



**HEALTH SCIENCES
LIMITED ENTRY PROGRAMS**

140 Hassell Health Technologies
Jamestown Campus
(336) 334-4822, ext. 50439
limitedentry@gtcc.edu

MEDICAL ASSISTING

Fall 2021 Entry

Associate in Applied Science Degree – 68 credit hours
Jamestown Campus ♦ Maximum Number Accepted - 35

Follow these Important Deadlines to Make Sure You Are On-Track to Apply!



You Should have the GTCC Admission
Process Completed, Official
Transcripts Submitted, and Titan
Account Activated No Later Than:
April 28, 2021



You MUST Complete the Required
Online Program Information Session
and Score 100% on the Quiz.

Online Program Info Session will be
available in GTCC's Moodle site after
July 15, 2020.

Must have activated your GTCC Titan
Account to self-enroll in the Moodle
Info Session!

Search for "Health Programs Information
Sessions" and self-enroll.

Complete the Online Program Info
Session & Quiz No Later Than:

May 2, 2021 by 11:55pm

Access to the Session will be removed
after this date/time!



PROGRAM ADMISSION REQUIREMENTS

- ✓ **Complete the GTCC Admission/Readmission Process by April 28, 2021 (applies to new and former GTCC students).** This includes completing the NC Residence Determination process and submitting official transcripts. You should also activate your GTCC Titan Account approximately 24-48 hours after submitting your Application.
- ✓ **Complete a REQUIRED online Program Information Session by May 2, 2021.** Sessions completed for previous admission cycles are not acceptable.
- ✓ **Demonstrate English and mathematics "college readiness" levels,** via credit for college-level courses, transition courses, placement test scores, or waiver credits. *(Please see page 4 of this packet for more information on determining this requirement.)*
- ✓ **Demonstrate BIOLOGY competency by one of two ways:**
 - College-level BIO/lab course with a "C" or better, completed within ten years of the program start date (since 2011);
 - High school biology/lab course with a "C" or better, completed since the 2016-2017 school year

SUBMITTING YOUR PROGRAM APPLICATION

NEW PROCESS: Applications will be submitted electronically via Moodle once the online information session is completed with a quiz score of 100%.

If you are transferring in credits, **review your GTCC WebAdvisor Transcript to make sure they appear PRIOR TO submitting your Health Sciences Program Application!**

**Health Program Applications Accepted by the Limited Entry Programs Office
from April 26, 2021, through 5pm on May 14, 2021.**

PROGRAM CURRICULUM OUTLINE

General Education Courses

These courses may be taken prior to acceptance to the program to lighten the academic load and for possible award of ranking points.

| | | |
|---|---|-------------------|
| BIO 163 | Basic Anatomy & Physiology (completed within 10 years of program start date – 2011) | 5 credits |
| CIS 110 | Introduction to Computers | 3 credits |
| COM 231 | Public Speaking | 3 credits |
| ENG 111 | Writing & Inquiry | 3 credits |
| MAT 143 | Quantitative Literacy | 3 credits |
| PSY 150 | General Psychology | 3 credits |
| Humanities/Fine Arts Elective | ART 111 (<i>Art Appreciation</i>), HUM 115 (<i>Critical Thinking</i>) , HUM 120 (<i>Cultural Studies</i>), HUM 130 (<i>Myth in Human Culture</i>), or MUS 110 (<i>Music Appreciation</i>) – HUM 115 is the preferred course for this program. | 3 credits |
| Total General Education Credits: | | 23 credits |

Medical Assisting Program Courses

These courses are taken once accepted to the program.

| | | |
|---|---|-------------------|
| Fall 2021 | | |
| MED 110 | Orientation to Medical Assisting | 1 credit |
| MED 114 | Professional Interaction in Health Care | 1 credit |
| MED 121 | Medical Terminology 1 | 3 credits |
| MED 130 | Administrative Office Procedures 1 | 2 credits |
| Spring 2022 | | |
| MED 118 | Medical Law & Ethics | 2 credits |
| MED 122 | Medical Terminology 2 | 3 credits |
| MED 131 | Administrative Office Procedures 2 | 2 credits |
| MED 140 | Exam Room Procedures 1 | 5 credits |
| Summer 2022 | | |
| MED courses are not taught in the summer. Students typically take ENG 111 and MAT 143 this term if not already completed. | | |
| Fall 2022 | | |
| MED 150 | Laboratory Procedures 1 | 5 credits |
| MED 240 | Exam Room Procedures 2 | 5 credits |
| MED 270 | Symptomatology | 3 credits |
| MED 272 | Drug Therapy | 3 credits |
| Spring 2023 | | |
| MED 260 | MED Clinical Practicum | 5 credits |
| MED 262 | Clinical Perspectives | 1 credit |
| MED 264 | Medical Assisting Overview | 2 credits |
| MED 276 | Patient Education | 2 credits |
| Total Program Course Credits: | | 45 credits |
| TOTAL CREDITS REQUIRED FOR DEGREE: | | 68 credits |

LIMITED ENTRY ADMISSION PROCESS – GTCC HEALTH SCIENCES PROGRAMS

1. COMPLETE THE GTCC ADMISSION PROCESS

- **New and former GTCC students must complete the GTCC admission or readmission process, including the North Carolina Residency Determination Service (RDS) process.** To get started, visit <https://www.gtcc.edu/admissions-and-aid/apply-now.php>
- **Submit your official transcripts.** Once received, transcripts are evaluated by GTCC’s Enrollment Services staff. Approved transfer credits will be added to your academic record as appropriate.
- ✓ Please allow a minimum of TWO WEEKS for evaluation to occur! This process takes longer near the beginning or end of a semester. Transfer credits from regionally-accredited colleges/universities must appear on your GTCC WebAdvisor transcript in order to be considered for meeting minimum program requirements or earning ranking points!
- **Check the status of your admission process** by visiting <https://applicationstatus.gtcc.edu> and <https://transcripts.gtcc.edu>.
- **Activate your GTCC Titan Account.** You should be able to do this within 48 hours of completing your GTCC Application. If you have difficulty activating your account, please visit <https://myaccount.gtcc.edu/PasswordReset> to complete the activation process.

Have Questions? Need Help?

- ✓ **Completing the GTCC admission process (*application for admission, NC residence determination*):**
Please contact GTCC’s Admissions Office at (336) 334-4822, ext. 31125, or send an email to: admissions@gtcc.edu.
- ✓ **Submitting your transcripts:** Contact the Records and Transcripts Office at (336) 334-4822, ext. 50354 or 50161, or send an email to transcripts@gtcc.edu.

2. COMPLETE THE REQUIRED ONLINE PROGRAM INFORMATION SESSION BY MAY 2, 2021

- **Information Sessions completed for previous application cycles are not acceptable for purposes of meeting this requirement!** This session will provide you with a detailed overview of the curriculum, the minimum program admission requirements, faculty expectations and discussion of class schedules and clinical requirements, preparing and submitting your *Health Programs Application packet*, and the selection and notification process for the incoming class.
- **Make sure to activate your Titan Account so you can complete this required session as soon as possible!**
- The direct link to the session is: <https://online.gtcc.edu/course/view.php?id=35937>. You may also access it by logging into Moodle at <https://online.gtcc.edu/>, and searching for “Health Programs Information Sessions”.
- Enroll yourself in this course and complete the **Fall 2021 Entry – Medical Assisting module and quiz**. You must pass the quiz with a score of 100% to receive credit for completing this task. Access to the quiz will be removed at 11:55pm on May 2, 2021!



3. COMPLETE ALL OF THE FOLLOWING PROGRAM ADMISSION REQUIREMENTS

- **Demonstrate English and Mathematics “college readiness”.** You must be able to demonstrate that you have achieve the appropriate levels in BOTH of these areas by ONE of the following methods:

| COLLEGE ENGLISH READINESS | COLLEGE MATHEMATICS READINESS |
|---|--|
| <input type="checkbox"/> You have an earned Associate or Bachelor’s degree from a regionally-accredited institution. <input type="checkbox"/> You have completed or received transfer credit for ENG 111 (grade of “C” or better). <input type="checkbox"/> You have completed or received waiver credit for ENG 002 with a grade of P2 (tier two) . <input type="checkbox"/> You have completed or received waiver credit for ENG 011. <input type="checkbox"/> You don’t have any college-level ENG credit, but you are eligible to enroll in ENG 111 <u>without the ENG 011 co-requisite</u> , demonstrated by one of the following: <ul style="list-style-type: none"> ○ Graduate of a US high school within the last 10 years, with a minimum 2.8 GPA; ○ Completion of ENG/RED placement test within the past 10 years and achievement of appropriate scores. <i>If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!</i> | <input type="checkbox"/> You have an earned Associate or Bachelor’s degree from a regionally-accredited institution. <input type="checkbox"/> You have completed or received transfer credit for <u>one</u> of the following with a grade of “C” or better -- MAT 143, MAT 152, MAT 171 (or a higher-level math). <input type="checkbox"/> You have completed or received waiver credit for MAT 003 with a minimum grade of P2 (tier two) . <input type="checkbox"/> You have completed or received waiver credit for <u>one</u> of the following: MAT 043, MAT 052, or MAT 071. <input type="checkbox"/> You don’t have any college-level MAT credit, but you are eligible to enroll in MAT 143 or higher <u>without the corresponding MAT co-requisite</u> , demonstrated by one of the following: <ul style="list-style-type: none"> ○ Graduate of a US high school within the last 10 years, with a minimum 2.8 GPA; ○ Completion of MAT placement test within the past 10 years and achievement of appropriate scores. <i>If you took the placement test elsewhere, you MUST submit those scores to GTCC Admissions!</i> |
| <p><i>If you are unsure whether you meet either of these requirements, it is YOUR responsibility to speak with a counselor in the GTCC Admissions Office or the Student Success Center for clarification, PRIOR TO submitting your Health Sciences Program Application.</i></p> | |

- **Demonstrate Biology competency by one of the following ways:**
 - College-level BIO/lab course with a “C” or better, completed within 10 years of program start date—(since 2011)
 - High school-level BIO/lab course with a “C” or better, completed since the 2016-2017 school year

4. PREPARE AND SUBMIT YOUR HEALTH SCIENCES PROGRAM APPLICATION

Once you have met all requirements, you can prepare to submit your program application. The link for the application will be provided in the Information Session module once you have scored 100% on the quiz.

- Be sure to check your GTCC WebAdvisor account and select “Unofficial Transcript View” from the menu. **Verify that all transcripts have been received and evaluated for transfer credit by GTCC before submitting your application!** The Selection Committee will only use the courses listed on this transcript to verify minimum requirements and award ranking points.
- If you plan to receive ranking points for current health-related certifications/licensures, you will be required to upload documentation. Be sure a clear copy is prepared to upload to the program application.

PROGRAM APPLICANT SELECTION AND NOTIFICATION PROCESS

Ranking and Selection Process

The week following the deadline, application submissions will be screened to confirm all minimum criteria have been met. All applicants will be contacted via GTCC email informing them if their application will move forward to the Selection committee for the final ranking review.

During the next 1-2 weeks following the initial screening, the Health Sciences Review Committee, comprised of various Health Sciences Program Directors and faculty, the Dean of Health Sciences, and the Limited Entry Programs Office Staff, will review all applications submitted by the deadline.

- **Applicants are ranked using a points system, and candidates will be ranked, based on the total points earned.** Ties will be decided, based on the following system: 1) The applicant with the higher total points earned in the “General Education Courses” ranking section and 2) The date that the GTCC Admission Application was submitted for the program of interest.

NEW! Advanced Placement (AP) Credit and award of ranking points: applicants who earned AP credit for general education courses may earn corresponding ranking points, via the following method:

AP score of 5 = grade of “A”

AP score of 4 = grade of “B”

AP score of 3 = grade of “C”

Official AP scores must have been submitted to the GTCC Admissions Office to earn AP course credit. The course credits must also appear on your GTCC WebAdvisor transcript that is submitted with your program application. Advanced Placement credits for BIO and CHM courses must have been awarded within ten years of the program’s start date (since 2011).

Notification Process

Each candidate who submits a *Health Sciences Program Application* to the Limited Entry Programs Office by 5pm on the specified deadline will be notified in writing of the results of the selection process. **Notification will be sent electronically to the applicant’s GTCC email address – it is the applicant’s responsibility to check this email account frequently to avoid missing important communications from GTCC!**

- **Students must accept or decline a program position by submitting an Intent to Enroll Form within 10 business days of the date on the acceptance letter.** Failure to respond within the stated timeframe will result in the position being offered to an alternate. Once a student declines a program position, the decision may not be reversed.
- **A student has 15 business days from the date on the notification letter to contest the results of the selection process.** The request for review of the results must be submitted in writing to the Division Dean. The Division Dean will render a decision within 10 business days of receipt of the written request. The Division Dean’s decision is final.

PROGRAM ORIENTATION, ADVISING/REGISTRATION, AND ENROLLMENT

Once a position in a program of study is accepted, the student will then communicate with the Program Director regarding all matters related to program orientation, advising/registration, and enrollment.

The student is required to attend all program orientations, meetings, or other events scheduled prior to the start of classes. Failure to attend these meetings without prior approval from the Program Director may result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program. An alternate student will be selected to fill the vacant position, as directed by the Program Director.

The student must enroll in program classes prior to the first day of the semester. Failure to enroll without prior approval of the Program Director will result in removal from the health program and, if applicable to the program, ranking point deductions for future applications to the same program.

A student who enrolls in first-semester classes for the program and withdraws from the program or is dropped from the program that semester must complete the entire program admission process if he/she wishes to apply for a future program entry. If applicable to the program, ranking point deductions will apply for future applications to the same program.

The GTCC Health Sciences Limited Entry Process is not to be regarded as a contract between GTCC and students. GTCC reserves the right to change any provisions or requirements with adequate notice and minimum disruption to students.

Important Notes to Health Science Program Applicants

Program faculty reserve the right to revise or change course requirements in accordance with applicable state laws, college requirements, accreditation standards, and/or at the discretion of the faculty. By accepting admission into the program, the students agree to at all times abide by the program requirements and procedures as set forth in the Student Handbook and the respective course syllabus issued at the beginning of each term for each course. The student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the program. Changes made after the publication of the Handbook will be posted as an addendum to the Handbook.

Most programs require students to have a criminal background check, a drug screen, and an OIG review (Office of Inspector General) upon admission. Healthcare agencies that are utilized for clinical and/or internship experiences require this evaluation. If a student is denied agency access due to a positive check or screening, the students may not be able to complete the clinical education experiences, which will result in the inability to continue in the health science program. Screening may also be required after

graduation by examination boards, state licensing boards, and employing agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students must achieve a GPA of 2.0 or better in order to graduate. Students who receive a grade of “D” in a general education course (other than BIO or CHM) can graduate as long as their GPA is at least 2.0. However, a grade of “D” in a general education course will not transfer to another institution, nor will GTCC accept a grade of “D” for credit from another institution. Students must achieve a “C” or better in BIO, CHM, and program major courses. Students who do not achieve a “C” or better in these courses will be suspended from the program.

Technical Standards & Essential Functions

Introduction

This section introduces the nonacademic standards, skills, and performance requirements expected of every student in the Medical Assisting program. It is essential for all students entering the program to understand that these requirements are necessary for the satisfactory completion of all aspects of the curriculum and development of professional attributes for graduation. Reading these standards carefully along with a realistic assessment of your own personality, interests, abilities, strengths, and weaknesses will ensure that you end up in a program and career path that is a good fit for you.

According to the Bureau of Labor Statistics, the growth rate for available jobs in the field of medical assisting is 23%. This is mainly due to growth of aging adults in our society. Overall, this is much faster growth rate than other jobs, which is 7%.

Most Medical Assistants work in physician offices, urgent care facilities and outpatient clinics. They typically work 8 hour days unless in an urgent care where they may work 12 hour shifts. Beginning wages range from \$13-\$14/hour depending on education and previous experience.

Medical Assistants are the right hand of the provider. They not only assist in bringing back patients, conducting patient interviews and performing skills such as venipuncture and injections, they also keep the provider on time, educate patients and work with the patients, families and other healthcare people. Each item of information that the medical assistant gets from the patient helps the provider make a better diagnosis. Being detail-oriented and having the ability to stay on task are two key skills that a medical assistant must possess.

Skills fundamental to the Medical Assisting program include the following (with or without reasonable accommodation):

Communication

Students will be expected to:

- Interpret procedure manuals, medical records and electronic data
- Record items such as numbers, reports and documentation on patient charts.
- Manage electronic health records
- Explain treatment procedures
- Adapt communication to the individual’s needs in both face to face and automated situations
- Communicate effectively in written, verbal and electronic formats

Motor Coordination

Students will be expected to:

- Accurately document patient encounters/results in both written and electronic formats
- Prepare and administer medications as directed by the provider
- Safely and accurately perform skills such as venipuncture, injections and wound care
- Assist providers with patient examinations and assessments
- Push patients weighing up to 350 lbs in wheelchairs
- Lift up to 50 lbs several times a day
- Be able to type accurately at a sufficient rate to document in electronic medical records

Mobility

Students will be expected to:

- Stand or walk up to 8 hours per day
- Work continuously for up to 4 hours per day
- Ambulate in small spaces
- Perform CPR and First Aid

- Safely transport and position patients for examinations
- Assist the provider with physical examinations and minor surgeries

Sensory

Students will be expected to:

- Differentiate between normal and abnormal laboratory and vital signs values
- Observant to the patient’s condition and non-verbal communication
- Accurately gather and process data for patient history and examination via palpation, auscultation, inspection and smell

Intellectual

Students will be expected to:

- Use short and long- term memory
- Apply critical thinking techniques to problem solve in a variety of patient and office situations
- Be able to perform mathematical calculations when performing bookkeeping, assessing patient vital signs and administering medications as ordered by the provider
- Anticipate the needs of the provider as the examination/procedure progresses
- Process given information and evaluate administrative/clinical needs

Social

Students will be expected to:

- Work in groups and collaborate with other healthcare professionals
- Establish positive rapport with patients, families and other healthcare professionals.
- Be prompt in attendance and submission of assignments
- Interact positively with people from all levels of society, ethnic backgrounds, ages and beliefs.
- Treat all patients with empathy

Professional Behavior

Students will be expected to:

- Maintain academic honesty
- Be accountable for your actions and your educational goals.
- Follow HIPAA standards with patients, colleagues and third-party vendors
- Accept constructive criticism and make necessary changes in performance to maintain program standards.
- Be adaptable, flexible and able to function in the face of uncertainty.
- Maintain emotional and behavioral control in a mature manner.
- Practice professional behavior when using social media
- Adhere to the Medical Assisting Code of Ethics
- Adhere to the GTCC Medical Assisting Handbook

If You Have Questions about the Health Sciences Limited Entry Admission Process, Please Contact:

Limited Entry Programs Office

140 Hassell Health Technologies Center, Room 140 ♦ Jamestown Campus; (336) 334-4822, ext. 50439; limitedentry@gtcc.edu

MEDICAL ASSISTING PROGRAM: CALCULATION OF POINTS FOR RANKING AND SELECTION

(NOTE: Courses that have received “Pass/Fail” or “Satisfactory/Unsatisfactory” grades will be considered equivalent to a “C”.)

| GENERAL EDUCATION COURSES REQUIRED FOR THE PROGRAM | Points Awarded |
|--|----------------|
| BIO 163 – Basic Anatomy & Physiology (completed within ten years of program start date - since 2011) | A = 8; B = 4 |
| CIS 110 | A = 4; B = 2 |
| COM 231 | A = 4; B = 2 |

| | |
|--|--------------|
| ENG 111 | A = 4; B = 2 |
| MAT 143 (a higher-level MAT course may be substitute for degree requirements and ranking points) | A = 4; B = 2 |
| PSY 150 | A = 4; B = 2 |
| Humanities/Fine Arts Elective: ART 111 (<i>Art Appreciation</i>), HUM 115 (<i>Critical Thinking</i>) , HUM 120 (<i>Cultural Studies</i>), HUM 130 (<i>Myth in Human Culture</i>), or MUS 110 (<i>Music Appreciation</i>) – HUM 115 is the preferred course for this program. | A = 4; B = 2 |
| If you use HUM 115 as your HUM/FA elective, you will also receive an additional point if you earned a “B” or better for your course grade. | 1 |

| ADDITIONAL COURSES NOT REQUIRED FOR DEGREE | Points Awarded |
|--|----------------|
| Completion of the BIO 168 & 169 <u>sequence</u> with grades of “B” or higher, completed within ten years of program start – since 2011. (No points awarded if you have completed BIO 163 with a grade of “A” or “B” since 2011) Points for each BIO course are averaged to determine your final ranking points number. Example: BIO 168 “A” (8 pts) + BIO 169 “B” (4 pts); 8 + 4 = 12, divided by 2 = 6 ranking points earned. | A = 8; B = 4 |
| CHM 131/131A (chemistry), both with grades of “B” or higher, or CHM 151 with a “B” or higher (<i>completed within ten years of program start – since 2011</i>) | 2 |
| Completion of OST 130 (Comprehensive Keyboarding) with a grade of “C” or higher, completed within five years of program start - since <u>2016</u> . | 2 |
| Completion of any ACA course (i.e., ACA 111, ACA 122) with a grade of “B” or higher. | 1 |

| OTHER RANKING CRITERIA | Points Awarded |
|--|----------------|
| College-Level Programs: Points awarded for HIGHEST level completed – TRANSCRIPT MUST BE ON FILE IN ADMISSIONS! | |
| Completion of a Master’s Degree or higher in ANY field of study from a regionally-accredited institution | 6 |
| Completion of a Bachelor’s Degree in ANY field of study from a regionally-accredited institution | 4 |
| Completion of an Associate’s Degree in ANY field of study from a regionally-accredited institution | 3 |
| Completion of a Certificate Program/Diploma in a HEALTH-RELATED field of study from a regionally-accredited institution | 2 |
| High School Graduates – Classes of 2019 and 2020: Completion of Career & Technical Education Courses (Points awarded for highest level completed) - HIGH SCHOOL TRANSCRIPT MUST BE ON FILE IN ADMISSIONS! | |
| Completion of FOUR courses in the Career & Technical Education Health Sciences Career Cluster with grades of “C” or better. | 4 |
| Completion of THREE courses in the Career & Technical Education Health Sciences Career Cluster with grades of “C” or better | 3 |
| Completion of TWO courses in the Career & Technical Education Health Sciences Career Cluster with grades of “C” or better | 2 |
| Current Health-Related Certification/Licensure (up to two separate items may be submitted) -- MUST ATTACH DOCUMENTATION. | |
| May attach up to two separate CURRENT certifications/licensure for a maximum of two points. Must be from an officially-recognized regulatory body. CPR/First Aid/BLS is NOT acceptable. | 1-2 |

| TOTAL RANKING POINTS | Points Awarded |
|--|----------------|
| General Education Courses Required for the Medical Assisting Program | |
| Additional Courses Not Required for Degree | |
| Other Ranking Criteria | |
| TOTAL RANKING POINTS EARNED: | |