



**Flathead Valley**  
**Community College**

# **MEDICAL ASSISTANT, CAS**

## **Application Packet Fall 2019**

**Medical Assistant Program Director**

Christine Degenhardt CMA (AAMA)  
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**Academic Affairs Coordinator**

Sam Kujala  
Flathead Valley Community College  
777 Grandview Drive  
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Kalispell, MT 59901  
406-756-4364  
[skujala@fvcc.edu](mailto:skujala@fvcc.edu)



Welcome!

The Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) accredits the FVCC Medical Assistant program upon the recommendation of the Medical Assistant Education Review Board (MAERB). Graduates of the program are eligible to take the American Association of Medical Assistants (AAMA) national certification exam.

The Medical Assistant program has a maximum of 12 students accepted each year. Program applicants are accepted based on **quality and completeness** of all required application materials found in this packet. Incomplete applications will not be considered.

Should the number of qualified applicants exceed available spaces, not all qualified applicants will be accepted. However, we will have a waitlist so students may be placed on the waitlist if they are qualified applicants.

**Priority applications are due by the last day of spring semester.** Applications received after this date may be considered on a space available basis. Applications may be mailed or hand delivered to the Academic Affairs Coordinator, Sam Kujala.

**Mail to:** Flathead Valley Community College  
Medical Assistant Program – Attn: Sam Kujala  
777 Grandview Drive  
Kalispell, Montana 59901

Selected students with completed applications who have met program criteria will be notified by telephone and email within 10 days after application submission deadline if they are accepted.

If you have any questions, please contact Sam Kujala, Academic Affairs Coordinator, at 756-4364 or email [skujala@fvcc.edu](mailto:skujala@fvcc.edu).

Highest regards,

Christine Degenhardt, CMA (AAMA)  
Medical Assistant Program Director  
406-756-4582  
[cdegenha@fvcc.edu](mailto:cdegenha@fvcc.edu)



## REQUIRED APPLICATION MATERIALS AND CHECKLIST:

### **PLEASE CAREFULLY READ THE FOLLOWING INFORMATION AND INITIAL EACH ITEM**

\_\_\_\_\_ Must be an accepted FVCC student through the Admission Office before being eligible to apply and be 18 years of age by the first day of classes fall semester.

\_\_\_\_\_ Copy of high school diploma or equivalency (GED or HiSET) must be provided.

\_\_\_\_\_ Provide documentation of minimum placement requirements for math (score: 1) and writing (score: 2), or successful completion of developmental courses.

\_\_\_\_\_ Medical Assistant Program Application Form: Form must be completely filled out and acknowledgement of physical demands must be read and signed. (See page 4)

\_\_\_\_\_ Provide proof of ability to type 40 wpm with no errors. Free typing tests can be Googled and are sufficient. Please print copy of screen with typing results and include in application.

\_\_\_\_\_ Cover Letter/Essay: Submit a letter introducing yourself, outlining your interest/goals in pursuing a career in Medical Assisting. Include experiences working in the health care field or volunteer work that directly relates to knowledge of the program. Describe personal strengths relevant to the career and working in the health care field. Include customer service experience, previous degrees, or health related certifications. It is important to use a formal letter format with correct grammar and spelling.

\_\_\_\_\_ Two Recommendation Forms: Forms can be included in the application packet in a separate sealed envelope signed by the reference over the seal or the reference can email the form directly to [cdegenha@fvcc.edu](mailto:cdegenha@fvcc.edu). (See pages 9 & 10)

\_\_\_\_\_ I understand attendance is required in the Medical Assistant Clinical Procedures and lab class from the first scheduled class. Absences in clinical can result in dismissal from program and an F grade. The syllabus will contain these details. It is expected of me to be dedicated, prepared for class, actively contribute, and have a high level of integrity.

\_\_\_\_\_ I understand all prior courses to be used as credit in the program must have been completed with a grade of "C" (2.0) or better.

\_\_\_\_\_ I understand that all required documentation must be returned to Sam Kujala, Blake Hall 135, by **May 17, 2019** for priority deadline. Summer will still be accepted depending on available space, but all materials should be submitted at least two weeks before classes start in the fall semester.

\_\_\_\_\_ I understand once accepted into the program I will need to provide required immunizations, complete a criminal background check through CastleBranch Services at least two weeks before the fall semester class start date, and review the Kalispell Regional Healthcare (KRH) student information.

**Discrepancies in the background check may result in students being denied final acceptance into the program. (See pages 5 & 6 for Background Check and Immunization Instructions.)**

\_\_\_\_\_ I have retained a copy of this application for my records (*it is my responsibility to make my own copy*).

**I verify that I have submitted and initialed all checklist requirements truthfully and accurately to the best of my knowledge.**

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



# MEDICAL ASSISTANT PROGRAM APPLICATION AND ACKNOWLEDGEMENT OF PHYSICAL DEMANDS

**Applications are due by the last day of Spring Semester**

Please return your completed checklist, application, signed acknowledgment, and all requested materials in a sealed envelope to the following address: **Flathead Valley Community College, Medical Assistant Program, Attn: Sam Kujala - 777 Grandview Drive, Kalispell, MT 59901** or drop off applications to Sam Kujala in Blake Hall 135.

Please carefully read the application and review it for completeness before signing. AN INCOMPLETE AND/OR UNSIGNED APPLICATION WILL NOT BE PROCESSED.

Please Print Full Legal Name

\_\_\_\_\_  
Last Name                      First Name                      Middle                      Date of Birth                      Student ID number

\_\_\_\_\_  
Mailing Address                      City                      State                      Zip

\_\_\_\_\_  
Cell Phone                      Email

\_\_\_\_\_  
Emergency Contact Name                      Relationship                      Phone

Please be aware that the program requires the ability to work in a physically demanding environment including but not limited to standing for extended lengths of time, multi-tasking, ability to lift up to 50lbs, and safely transferring patients.

\_\_\_\_\_  
Signature                      Date

I certify that all of the statements in this application and all of the documents submitted with this application are true and accurate to the best of my knowledge. I acknowledge that I have read and understand the above statements and if I am accepted into Flathead Valley Community College's Medical Assistant program, I agree to organize my time and personal affairs in order to meet the commitment necessary to succeed.

\_\_\_\_\_  
Signature                      Date



**PROGRAM COSTS:** Be aware of program costs, which include tuition and fees, lab fees, books, background check, uniforms, medical supplies, health insurance strongly recommended, lab tests and immunizations. (Save your receipts)

**FINANCIAL AID:** The Office of Financial Aid provides Information on student scholarships, Windmill Foundation Scholarship Fund, and financial aid. Please refer to the FVCC College Catalog for complete information online at [www.fvcc.edu](http://www.fvcc.edu). In addition, Kalispell Regional Healthcare offers Medical Assistant program scholarships. For more information, contact the program director.

## Background Check and Immunization Instructions

**IMPORTANT:** Final admissions to the program is contingent upon completing a successful criminal background check and all immunizations required for clinical rotations by facility partners.

After initial acceptance in the program, students will be given instructions and a link for creating a CastleBranch account. Cost is \$87.00 and responsibility of the student.

Through CastleBranch Services a criminal background check will be conducted. Clinical facilities require backgrounds check for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. Clinical rotations are an essential part of the program. Students who cannot participate in clinical rotation due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. This decision is made solely by the healthcare facility partner and not FVCC. Additionally, licensing agencies may require individuals to pass a criminal background check as a condition of licensure. Therefore, it is in everyone's interest to resolve these issues prior to final acceptance into the program. Discrepancies may result in students being denied final acceptance into the program.

FVCC is NOT obligated to make special accommodations and will not find an alternative clinical site if disqualified based on the site's policy. Students that are not able to complete the clinical aspect of the course will NOT be able to satisfy the requirements of the Medical Assistant program.

Drug screens may be required during the course if there is reasonable suspicion that faculties are impaired at clinical sites or in classrooms as a result of the use of a controlled substance or alcohol consumption. Students may be tested if a preceptor, class instructor, and/or clinical instructor makes specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of a student which indicates reasonable suspicion of impairment by either chronic, acute, or withdrawal effects of alcohol or controlled substances. Screening may also be required if there is reason to believe a student act or failure to act is a cause of an accident at a clinical site that causes personal injury or property damage.

CastleBranch will prompt students to submit **ALL** of the following required immunizations and documents for clinical rotations:

- 2 MMR's or titers
- 2 Varicella vaccines, or positive titer, or physician documented record of having chickenpox
- Positive Hepatitis B titer or signed declination



- Tdap (this cannot be TD or other combination must be Tdap and within the last 10 years)
- Yearly flu shot (only during flu season in the month of October)
- Two recent negative TB tests. These must be obtained consecutively, after the first TB is read the second must be completed and read within 7-21 days, or a Quantiferon TB Blood test may be done. Either option must be completed within the last 12 months.

If there are any questions regarding immunizations call Sam Kujala at 406-756-4364. Students taking more than 6 credits have the option to utilize the Student Health Clinic and can contact them at 406-756-4331 for information on costs, billing, and appointments.

Once background check and immunizations are completed through CastleBranch, students will receive an email with links to complete the additional requirements for clinical facility partners:

- Students will be required to upload a photo through the KRH website. The photo will be required for a student ID badge that KRH will provide once cleared for clinical rotations.
- Students participating in clinical work at KRH will be required to read through the student checklist and orientation manual, read through disclaimers and policies, and dress code.
- The student must complete an online personal information form in case of emergencies and for parking permission at KRH.

## **Medical Assistant, CAS**

Medical Assistants are the only allied health professionals specifically trained to work in ambulatory settings such as physicians' offices, clinics, and group practices. These multi-skilled personnel can perform administrative and clinical procedures. Physicians value this unique versatility and view medical assistants as vital partners in the medical office. Upon successful completion of this program, students will have the knowledge and skills to perform:

- Computer applications such as scheduling appointments, updating patient demographics, correspondence, coding, billing and insurance;
- Patient reception, arranging for hospital admissions, laboratory services, and referrals;
- Professional communication when working with patients and staff in a medical office;
- Accurate patient medical histories and vital signs, prepare patients for examinations, assist with surgical treatments, collect and prepare laboratory specimens, perform basic laboratory tests, and electrocardiograms;
- Preparation, administration and documentation of medications and vaccines using safe practices as authorized by a licensed physician;
- Triage in the office by messaging or telephone calls;
- Safe blood drawing and specimen collection using correct techniques;
- Removal of sutures and changing dressings;
- Medical and surgical aseptic techniques; and
- Patient education and health coaching.



**Fall Semester**

| <u>Course No.</u> | <u>Title</u>                                | <u>Credits</u> |
|-------------------|---|----------------|
| BIOH 104          | Basic Human Biology                         | 4              |
| AHMS 144          | Medical Terminology                         | 3              |
| AHMS 220          | Medical Office Procedures                   | 4              |
| AHMA 201          | Medical Assistant Clinical Procedures I     | 4              |
| AHMA 202          | Medical Assistant Clinical Procedures Lab I | 1              |
| AHMA 205          | Medical Assisting Clinical Approaches I     | 1              |

**First Semester Total Credits: 17**

**Spring Semester**

| <u>Course No.</u> | <u>Title</u>                                 | <u>Credits</u> |
|-------------------|--|----------------|
| BMGT 205          | Professional Business Communication          | 3              |
| M 120             | Mathematics w/ Health Care Applications      | 3              |
| AHMA 230          | Advanced Medical Office Procedures           | 4              |
| AHMA 203          | Medical Assistant Clinical Procedures II     | 4              |
| AHMA 204          | Medical Assistant Clinical Procedures Lab II | 1              |
| AHMA 206          | Medical Assisting Clinical Approaches II     | 1              |

**Second Semester Total Credits: 16**

**Summer Semester**

| <u>Course No.</u> | <u>Title</u>                       | <u>Credits</u> |
|-------------------|------------------------------------|----------------|
| AHMA 298          | Medical Assisting Externship       | 4              |
| AHMA 280          | Medical Assisting Examination Prep | 1              |

**Third Semester Total Credits: 5**

**TOTAL PROGRAM CREDITS: 38**

| <b>Strongly Recommended Electives:</b> | <u>Credits</u>               |   |
|--|------------------------------|---|
| CHMY 160                               | Pharmacology                 | 3 |
| BIOH 113                               | Human Form and Function      | 4 |
| AHMS 175                               | Medical Law and Ethics       | 3 |
| AH 230                                 | Electronic Health Records    | 3 |
| AHMA 220                               | Phlebotomy                   | 3 |
| AHMA 221                               | Phlebotomy Clinical Training | 2 |



### **Program Information**

- The Medical Assistant program demands high academic and personal standards. Students considering this certificate should familiarize themselves with the requirements.
- All requirements for the Medical Assistant program are stated in the Medical Assistant Handbook located on the FVCC Medical Assistant Program website.
- All AHMA courses in the program must have program director's signature for admission and must be taken consecutively starting fall semester.
- Students are required to earn a "C" (2.0) or above in all non-medical assisting courses.
- Students are required to earn a "B-" (2.7) or above in all medical assisting courses.
- Students are responsible for at least \$300 of additional costs to cover uniforms, personal medical supplies, immunizations and criminal background check. Required current immunization costs will depend on each individual vaccine history.
- AHMA 298: Medical Assistant Externship class involves 180 hours of unpaid work experience in various medical offices in the community. It is highly recommended that students have their own health insurance before starting the externship.



## Professional Reference for Applicants Medical Assistant Program

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

The above named applicant is a candidate for admission to the Flathead Valley Community College Medical Assistant Program. Please answer the following questions to the best of your ability and submit the reference **to the applicant** in a **signed and sealed envelope**. After sealing the envelope, please sign your name across the seal to ensure confidentiality. References may also be emailed directly to Chris Degenhardt at [cdegenha@fvcc.edu](mailto:cdegenha@fvcc.edu).

Feel free to use additional paper if you require extra space.

1. How long have you known the applicant and in what capacity?
2. Describe the applicant's work ethic if known.
3. Describe the applicant's study skills if known.
4. Describe the applicant's motivation.
5. Do you endorse this applicant as a suitable candidate for this program? **Please comment.**
6. Do you have any other information you feel would be relevant to an employer (program)?

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Professional Reference for Applicants Medical Assistant Program

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_