



CCBC
The Community College
of Baltimore County

CCBC
Catonsville-Dundalk-Essex
The Community College of Baltimore County

Division of Continuing Education & Economic
Development

**Application for Admission
Medical Assistant Series
Essex – Spring 2010**

September 1, 2009

Dear Prospective Student:

Thank you for your interest in the Medical Assistant Series at the Essex campus of The Community College of Baltimore County.

The Medical Assistant Series at CCBC Essex will begin in the Spring Semester with classes scheduled primarily in the evening and on weekends. The MA Series at Essex can usually be completed within 18 months.

While every effort is made to schedule classes at our Essex campus, please note that classes in the series may occur at other CCBC campuses. Some classes are also available online.

The enclosed information packet includes the following:

- Application Form
- Entrance Requirements
- Medical Assistant Series: Curriculum and Tuition
- Workforce Development: Allied Health Professions Key Personnel

All application materials and information for entrance in the Medical Assistant Series at Essex in the Spring of 2010 must be postmarked no later than November 15th – without exception. Please note that courses, costs, schedules and other information contained in the Medical Assistant Series are subject to change.

Please contact us if you have any questions or need additional information.

Sincerely,

Ed Roberts

Ed Roberts, Program Coordinator
Workforce Development: Health Professions



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**PLEASE PRINT OUT THE THREE-PAGE APPLICATION FORM
PRINT ALL INFORMATION CLEARLY**

Name:

Last First Middle Former Last Name

Address:

Number and Street Name (P.O. Box may not be used) Apartment Number

City State ZIP Code

Email Address: _____

Residency: Baltimore County Baltimore City
Other Maryland County (specify) _____ Out of State (specify) _____

Telephone Numbers:

Home Cell Work

Educational History:

Have you taken courses at CCBC? Yes No

If yes, campus or campuses attended:

Essex Catonsville Dundalk Hunt Valley

CCBC Student ID Number (if known): _____

Personal Information:

Gender: Male Female Date of Birth: _____

Citizenship: US Citizen Yes No

If not a US Citizen, please provide Visa Status:

Student Visa (F-1) Other Type Visa (please specify) _____

County of Citizenship: _____ Country of Birth: _____

US Permanent Resident: Yes No

Military Status (check all that apply):

- Active Duty/Reservist Eligible for VA Education Benefits

Educational Information (please check all that apply):

- High School Graduate:
Name of High School _____
Location _____ Graduation Year _____
- GED Graduate:
Issuing State _____ GED Date _____

College/University Attended:

College/University Attended	City & State	Attendance Dates	Degree Earned

Please provide official college transcript or copy of high school diploma or GED.

HEALTHCARE EXPERIENCE

Please describe any health-related work or volunteer experiences in the spaces below:

WRITING SAMPLE

Please provide a one-page essay of 300 to 500 words (typed in a 12-point font and double-spaced) describing why you wish to become a Medical Assistant, your professional goals and your reason for selecting the Community College of Baltimore County. Handwritten essays will not be accepted and will serve as the basis for an automatic non-acceptance in the Medical Assistant program.

Equal Opportunity and Affirmative Action Statement

The Community College of Baltimore County practices equal opportunity in education and employment and is strongly and actively committed to diversity within the college community. The college does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran’s status, marital status or sexual orientation.

Section 504 Americans with Disabilities Act Compliance Statement

The Community College of Baltimore County is committed to providing educational opportunities for all students by ensuring that all programs and activities are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The college provides reasonable accommodations and offers services to assist in removing or avoiding barriers to equal access and educational success. Academic accommodations granted due to disabilities must be arranged through the appropriate campus office of Special Services and documentation must be furnished to support the need.

Monitoring Office

CCBC’s Director of Institutional Equity and Organizational Development is responsible for college compliance with its equally opportunity, affirmative action, ADA and Section 504 responsibilities. Students who believe they have been treated unfairly should follow the college’s grievance processes as outlined in the college’s Statement of Student Rights and Responsibilities. For more information, contact Dr. Judy Snyder, Director of Institutional Equity and Organizational Development, at 443-840-4809.

Notice of Photography in Public Areas of CCBC

The CCBC campuses and extension centers are public places. As public places, CCBC is permitted to take photographs on its campuses, extension centers and/or its other sites including, but not limited to, outside areas, classrooms, offices, cafeterias, athletic fields or at college events without the permission of the individuals who appear in these photographs. These photographs may be used by CCBC in any reasonable manner, including but not limited to, CCBC publications, advertisements and/or posted on its website.

In making this application, I accept and agree to abide by all policies and regulations of the Community College of Baltimore County (CCBC) including those concerning drug and alcohol abuse. I understand that the unlawful use of drugs and alcohol will subject me to the penalties contained in those policies and regulations. I certify that the information recorded on this application is correct. I also understand that policies and fees are subject to review and change by state, county and college officials. Incomplete or false information may cause for denial of admission or dismissal from the college.

Signature of Applicant **Date**

Please print and complete the three-page application form. Please mail application form and materials – including college transcripts, copies of high school diploma/GED and one-page writing sample – to:

Ed Roberts, Program Coordinator
Workforce Development: Health and Human Service Professions
Community College of Baltimore County
7201 Rossville Boulevard, N-106
Baltimore, MD 21237 – 3899

**COMMUNITY COLLEGE OF BALTIMORE COUNTY
MEDICAL ASSISTANT SERIES**

ENTRANCE REQUIREMENTS

Educational Information – Furnish with Initial Application

Copies of one of the following:

- High School Diploma or GED certification; or,
- College Transcript (official transcript in sealed envelope from granting college/university)

Students who have completed previous course work or with appropriate work experience may elect to take challenge examinations for Medical Terminology, Anatomy & Physiology, and Basic Math Skills for Health Care Workers. There is a \$55 fee for each challenge exam. Challenge exams are given once each month on the Essex and Hunt Valley campuses. Please see the Program Assistant for registering for challenge examinations.

Essay – Furnish with Initial Application

Please provide a one-page essay of 300 to 500 words (typed in a 12-point font and double-spaced) describing why you wish to become a Medical Assistant, your professional goals and your reason for selecting the Community College of Baltimore County. Handwritten essays will not be accepted and will serve as the basis for an automatic non-acceptance in the Medical Assistant program.

Students will also be required to provide the following three items of information before Module 3 begins:

Physician’s Medical Examination Report

Students are required to have their healthcare provider complete the Physician’s Medical Examination Report (PMER) with laboratory reports for the following:

- MMR (Measles, Mumps, Rubella) or a positive titer (proof must be provided)
- Negative Tuberculosis Skin Test – PPD – within the past twelve (12) months or a statement from physician verifying a clear chest X-ray within the past twenty-four (24) months if there were positive PPD results
- Hepatitis B immunization is recommended. Students need to show proof of starting or completing the immunization series or sign a waiver form.
- Varicella history
- Tetanus shot within the past 10 years

Health Insurance – Required For Clinical Externship

Students will be required to furnish a current Health Insurance card. The college has information on short-term health insurance policies, which must be purchased at student expense.

Background Check – Required For Clinical Externship

All students in nursing and allied health programs at CCBC are required to obtain a criminal background check before participating in a clinical externship. This is a cost incurred by the student. You will need to coordinate your background check before the start of Module 3.

The healthcare organizations associated with our clinical education program require background checks on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes three normal business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck. Please visit www.PreCheck.com for additional information.

Application Checklist

The following items are required and must be submitted for review for admission in the Medical Assistant Series at the Community College of Baltimore County:

___ Completed Application

___ Essay

___ High School Diploma, GED Certificate, Official College Transcript

Please send all information – postmarked no later than November 15th – to:

**Ed Roberts, Program Coordinator
Workforce Development: Health and Human Services Professions
Community College of Baltimore County – Essex Campus
7201 Rossville Boulevard, N-106
Baltimore, MD 21237 - 3899**

COMMUNITY COLLEGE OF BALTIMORE COUNTY
Workforce Development: Health and Human Services Professions

Medical Assistant Series: Curriculum and Tuition

MODULE	COURSE	COURSE NUMBER	TUITION	HOURS
MODULE 1	Introduction to Health	FIW 013	\$229	36
	Introduction to Health Care Systems	AHE 641	\$119	15
	Medical Terminology	AHE 534	\$255	30
	Professional Preparation in Health Care	VOB 029	\$85	5
	Basic Math Skills for Health Care Workers	WOS 064	\$99	10
	CPR For Health Care Providers	AHE 805	\$115	8
MODULE 2	Anatomy & Physiology	AHE 519 AHE 672 (online)	\$255 \$275 (online)	30
	Medical Front Desk Receptionist	AHL 003	\$125	18
	Introduction to Medical Billing	AHE 632	\$150	18
	Trends in Health and Disease	PHS 013	\$189	30
	Basic Patient Intake	AHE 796	\$274	50
	Basic EKG Training	AHE 802	\$235	20
MODULE 3	HIPAA Training	AHC 360	\$60	5
	Pharmacology	AHE 577	\$160	18
	Medication Administration	AHE 528	\$160	18
	Venipuncture & Specimen Collection	AHE 525	\$776	60
	Intermediate Patient Intake	AHE 578	\$659	70
	Introduction to Laboratory Techniques	AHL 721	\$374	38
MODULE 4	Medical Assistant Clinical Externship		\$350	160
	Venipuncture Clinical Externship (optional)		\$250	80
TOTAL	With MA Clinical Externship		\$4,669/\$4,689	630
	Combined MA/VSC Clinical Externship		\$4,919/\$4,939	719

Students enrolled in the Medical Assistant Series are assigned to a cohort group. These groups must be followed through the series of courses as designed by Workforce Development. The order of classes listed above must be followed. All courses in a module must be successfully completed before progressing to the next module. Students must successfully complete all courses before registering for clinical externships. MA clinical externships are full-time, four weeks (or, six weeks with the combined MA/Venipuncture clinical externships). Please arrange child care, family care and current employer matters in advance. This curriculum has been approved by the National Healthcareer Association and the Maryland Higher Education Commission.

Courses, costs, schedules and other information contained in the Medical Assistant Series are subject to change. Current pricing includes tech fees associated with your program of study. CCBC regrets any discrepancies or typographical errors. This document is not to be regarded as an irrevocable contract between the student and CCBC. Program information current as of September 2009. Non-Baltimore County residents, please add \$5 per course.



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CCBC ALLIED HEALTH PROFESSIONS KEY PERSONNEL

Medical Assistant Series

Claire Loeblein

Program Assistant

Workforce Development: Health & Human Services

443-840-1389

cloeblein@ccbcmd.edu

Fax: 443-840-1040

Ed Roberts, MHA

Coordinator

Workforce Development: Health & Human Services

443-840-1207

eroberts@ccbcmd.edu

Mickey Jancewski, MS, CHES

Director

Workforce Development: Health & Human Services