2017**.

A complete application packet will consist of:

1. BC3 Application for Admission (even if previously completed) and MA Application
2. \$25.00 one-time, non-refundable application fee. Returning students **do not** pay the application fee.
3. Official High School Transcript (required) & GED/HSE test scores (if applicable)
4. Official College Transcript from institutions attended other than BC3 (if applicable)

If you have additional questions, feel free to call the Admissions Office at 724-287-8711 ext. 8346 or email us at admissions@bc3.edu.

Only complete application packets will be considered for admission. It is the student's responsibility to submit all required documentation and confirm receipt. Application packets may be dropped off in person to the Admissions Office during business hours or mailed to the following address:

Butler County Community College
Attn: Admissions Office
P. O. Box 1203
Butler, PA 16003-1203

Application for Admission

BC3 USE ONLY

ID _____

TEST SESSION _____

Please complete the following information as accurately as possible. This information is required for admission.

SOCIAL SECURITY NUMBER : _____

Your Social Security number is required for financial aid eligibility, scholarships, veterans benefits, and IRS tax reporting purposes. To protect your privacy, it will not be used as your student identification number. You will be given a BC3 student ID number for identification.

NAME : _____
Last First Middle

PERMANENT LEGAL ADDRESS : _____

CITY : _____ STATE : _____ ZIP CODE : _____ COUNTY OF RESIDENCE : _____

I acknowledge that I have lived in the state of Pennsylvania for the past 12 months

HOME PHONE NUMBER : () _____ CELL PHONE NUMBER : () _____

GENDER : _____ DATE OF BIRTH : _____ / _____ / _____

In order to gather information required by state and federal agencies, we are requesting that you provide the following information. Your answer to these questions will in no way affect your admission status. Further, this information will be held confidential and used only for statistical purposes.

DO YOU CONSIDER YOURSELF TO BE HISPANIC / LATINO? YES / NO
Circle One

IN ADDITION, SELECT ONE OR MORE OF THE FOLLOWING RACIAL CATEGORIES TO DESCRIBE YOURSELF:

- AMERICAN INDIAN / ALASKAN NATIVE
- ASIAN
- BLACK / AFRICAN AMERICAN
- NATIVE AMERICAN / OTHER PACIFIC ISLANDER
- WHITE

PERSONAL E-MAIL ADDRESS _____

Be sure to activate your MyBC3 e-mail account. Once accepted as a BC3 student, the College will communicate with you through your student e-mail address.

APPLICATION YEAR : 2017 TERM : 2-Fall / 3-Spring / 4-Summer
Circle One

PROGRAM CODE FOR WHICH YOU ARE APPLYING: 054/212 (See codes on page 4) PROGRAM OF STUDY: Medical Assistant

- IF YOU SELECTED GENERAL STUDIES (100A), DESIGNATE YOUR SPECIFIC AREA OF INTEREST:
- GENERAL
 - UNDECIDED
 - NATURAL SCIENCE AND TECHNOLOGY
 - PRE-MASSAGE THERAPY
 - PRE-MEDICAL ASSISTANT
 - PRE-NURSING
 - PRE-PHYSICAL THERAPIST ASSISTANT

YOUR COLLEGE EXPERIENCE:

- NEW, NEVER ATTENDED COLLEGE BEFORE
- TRANSFER FROM ANOTHER COLLEGE TO BC3
- GUEST STUDENT VISITING FROM ANOTHER COLLEGE
- PREVIOUSLY APPLIED TO BC3
- I HAVE A COLLEGE LEVEL MATH CLASS PASSED WITH A GRADE OF "C" OR HIGHER*
- I HAVE A COLLEGE LEVEL WRITING CLASS PASSED WITH A GRADE OF "C" OR HIGHER*

* Must submit an official transcript

BC3 EDUCATIONAL GOAL: (Select only one)

- COMPLETE ASSOCIATE DEGREE WITH THE INTENT TO TRANSFER
- COMPLETE ASSOCIATE DEGREE WITH THE INTENT TO SEEK EMPLOYMENT
- COMPLETE WORKPLACE CERTIFICATE
- ATTEND BC3 AS A GUEST STUDENT WHILE ENROLLED CONCURRENTLY AT ANOTHER INSTITUTION
- TAKE COURSES AT BC3 WITH THE INTENT TO TRANSFER TO A 4-YEAR INSTITUTION
- UNCERTAIN

I INTEND TO TAKE THE MAJORITY OF MY CLASSES AT:

- BC3 MAIN CAMPUS (BUTLER)
- BC3 @ ARMSTRONG (FORD CITY)
- BC3 @ BROCKWAY (BROCKWAY)
- BC3 @ CRANBERRY (CRANBERRY TOWNSHIP)
- BC3 @ LAWRENCE CROSSING (NEW CASTLE)
- BC3 @ LINDENPOINTE (HERMITAGE)
- ONLINE

ARE YOU A U.S. CITIZEN? _____ IF NO, PLEASE COMPLETE : I AM A PERMANENT RESIDENT
 PERMANENT RESIDENT CARD #: _____
 OTHER TYPE OF VISA: _____
 COUNTRY OF CITIZENSHIP: _____
 *Must produce documents for photocopy

ARE YOU OR HAVE YOU EVER BEEN A SERVICE MEMBER OF THE UNITED STATES MILITARY? _____ YES / NO
 Circle One

INTENDED STUDENT TYPE: _____ Full-Time / Part-Time
 Circle One

GRADUATED HIGH SCHOOL: _____ YES / NO HIGH SCHOOL GRADUATION YEAR: _____ HIGH SCHOOL EQUIVALENCY DIPLOMA: _____ YES / NO
 Circle One Circle One

NAME OF HIGH SCHOOL: _____ City: _____ State: _____

LIST ALL COLLEGES, BUSINESS OR TECHNICAL SCHOOLS ATTENDED:

Name of School	
1.	3.
2.	4.

WHY DID YOU CHOOSE BC3? _____ Pick One CLOSE TO HOME UNDECIDED MAJOR AFFORDABILITY
 CONVENIENT SCHEDULE PROGRAMMING DAY CARE

DO YOU HAVE AN INTEREST AS AN ACTIVE PARTICIPANT IN THE INTERCOLLEGIATE ATHLETIC PROGRAM? _____ YES / NO
 Circle One

ARE YOU INTERESTED IN LEARNING MORE ABOUT BC3'S SCHOLARS PROGRAM? _____ YES / NO
 Circle One

I understand that BC3 reserves the right to use photographs and video taken in the classroom and/or on campus for educational and promotional purposes of BC3 and its programs.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

YOUR SIGNATURE : _____ DATE : _____ / _____ / _____

NONDISCRIMINATION POLICY

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

The College shall take affirmative action to ensure (1) that it does not discriminate against an employee or applicant for employment or another person because of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; (2) that it does not subject students to unlawful discrimination in the admission process, take any action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment by a student of, a service, facility, activity or program at the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; and (3) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or coworkers as a result of such complaint(s).

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational opportunities Act (24 P. S. § 5001-5009). Employment and educational opportunities at Butler County Community College are available to all as required by Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Executive Director of Human Resources/Equal opportunity Compliance officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at 107 College Drive, Butler, PA 16002. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College's services for disabled students may be obtained from the Academic Counselor and Disabilities Coordinator at Ext. 8327. Employees or applicants should contact the Executive Director of Human Resources/Equal opportunity Compliance officer at Ext. 8353 for more information.

For information regarding the College's Grievance Procedure, visit our website at www.bc3.edu/humanresources/grievanceprocedure.asp or contact the Executive Director of Human Resources/Equal opportunity Compliance officer, Butler County Community College by telephone at Ext. 8353 or in writing at the above address.

BC3 USE ONLY

RE-ADMIT : _____

NEW : _____ \$25 APP. FEE : _____

2017-2018 MEDICAL ASSISTANT PROGRAM APPLICATION

Institutions Attended: Official Transcript Requirement

ALL official transcripts must be turned in with your MA Application packet (except your BC3 transcript). Please contact the Admissions Office at 724-287-8711 ext. 8346 if other arrangements need to be made.

Name of High School	Dates Attended	Currently Enrolled (yes/no)
1.		
2.		

Name of Colleges Attended (Please list all colleges currently or previously attended including BC3.)	Dates Attended	Currently Enrolled (yes/no)
1.		
2.		
3.		
4.		

GPA Requirement:

Applicants to the Medical Assistant program must have a 2.50 cumulative GPA minimum from high school or college of most recent attendance if 12+ credits were completed there. They must also have a “C” or better in all Medical Assistant Certificate or Associate Degree coursework for acceptance and continuation in the program.

Please check the box below if this statement is true. If not, you will not be considered for admission.

Yes, I have a 2.50 cumulative GPA

Prospective students interested in the Medical Assistant program have two options:

- 1) A 38-credit Medical Assistant, Certificate of Achievement which is needed to become a Certified Medical Assistant
- 2) A 67-credit Medical Assistant, Associate of Applied Science degree which adds two additional semesters of general education courses.

Please review the curriculums and indicate here which you are interested in at this time. Check one box.

Medical Assistant, Certificate of Achievement

Medical Assistant, A.A.S.

I understand it is my responsibility to submit all official transcripts from high school as well as previous college/university attendance and will communicate with the BC3 Admissions Office as necessary regarding my application. I also attest that the information provided on this application is accurate and completed to the best of my ability.

Name: _____

Phone Number: _____

Email Address: _____

Student Signature: _____ **Date:** _____

Medical Assistant @ BC3

Coordinator: Ms. Amy DeVore
amy.devore@bc3.edu
724-287-8711 Ext. 8478

We are pleased you are interested in the Medical Assistant Program at Butler County Community College (BC3)! Enclosed is the information you will need to complete the application. The Medical Assistant Program has achieved accreditation by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB) to assure validity for its graduates.

Applications for the Fall 2017 class will be reviewed as soon as possible based upon the date of application and on a space available basis. There are 22 seats at the Main Campus in Butler, PA and 12 seats at BC3 @ Lawrence Crossing in New Castle, PA each year.

The MA Admissions Committee assumes the responsibility to review the data of all applicants and has the right to select the best-qualified individuals.

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

Requirements to apply:

- High school diploma or successful completion of the GED/HSE (High school seniors may apply)
- 2.50 GPA from high school or most recent college experience if 12+ college level credits completed
- “C” or higher in ENGL 029/030: Developmental or Preparatory Reading, ENGL 034/ENGL 035: Developmental or Preparatory English, ENGL 031: Reading, Writing, and Reasoning, and/or MATH 090 – Developmental Algebra based on placement test scores *if needed*.
- Applicants must have a “C” or better in all Medical Assistant Program courses for acceptance and continuation in the program
- Beginning with the administration of the January 2001 Certification Examination, felons are not eligible to sit for the examination unless the National Certifying Board grants a waiver

Upon Acceptance:

- Be certified in Basic Life Support (BLS) for Healthcare Providers AND American Red Cross or Standard First Aid.
- Provide proof of health insurance coverage.
- Have a satisfactory physical examination including 2-step tuberculin skin test and proof of immunizations.
- Purchase malpractice liability insurance (paid with tuition).
- Act 33/34 Child Abuse Clearance and PA State Police Criminal History AND Act 73 FBI Fingerprinting
- Assume all responsibilities for transportation to and from clinical facilities to which they are assigned for their MA externship.
- The externship experience must be supervised and students will not receive remuneration. The MA externship must also be passed successfully.

Upon Completion:

- This program prepares graduates to be multi-skilled practitioners who are qualified to perform both administrative and clinical skills in the ambulatory healthcare setting.
- Students who pass the National Certification Examination will be a Certified Medical Assistant (CMA).
- Employment opportunities for all graduating classes have been excellent with a job placement rate of 88% average over the past 5 years.

Butler County Community College
Curriculum Planner

MEDICAL ASSISTANT, No. 054
Certificate of Achievement

This program prepares graduates to be multi-skilled practitioners who are qualified to perform both administrative and clinical skills in the ambulatory healthcare setting. With an emphasis on the back-office skills, this curriculum includes medical assisting courses in medical office operations and management, insurance and coding procedures, medical law and ethics, anatomy and physiology, and clinical skills. The program requires an externship experience in a selected healthcare environment. A graduate of this program seeks employment as a Medical Receptionist or a Medical Assistant.

Prerequisites are a GPA of 2.5 or better in either high school or college; CPR for the Professional; and Standard First Aid certification. COMP 210 with a minimum “C” or passing an exemption test for COMP 210. Students must earn a “C” or better in all courses in the curriculum in order to graduate.

Courses listed in the first semester will be scheduled for the fall; second semester courses will be scheduled in the spring.

Program – Minimum 38 Credits

First Semester

Basic Human Structure	AHEA 125	4
Medical Terminology	AHEA 280	3
Medical Law & Ethics	AHEA 110	3
*Coding I	AHEA 218	3
Clinical Medical Assisting I	MAST 131	<u>4</u>
		17

Second Semester

*Introduction to Pharmacology	MAST 133	2
*Insurance & Reimbursement Methods	AHEA 127	3
*Medical Office Procedures	AHEA 140	4
*Medical Laboratory Procedures	MAST 120	4
*Clinical Medical Assisting II	MAST 132	<u>4</u>
		17

Summer

*Medical Assistant Externship	MAST 271	4
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The student is encouraged to use the curriculum planner to keep track of courses taken and those still needed. In some cases one or more courses will be taken in a different order than indicated on the planner, but prerequisites must be observed.

Butler County Community College
Curriculum Planner

MEDICAL ASSISTANT, No. 212
Associate in Applied Science Degree

This program builds upon the skills acquired through the completion of the Certificate of Achievement in Medical Assisting. The student will complete additional courses related to administrative and clinical procedures, as well as institutional degree requirements to obtain his/her Associate of Applied Science Degree in Medical Assisting. This program prepares graduates as multi-skilled practitioners who are qualified to perform both administrative and clinical skills in the ambulatory healthcare setting. A graduate of this program may seek employment as a Medical Assistant, medical office manager, medical records or coding clerk, medical laboratory technician, or other related occupations in the ambulatory healthcare setting.

Prerequisites are a GPA of 2.5 or better in either high school or college; CPR for the Professional and Standard First Aid certifications; COMP 210 with a minimum "C" or passing an exemption test for COMP 210. Students must earn a "C" or better in all courses in the curriculum to graduate.

Courses listed in the first/third semester will be scheduled in the fall; second/fourth semester courses will be scheduled in the spring.

Program – Minimum 67 Credits

First Semester			
Basic Human Structure	AHEA 125	4	
Medical Terminology	AHEA 280	3	
Medical Law & Ethics	AHEA 110	3	
*Coding I	AHEA 218	3	
Clinical Medical Assisting I	MAST 131	<u>4</u>	MEDICAL ASSISTANT
		17	
Second Semester			
*Introduction to Pharmacology	MAST 133	2	CERTIFICATE OF ACHIEVEMENT
*Insurance & Reimbursement Methods	AHEA 127	3	
*Medical Office Procedures	AHEA 140	4	
*Medical Laboratory Procedures	MAST 120	4	
*Clinical Medical Assisting II	MAST 132	<u>4</u>	NO. 054
		17	
Summer			
*Medical Assistant Externship	MAST 271	4	

Third Semester

*College Writing	ENGL 101	3
*Business Mathematics	BUSN 121 or	3
*or Intermediate Algebra	MATH 100	
*Accounting for Managers	ACCT 110 or	3
or *Electronic Health Records	AHEA 126	
General Psychology	PSYC 201	3
Principles of Nutrition	FSVC 140	<u>3</u>
		15

Fourth Semester

*Coding II	AHEA 219	3
Speech	COMM 201 or	3
*or Research Writing	ENGL 102	
*Study of the Disease Process	AHEA 220	3
Customer Service	BUSN 127	3
Physical Wellness	PHED 125	<u>2</u>
		14

*Indicates course has a prerequisite.

The student is encouraged to use the curriculum planner to keep track of courses taken and those still needed. In some cases one or more courses will be taken in a different order than indicated on the planner, but prerequisites must be observed.