



BUTLER COUNTY COMMUNITY COLLEGE

MEDICAL ASSISTANT PROGRAM COVER PAGE – MAIN CAMPUS

AUGUST 2021

Thank you for applying to the BC3 Medical Assistant (MA) Program for the Fall 2021 class! To be considered for admission into the Medical Assistant Program, a complete application packet must be submitted by **Friday, July 30, 2021**.

Successful completion of this program may potentially lead to professional licensure. Licensure may be global or state-specific. This program meets requirements for the state of Pennsylvania. Requirements for other states may vary:

<http://bc3.edu/professional-licensure>

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. Current and returning students **do not** pay the application fee.
3. Official high school transcript (required) & GED/HiSET 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 724-284-8501 or email 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

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

BC3 USE ONLY

ID _____

TEST SESSION _____

Student ID# (if known): _____

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.

Social Security Number: _____ - _____ - _____

Name : _____
Last First Middle

List any previous names: _____ Chosen first name: _____

Mailing 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: _____ / _____ / _____
Month Day Year

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 Hawaiian / 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.

Program code for which you are applying: 054/212
(See codes on page 4)

Program of Study: Medical Assistant

What is your intended term of enrollment?
(Please circle one)

- | | | |
|---------------|------------------|--------------|
| FALL (August) | SPRING (January) | SUMMER (May) |
| 2020 | 2021 | 2021 |
| 2021 | 2022 | 2022 |
| 2022 | | |

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

What is your college experience?

- I took one or more courses for credit while still in high school.
- I am new to college. I've never taken college courses for credit.
- I previously submitted an application to BC3, but did not enroll.
- I was previously enrolled at BC3 and took one or more credit courses.
- I am/was enrolled at another college or university and want to transfer to enroll as a BC3 student.
- I am currently enrolled at another college or university and want to take BC3 credits as a guest student.

What is your educational goal?

Take courses or earn a degree at BC3 and...

- Start a career
- Transfer to another college or university
- Earn credits while enrolled at another college or university
- Get a jump start on college while still in high school
- Uncertain

Where do you intend to take the majority of your classes?

- BC3 Main Campus (Butler)
- BC3 @ Armstrong (Ford City)
- BC3 @ Brockway (Brockway)
- BC3 @ Cranberry (Cranberry Township)
- BC3 @ Lawrence Crossing (New Castle)
- BC3 @ LindenPointe (Hermitage)
- Online (Internet)

Do you need to take placement tests? (Check all that apply)

Students are required to complete placement testing, however, may be exempt based on the following:

- English course at BC3 or another college passed with a grade "C" or higher
- Math course at BC3 or another college passed with a grade "C" or higher
- AP English Language & Composition – exam passed with a "3" or higher
- AP Math Statistics or Calculus AB/BC – exam passed with a "3" or higher
- ACT English Score _____ SAT EBRW Score _____
- ACT Math Score _____ SAT Math Score _____

How many credit hours do you intend to take?

- Full Time - 12+ credits
- Part Time - 1-11 credits

Are you a U.S. citizen? YES / NO Circle One If no, please complete : I am a permanent resident
Permanent resident card #: _____

Are you or have you ever been a service member of the United States military? YES / NO Circle One Other type of VISA: _____
 Country of citizenship: _____

*Must produce documents for photocopy

Will you be a high school graduate before starting at BC3? YES / NO Circle One High School Graduation Year: _____ High School Equivalency Diploma: YES / NO Circle One
(GED® or HiSET®)

Name of high school: _____ City: _____ State: _____

List all colleges, business or technical schools attended:

Name of School * Please include <i>College in High School</i> institutions.	
1.	3.
2.	4.

Why did you choose BC3? (Pick one) Academic programs Close to home Day care
 Affordability Convenient schedule Undecided major

How do you plan to fund your education? (Check all that apply) EZ Payment Plan Financial Aid Scholarships Self-Pay

Do you have an interest in competitive student athletics (NJCAA)? YES / NO Circle One

If Yes, check all that apply:

Baseball (Men's) Basketball (Men's and Women's) Golf (Men's and Women's) Softball (Women's) Volleyball (Women's)

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 : _____

2021-2022 MEDICAL ASSISTANT PROGRAM

APPLICATION

Institutions Attended: Official Transcript Requirement

ALL official transcripts are required for your Medical Assistant application to be reviewed (except your BC3 transcript). Students who have taken the GED/HiSET exam are required to submit a copy of their test scores as well and take 12+ college-level credits to establish a GPA.

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+ college credits (non-developmental/preparatory) 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. **Developmental and Preparatory courses are not factored in to a student’s Medical Assistant GPA.**

Please check the box below if this statement is true.

Yes, I have a 2.50 cumulative GPA

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

Medical Assistant, Certificate of Achievement – 38 credits providing the ability to become a Certified Medical Assistant

Medical Assistant, A.A.S. – 64 credits adding two additional semesters of general education and related coursework.

Application Verification

By signing below, I understand it is my responsibility to submit all official transcripts from high school as well as official college/university transcripts (if applicable) for institutions attended aside from BC3. I will communicate with the BC3 Admissions Office as necessary regarding my application. I also attest that the information provided is accurate and completed to the best of my ability.

Student Signature: _____ Date: _____

Medical Assistant @ BC3

Certificate

Associate in Applied Science

Program Director:

Mrs. Alyssa Dietz

alyssa.dietz@bc3.edu

724-287-8711 Ext. 8478

We are pleased that 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 2021 class will be reviewed as soon as possible based upon the date of application and on a space available basis. There are 20 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, use of a service animal due to disability, age, sex, sexual orientation, gender identity or expression, perceived gender identity, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

Requirements to apply:

- High School diploma from an accredited secondary school program or successful completion of the GED/HiSET exam. High school seniors may apply.
- 2.50 GPA from high school or most recent college experience if 12+ college-level credits are completed by the time of application review.
- “C” or better in ENGL 029/030: Developmental or Preparatory Reading; ENGL 034/ENGL 035: Developmental or Preparatory English; ENGL101 + ENGL 031: College Writing + Reading, Writing, and Reasoning based on placement test scores for enrollment in the certificate and associate degree program *if needed*.
- “C” or better in MATH 090 – Developmental Algebra based on placement test scores for enrollment in the associate degree program *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, those convicted of a felony are not eligible to sit for the examination unless the National Certifying Board grants a waiver

Upon Acceptance:

- Student must provide proof of health insurance coverage
- Have a satisfactory physical examination including tuberculin skin test, and proof of immunizations.
- Secure malpractice liability insurance (paid with tuition)
- Successful completion of the American Heart Association BLS CPR for the Healthcare Professional and American Red Cross Standard First Aid Certification
- 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 for the externship

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)
- The statistics for the 2018 Job Placement Report show that 86.67% of BC3 Medical Assistant graduates had a positive placement

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.

Successful completion of this program may potentially lead to professional licensure/certification. Licensure/certification may be global, national, or state-specific. This program meets requirements for the State of Pennsylvania. Requirements for other states may vary.

Prerequisites are a GPA of 2.5 or better in either high school or college; 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

Human Biology	BIOL 116	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.

Successful completion of this program may potentially lead to professional licensure/certification. Licensure/certification may be global, national, or state-specific. This program meets requirements for the State of Pennsylvania. Requirements for other states may vary.

Prerequisites are a GPA of 2.5 or better in either high school or college. 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 64 Credits

First Semester				
Human Biology	BIOL 116	4		
Medical Terminology	AHEA 280	3		
Medical Law & Ethics	AHEA 110	3		MEDICAL ASSISTANT
*Coding I	AHEA 218	3		
Clinical Medical Assisting I	MAST 131	<u>4</u>		
		17		CERTIFICATE OF ACHIEVEMENT
Second Semester				
*Introduction to Pharmacology	MAST 133	2		
*Insurance & Reimbursement Methods	AHEA 127	3		NO. 054
*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		
Third Semester				
*College Writing	ENGL 101	3		
*Business Mathematics	BUSN 121 or	3		
*or Intermediate Algebra	MATH 100			
*Principles of Management	BUSN 123	3		
or *Electronic Health Records	AHEA 126			
Principles of Nutrition	FSVC 140	<u>3</u>		
		12		
Fourth Semester				
*Coding II	AHEA 219	3		
Speech	COMM 201	3		
*Study of the Disease Process	AHEA 220	3		
General Psychology	PSYC 201	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.