



WAYNE COMMUNITY COLLEGE

MEDICAL ASSISTING

Fall Semester 2024 Admission Policies and Procedures

This application packet can be accessed at:
<http://www.waynecc.edu/wp-content/uploads/medical-assisting.pdf>

This information supersedes all previously published information.

Apply September 1, 2023 – June 13, 2024 for earliest consideration.

Applications received after June 13, 2024 will be considered on a monthly basis.
Applicants may apply for only one limited health occupations program per semester.

It is the policy of Wayne Community College that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. WCC is an Affirmative Action institution. This material may be available in alternative formats.

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Wayne Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: <http://www.sacscoc.org/principles.asp>

The purpose for publishing the Commission's access and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at ed.gov/policy/gen/guid/fpco/ferpa/index.html or in the Office of Admissions and Records and in the Office of Counseling Services.

For more information about our graduation rates, the median debt of students who completed a program, and other important information, please visit our Web site at: waynecc.edu/gainful-employment/.

Wayne Community College is a tobacco-free institution.

**MEDICAL ASSISTING
FALL 2024 ADMISSIONS POLICIES AND PROCEDURES
INFORMATION IN THIS PACKET SUPERCEDES ALL PREVIOUSLY
PUBLISHED INFORMATION**

Thank you for your interest in the Medical Assisting (MA) program. We will begin accepting applications for the fall semester class of 2024 MA program starting **September 1, 2023**. Deadline for a completed application folder is **June 13, 2024 by 4:00 p.m.**

Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled. Admission to the Medical Assisting program is a selective process, based on the highest point count.

Please use the following checklist to ensure you complete the admissions requirements.

You will need to complete and submit the following to the Office of Admissions and Records:

- _____ 1. Completed application must be submitted to the Office of Admissions and Records along with the Letter of Understanding. **A faxed application and Letter of Understanding will not be accepted.**

All students must have a valid RCN to submit application. To verify your RCN please visit ncresidency.org. If you have any questions please contact the Office of Admissions and Records at ext. 6720.

Note: If you are planning to take the general education requirements for Medical Assisting in a semester prior to Fall 2024, also submit a general application to the college for Associate in Arts to the Office of Admissions and Records.

Undocumented Immigrants

- Federal law prohibits states from granting professional licenses to undocumented immigrants.
- Undocumented immigrants shall not be considered a North Carolina resident for tuition purposes. Undocumented immigrants must be charged out-of-state tuition whether or not they reside in North Carolina.
- Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when there are space limitations.

- _____ 2. Request that an official high school transcript or equivalent be sent to Wayne Community College. Also request that an official transcript from **ALL** post secondary schools, colleges and/or universities be sent to Wayne Community College. These transcripts **must** be requested by you and must be received by WCC in order to complete your application. (Note: An official transcript is one that is sent by one school, college or university to another. The official transcript has the school's seal and the appropriate signature. **A faxed copy is not considered to be an "official" transcript**). **If you are enrolled in the Spring 2024 semester, you will need to send an updated transcript by the June 13th deadline.** If you have any Advanced Placement (AP), CLEP or DANTES credit, you must request the scores to be sent directly from the testing company.

It is the applicant's responsibility to make sure that all transcripts are up to date and on file with the Admissions Office by the published deadline.

Failure to submit all transcripts to the Admissions Office by the published deadline will result in removal of the application from consideration or the applicant's dismissal from the program.

The National Student Clearinghouse is used to verify students' prior enrollment.

NOTE: Students with foreign transcripts must complete at least eight (8) semester hours of college credit (**not including pre-curriculum courses**) from an American regional accrediting agency. Of these eight (8) semester hours, there must be at least three (3) hours of life science, biology or chemistry. **No transfer credit will be accepted from institutions not accredited by an American regional accrediting agency.**

3. A. Meet Math proficiency with one of the following:

- Have an unweighted **final***** high school GPA of 2.8 or higher within 10 years from the program start date (8/24)* (GED/HiSET/CCRG)
- Meet appropriate scores on placement test within 10 years from the program start date (8/24)* (ACT/SAT/CPT/Asset/Compass/NCDAP/NROC/Accuplacer)
- Complete DMA 025 or a college level math class with a "C" or better**

*see a full list of acceptable scores on page 6

**see a full list of acceptable college math classes on page 6

***referral is made provisionally with midyear gpa

B. Meet English/Reading proficiency with one of the following:

- Have an unweighted **final**** high school GPA of 2.8 or higher within 10 years from the program start date (8/24)* (GED/HiSET/CCRG)
- Meet appropriate scores on placement test within 10 years from the program start date (8/24)* (ACT/SAT/CPT/Asset/Compass/NCDAP/NROC/Accuplacer)
- Complete DRE 098 or ENG 111 or equivalent with a "C" or better

*see a full list of acceptable scores on page 6

**referral is made provisionally with midyear gpa

Please plan ahead as Allied Health applicants are not permitted to take placement tests on the application deadline date.

- 4. (OPTIONAL) Complete and submit Medical Education or Training Form and documentation to Admissions and Records as an EMT (Basic, Intermediate or Paramedic), Nursing Assistant I or II, Phlebotomy, Pharmacy Tech. Cert. or Diploma or Degree in health science. Health science diploma/degree list can be found here: <https://www.nccommunitycolleges.edu/academic-programs/curriculum-standards> A new experience form must be submitted each year you apply to the program.**

- _____ 5. (MANDATORY) The final step in the process is to complete an application review of all previous steps. This must be done with a Career Pathways Specialist in the WLC Building for referral to the Limited Admissions Committee for the year of application.

It is your responsibility to make sure the final review happens prior to the application deadline. It is not necessary to schedule an appointment for the final review.

Walk ins are accepted.

Applicants desiring to be considered at the first Admissions Committee meeting must complete and submit all of the above information to the Office of Admissions and Records by the application deadline date, **June 13, 2024 by 4:00 p.m.** Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled. Please do not call for results after the Admissions Committee meetings. Letters will be sent to all applicants considered for the program notifying them of their status.

Note: Please do not send letters of recommendation. They are not considered by the Admissions Committee.

Prior to final acceptance, applicants should submit results of a physical exam and the required immunization records on the Student Medical Form as determined by a physician, physician assistant or nurse practitioner. Health forms will be provided by WCC after your conditional acceptance to the Medical Assisting program.

All applicants should read the Wayne Community College General Catalog 2023-2024 for the following information: policies on advanced placement, transfer of credits and experimental learning, number of credits to complete the program, policies and processes for withdrawal and for refund of tuition/fees.

Criminal Background Checks and Drug Testing

Affiliating health care agencies with which the college has contracted to provide clinical experiences for Medical Assisting students require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. In the event that a positive history is identified, the clinical agencies will determine if the student is allowed in the agency for clinical learning experiences. When a clinical agency does not allow the student in the agency for clinical learning experiences, the student will not be allowed to progress in the curriculum. Refusal to submit to testing or background checks will result in dismissal from the program.

A student convicted of a felony will not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). However, the certifying board may grant a waiver based upon mitigating circumstances.

Medical Assisting students must obtain current American Heart Association (AHA) – Basic Life Support (BLS) Provider certification by the date set by the program director. Must stay current while enrolled in classes. Note: AHA BLS certification must have included a “hands-on” skills demonstration component to be accepted.

***Acceptable Test Scores listed below:**

| | | | | |
|---------------------------------------|-----------------------------------|--------------------------|---------------|-------------------------------|
| Accuplacer/CPT | ASSET | COMPASS | NC DAP | NROC |
| Reading 80 | Reading 41 | Reading 81 | DRE 151 | English Tier 2 |
| Writing 86 | Writing 41 | Writing 70 | DMA 010 7 | Math Tier 1 |
| Arithmetic 55 | Numerical 41 | Pre-Algebra 47 | DMA 020 7 | |
| | | | DMA 030 7 | |
| SAT (January 2016 and earlier) | SAT (March 2016 and later) | ACT | | Accuplacer (Next Gen.) |
| Critical Reading 500 | Reading/Writing 480 | Reading 22 | | Reading 250 |
| Writing 500 | Mathematics 530 | English 18 | | Writing 250 |
| Mathematics 500 | | Math 22 | | Math: AR 263 |
| GED 165 (all sections) | HiSET 15 Essay 4 | CCRG E2 and M3 | | |

**** Acceptable College Math Classes listed below:**

MATH 110, 115, 121, 122, 140, 143, 151, 152, 161, 171, 172, 263, 271, 272, 273, 285

Math classes taken outside the NC Community College System, other than the courses listed above, will be evaluated on a case by case basis.



ALLIED HEALTH STUDENT ADMISSION REPORT

Wayne Community College
P.O. Box 8002 • Goldsboro, NC 27533-8002
919-735-5151 • waynecc.edu
An Equal Opportunity Employer

Student Name: _____
Last First Middle Maiden/Former

Datatel ID Number: _____

Allied Health program applying for:

- Associate Degree Nursing
 Deadline: March 4, 2024
- Licensed Practical Nursing
 Deadline: April 4, 2024
- Advanced Standing LPN to RN
 Deadline: November 2, 2023
- Dental Hygiene
 Deadline: March 21, 2024
- Dental Assisting
 Deadline: April 18, 2024
- Medical Assisting
 Deadline: June 13, 2024
- Medical Laboratory Technology
 Deadline: June 13, 2024
- Advanced Standing Medical Assisting
 Deadline: November 2, 2023

- Practical Nurses seeking Advanced Standing:
Schedule an interview with the Nursing Department Head to review additional requirements.
- Readmission *Pending space availability and meeting departmental criteria. Student will contact respective Department Head.
Name: _____ Number: 919-739- _____

Refer to Allied Health Admissions Department

- Yes No

Hold until further action:

- Missing Transcripts per Clearinghouse / personal disclosure
- Old / Incomplete / Missing / Low Test Scores
 Reading _____ English _____ Math _____ CIS 070 _____ ACT/SAT _____
- Missing / not completed chemistry class within ten years of program start date (Nursing only)
- Missing proper work-related experience documentation (DH / DA / Med Lab Tech / Med Assisting)

It is the student's responsibility to make sure all requirements are met by program deadline.

Counselor Signature _____ Date _____

Student Signature _____ Date _____

WHITE - ADMISSIONS

PINK/YELLOW - STUDENT

Wayne Community College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing accommodation or have questions about access, please contact the Disability Services Counselor at 919-739-6729. Please allow sufficient time to arrange accommodation.

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Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at ed.gov/policy/ivervguid/fpcoferpa/index.html or in the Office of Admissions and Records and in the Office of Counseling Services.

RV/05/21JM

MEDICAL ASSISTING ADMISSION RATING TOOL

Enclosed in this package of information is the Admission Rating Tool used by the Medical Assisting program staff, counselor and the Limited Admissions Committee to select applicants for the Medical Assisting program. A point count tool was developed as an objective means of evaluating applicants. (See next page.) It is the total rating score that is used in the selection process.

This tool was developed as an objective means of evaluating applicants. Criteria used to select applicants for admission to the Wayne Community College Medical Assisting program are: (Part I) Placement Test Scores, Multiple Measures/RISE Placement, or Course Equivalent (Part II) General Education Courses and (Part III) Medical Experience.

Your admission rating is confidential information. At no time and with no exceptions will your admission rating be discussed with anyone other than yourself. **PLEASE DO NOT CALL TO INQUIRE ABOUT YOUR POINT COUNT.** There will be no discussion of point count totals by phone.

Medical Assisting Tie Breakers

Tie Breakers:

1st Consideration: Total Points from Completed Coursework

2nd Consideration: Medical Experience

**Wayne Community College
Medical Education or Training Form
Fall 2024**

1. Name of Applicant _____
2. Student ID # or Date of Birth: _____
3. Program you are applying to: _____
4. Type of Medical Education or Training (Please check appropriate description)
 - a. _____ EMT-Basic, Intermediate, Paramedic (2 points)
 - b. _____ Nursing Assistant- I or II (2 points)
 - c. _____ Phlebotomy (2 points)
 - d. _____ Pharmacy Tech. Certificate (2 points)
 - e. _____ Diploma or Degree in Health Science (3 points)
5. Where was your Medical Education or Training completed?

(Please provide documentation to Admissions & Records)

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING ADMISSION RATING**

Applicant Name: _____
Date Reviewed: _____

Datatel #: _____
Reviewed by: _____

PART I College Placement Tests (Minimum scores must be attained. Not used for ranking purposes).

| | | | |
|------------------------|-----------------------|----------------------|---------------|
| Accuplacer/CPT | ASSET | COMPASS | NC DAP |
| Reading 80 _____ or | Reading 41 _____ or | Reading 81 _____ | DRE 151 _____ |
| Writing 86 _____ or | Writing 41 _____ or | Writing 70 _____ | |
| Arithmetic 55 _____ or | Numerical 41 _____ or | Pre-Algebra 47 _____ | |

| | | | |
|---------------------------------------|---------------------|---------------------|----------------------|
| SAT (January 2016 and earlier) | ACT | DMA | NROC |
| Reading 500 _____ or | Reading 22 _____ or | 010 _____ 020 _____ | English Tier 2 _____ |
| Writing 500 _____ or | English 18 _____ or | 030 _____ | Math Tier 1 _____ |
| Math 500 _____ or | Math 22 _____ or | | |

SAT (March 2016 and later)
Reading/Writing 480 _____
Mathematics 530 _____

GED 165 (ALL) _____

Hiset 15 _____
Essay 4 _____

Accuplacer (Next Gen.)
Reading 250 _____
Writing 250 _____
Math: AR 263 _____

CCRG
E2 _____ M3 _____

Completion of DRE 098 or ENG 111 or college equivalent with "C" or better _____

Completion of college level math class with "C" or better _____

GPA: _____ Graduation Date: _____

PART II General Education Courses (Maximum of 30 points)

Scale: A-, A, A+ (6 points) B-, B, B+ (4 points) C, C+ (2 points)

| <u>COURSE (or equivalent)</u> | <u>GRADE</u> | <u>POINTS</u> |
|-------------------------------|--------------|---------------|
| BIO 163 | _____ | _____ |
| MED 121 | _____ | _____ |
| MAT 110 (or higher) | _____ | _____ |
| ENG 111 | _____ | _____ |
| PSY 150 | _____ | _____ |

Total Part II _____

PART III Medical Experience (copy of a transcript, copy of a certificate, a license or a listing on registry).
(Maximum of 3 points).

EMT (Basic, Intermediate, Paramedic), Nursing Assistant (I or II), Phlebotomy,
Or Pharmacy Tech. Certificate **2 points**

Diploma or Degree in Health Science **3 points**

Total Part III _____

Total Score (Maximum 33 points)

Total Points _____

MEDICAL ASSISTING

Official Program Description registered with the N.C. Department of Community Colleges:

The Medical Assisting curriculum prepares the graduate to be a multi-skilled healthcare professional qualified to perform administrative, clinical and laboratory procedures. The administrative aspects of instruction include scheduling appointments; processing insurance accounts, reports, records, and billing and collections; coding medical records, transcribing and computer operations; and processing telephone calls, correspondence, reports and manuscripts. Clinical and laboratory aspects of instruction include preparing patients for examination and treatment; obtaining vital signs; assisting with examination and treatment; performing routine laboratory procedures, phlebotomy, electrocardiography, sterilization procedures; and administering medications under the supervision of a physician.

Graduates completing the associate degree develop additional competencies in effective communications and managerial and supervisory skills.

The *Wayne Community College AAS-Medical Assisting Program* is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of *Medical Assistant Education Review Board (MAERB)*.”

Commission on Accreditation of Allied Health
Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
(726) 209-2350
www.caahep.org

Individuals desiring a career in Medical Assisting should take biology, mathematics and keyboarding/computer courses prior to entering the program.

Student Success and Retention

Student retention and success are a priority at Wayne Community College. Obstacles to success may include the academic rigor of the program, extracurricular demands or dissatisfaction with your choice of this career path. Job shadowing should be strongly considered so that you are keenly aware of the professional responsibilities and duties associated with your career choice. Extracurricular demands such as full time work schedules may also need to be reduced in order to allow the necessary study time required to be successful. A good support system is also important if you are involved in other extracurricular demands such as providing care for children or elders.

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING PROGRAM
TECHNICAL STANDARDS**

All students in the Medical Assisting Program are expected to perform assigned skills, class assignments, and clinical activities at the same level, with or without accommodations. It is the responsibility of the applicant/student to read the technical standards carefully and to ask for clarification of any standard that is not understood.

Wayne Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, any disability affecting an applicant's ability to comply with these technical standards must be evaluated by the Disability Services Counselor in conjunction with the Medical Assisting program director and health care provider(s) (if appropriate) for an applicant/student with a disability who is otherwise qualified. Demonstration of one or more technical standards may be required. Students with a disability should see the Disability Services Counselor in the Student Development/Counseling Services Office.

The following skills/abilities include those cognitive, physical, and behavioral standards required for successful completion of the curriculum. (next page)

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING PROGRAM
TECHNICAL STANDARDS**

| Standard | Examples of Necessary Behaviors (not all inclusive) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interpersonal abilities sufficient to interact with co-workers, patients, families, and individuals from a variety of social emotional, cultural and intellectual backgrounds. | Establish rapport with clients, families and colleagues. |
| Communication abilities sufficient for interaction with others in verbal and written form. | Collect and document assessment data. Explain treatment procedures. Obtain and disseminate information relevant to patient care and work duties. |
| Critical thinking ability sufficient for clinical judgment. | Identify cause and effect relationship in actual and simulated clinical situations. Apply knowledge from lecture, laboratory and clinical areas. Utilize basic mathematical skills. |
| Physical abilities sufficient to maneuver in small spaces, and reach or lift needed equipment/supplies. | Move around and within an exam room. Administer CPR. Transfer patients from stretchers and wheelchairs to OR exam table and back. |
| Gross and fine motor abilities sufficient to provide safe and effective patient care. | Move, calibrate, pass equipment and supplies including sharp instruments. Lift, transfer, and position mobile and immobile clients. Lift and carry at least thirty (30) pounds of weight safely. |
| Auditory ability sufficient to monitor and assess health needs. | Hear patients, cries of distress, sound of instruments and equipment being properly utilized, monitor vital signs. |
| Visual ability sufficient for physical assessment, performance of medical office/clinical procedures, and maintenance of environmental safety. | Observe client responses such as skin color and facial expression. Monitor vital signs. Reads records. Observe color involved in specimen testing. |
| Tactile ability sufficient for assessment, and performance of medical office/clinical procedures. | Perform palpation techniques (venipuncture). |
| Emotional stability and mental alertness in performing in the medical assisting role. | Maintain a calm and efficient manner in high stress/pressure situations with patients, staff, supervisors and colleagues. |
| Olfactory ability sufficient to perform medical office/clinical procedures. | Distinguish drugs and liquids or chemicals. |

OCCUPATIONAL RISKS

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030. Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

WAYNE COMMUNITY COLLEGE COMMUNICABLE DISEASE POLICY OF STUDENTS

Wayne Community College is committed to assuring that all necessary training and precautions are taken with regard to communicable diseases. The Biohazard Exposure Control Plan and the Pandemic Preparedness Plan of Wayne Community College reflect our efforts to ensure the good health and safety of all employees and students. The College adopts this communicable disease policy for students in an effort to control communicable diseases and the threat of pandemics on campus based upon established rules and regulations of the N.C. Division of Health Services. Employees and employees of contractors or contracted services infected with a communicable disease have the responsibility of reporting this fact to the Director of Human Resources. Students infected with a communicable disease have the responsibility of reporting this fact to the Associate Vice President of Academic and Student Services or the Vice President of Continuing Education, as appropriate.

Communicable disease is an illness resulting from an infectious agent or its toxic products being transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment. [N.C.G.S. 130A-2(1c)] Communicable Disease shall include, but is not limited to: Chickenpox, influenza, Infectious Mononucleosis, Conjunctivitis, Hepatitis A, B & D, Acquired Immune Deficiency Syndrome (AIDS), Aids-related complex (ARC), positive HIV antibody status, Influenza, Measles, Meningitis, Tuberculosis, Whooping Cough, and sexually transmitted diseases.(N.C.G.S. 130A)

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures that can be taken to prevent the spread of infection and to protect their own health.

Persons who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to behave in accordance with such knowledge to protect themselves and others. Medical information relating to the communicable disease of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act.

If a student reports a communicable disease condition, the student may be excluded from the institution until an appropriate evaluation of the student's medical condition can be made. The evaluation may be made by a physician or a health department official and testing may be required if appropriate. Students in any Allied Health program may have additional requirements, as specified in each program's student handbook; therefore, these students should report all suspected communicable diseases.

The final determination of student's ability to remain in school will be made by the Vice President or Associate Vice President based upon professional medical evaluation results and recommendations. If a student is found to have a communicable disease, then the attendance of the student on campus or at any College activity will be prohibited until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the College.

The College's Biohazard Control Plan defines guidelines that will be followed in the event of an accidental exposure to bodily fluids or biohazards. Any such exposure should be reported immediately to the responsible faculty or staff person associated with the WCC activity involving such exposure and to the Student Activities Coordinator and an incident report must be completed.

Reference: WCC General Catalog and Student Handbook 2023-2024, page 254-255
<https://waynecc.smartcatalogiq.com/en/2023-2024/general-catalog-and-student-handbook/student-handbook/communicable-disease-policy-for-students/>

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING**

| | CONTACT HOURS CLASS | LAB | CLINICAL | SEM. HOURS CREDIT |
|----------------------------------------------|------------------------------------|------------|---------------------------|----------------------------------|
| <u>FIRST SEMESTER</u> | | | | |
| ACA 111 College Student Success | 1 | 0 | 0 | 1 |
| BIO 163 Basic Anatomy and Physiology | 4 | 2 | 0 | 5 |
| ENG 111 Writing and Inquiry | 3 | 0 | 0 | 3 |
| MAT 110 Math. Measurements and Literacy | 2 | 2 | 0 | 3 |
| MED 110 Orientation to Medical Assisting | 1 | 0 | 0 | 1 |
| MED 121 Medical Terminology I | 3 | 0 | 0 | 3 |
| OST 136 Word Processing | 2 | 2 | 0 | <u>3</u> |
| | | | | 19 |
| <u>SECOND SEMESTER</u> | | | | |
| ENG 114 Professional Research and Reporting | 3 | 0 | 0 | 3 |
| MED 122 Medical Terminology II | 3 | 0 | 0 | 3 |
| MED 140 Exam Room Procedures I | 3 | 4 | 0 | 5 |
| MED 130 Admin Office Pro I | 1 | 2 | 0 | 2 |
| PSY 150 General Psychology | 3 | 0 | 0 | <u>3</u> |
| | | | | 16 |
| <u>SUMMER TERM</u> | | | | |
| MED 131 Administrative Office Procedures II | 1 | 2 | 0 | 2 |
| MED 150 Laboratory Procedures I | 3 | 4 | 0 | <u>5</u> |
| | | | | 7 |
| <u>THIRD SEMESTER</u> | | | | |
| MED 230 Administrative Office Procedures III | 1 | 3 | 0 | 2 |
| MED 240 Exam Room Procedures II | 3 | 4 | 0 | 5 |
| MED 250 Laboratory Procedures II | 3 | 4 | 0 | 5 |
| MED 272 Drug Therapy | 3 | 0 | 0 | <u>3</u> |
| | | | | 15 |
| <u>FOURTH SEMESTER</u> | | | | |
| MED 118 Medical Law and Ethics | 2 | 0 | 0 | 2 |
| MED 262 Clinical Perspectives | 1 | 1 | 0 | 1 |
| MED 260 Medical Clinical Practicum | 0 | 0 | 15 | 5 |
| Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| MED 264 Medical Assisting Overview | 2 | 0 | 0 | <u>2</u> |
| | | | | 13 |
| | | | TOTAL CREDIT HOURS | 70 |

Effective Fall 2018

Humanities/Fine Arts accepted:

| | | | | | |
|---------|---------|---------|---------|---------|---------|
| ART 111 | ART 114 | ART 115 | DRA 111 | DRA 126 | DRA 211 |
| ENG 231 | ENG 232 | ENG 241 | ENG 242 | ENG 261 | ENG 262 |
| ENG 273 | HUM 110 | HUM115 | HUM 120 | HUM 121 | HUM 130 |
| HUM 211 | MUS 110 | PHI 215 | PHI 240 | REL 110 | REL 211 |
| REL 212 | REL 221 | | | | |

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING
ESTIMATED COSTS**

| <u>TUITION:</u> | | PER SEMESTER |
|-----------------------------------------|--------------------------------------------------|---------------------|
| In-State | \$76.00/Semester Hour* (Full-time = 16 hours) | \$1,216.00 |
| | Student Activity Fee | \$ 30.00 |
| | Technology Fee | <u>\$ 16.00</u> |
| | | \$1,262.00 |
| Out-of-State | \$268.00/Semester Hour* | \$4,288.00 |
| | Student Activity Fee | \$ 30.00 |
| | Technology Fee | <u>\$ 16.00</u> |
| | | \$4,334.00 |
| Textbooks** | | \$600.00 |
| <u>OTHER COSTS:</u> | | ONE TIME FEE |
| Health/Medical Requirements*** | | |
| Physical Exam | | \$35.00 - \$120.00 |
| Hepatitis vaccine | | \$90.00 - \$150.00 |
| Uniforms | | \$150.00 |
| Shoes | | \$60.00 |
| Equipment | | |
| Watch (with second hand) | | \$25.00 |
| Stethoscope | | \$30.00 |
| Criminal Background Check & Drug Screen | | \$44.00 (minimum) |
| Graduation (Cap and Gown) | | \$39.00 |
| Application for AAMA Certification Exam | | \$125.00 |
| CPR AHA-BLS Provider | | \$75.00 |

* Tuition is based on the 2023 – 2024 school year tuition rates. This is subject to change.

** Cost of books is constantly changing. Costs vary, according to number of courses taken each semester. This estimate is for Medical Assisting courses only.

*** Costs vary, depending on health care provider and insurance coverage.

Rev. 06/14

**MEDICAL ASSISTING
LETTER OF UNDERSTANDING**

NAME _____ Student ID# or DOB: _____

I affirm that all information submitted during the general and/or allied health application process(es) is true and complete to the best of my knowledge. I affirm that I have read and understand the Medical Assisting program admission policies and procedures as stated by Wayne Community College in the Medical Assisting Fall Semester 2024 Admission Policies and Procedures packet at: <http://www.waynecc.edu/wp-content/uploads/medical-assisting.pdf>.

I understand that it is my responsibility as an applicant to submit all the necessary admission requirements prior to the deadline and that failure to comply with all application requirements will result in removal from consideration or dismissal from the program. (Please refer to the application package for more detailed information.)

I have read and I understand the Wayne Community College Medical Assisting Program Technical Standards section within this packet.

I have disclosed **all** schools attended and have requested official transcripts from **each** be sent to Wayne Community College. I understand that omissions of **any** school attended is grounds for removal from consideration or dismissal from the program.

I understand that no exceptions to the policies and procedures will be granted.

INITIAL APPLICATION DEADLINE – **MEDICAL ASSISTING**
June 13, 2024 by 4:00 p.m.

Applicants completing all requirements after the deadline will be considered by the Admissions Committee at their next regularly scheduled monthly meeting until the program is filled.

After reading the above statement, please sign, date and return with your application.

Signature _____ Date _____

Note: Your application will not be processed without this signed statement.

**Please be sure to inform the Office of Admissions and
Records if your address or telephone number changes.**

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR ADMISSION/READMISSION



WAYNE COMMUNITY COLLEGE

PO Box 8002 • Goldsboro, NC 27533-8002
919-735-5151 • www.waynecc.edu

It is the policy of Wayne Community College that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. WCC is an Affirmative Action institution. This material may be available in alternative formats. Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, <http://www.sacscoc.org> for questions about the accreditation of Wayne Community College. Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office. The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: <http://www.sacscoc.org/principles.asp>. The purpose for publishing the Commission's access and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office. Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at ed.gov/policy/gen/guid/fpco/ferpa/index.html or in the Office of Admissions and Records and in the Office of Counseling Services. For more information about our graduation rates, the median debt of students who completed a program, and other important information, please visit our Web site at: waynecc.edu/gainful-employment/. Wayne Community College is a tobacco-free institution.



APPLICATION FOR ADMISSION/READMISSION

P.O. BOX 8002
GOLDSBORO, NC 27533-8002
919-735-5151 | waynecc.edu
An Equal Opportunity Institution

Do Not Write In This Space

RCN _____
RCVD _____

NOTICE TO APPLICANT: The information that you provide below will be placed in our master file. If any of this data changes, you must notify the Office of Admissions and Records immediately. Information on race and sex is requested for data gathering purposes only. Disclosure of social security number is voluntary and is used to verify the identity of an individual. Answer all questions completely and accurately. Use your legal name. Incomplete forms may delay your acceptance. Please print or type.

| | | | | | |
|---------------------------|-----------------------|--------------------------|--------|----------------------------------------------------------------|---------------------------------------|
| Last Name Jr./Sr./III | | First | Middle | Former | |
| Address | | | City | State | Zip |
| County of legal residence | | State of legal residence | | Country of legal residence | WCC College ID Number (If Applicable) |
| Home Telephone () | Work Telephone () | Cell Telephone () | | Social Security Number | |
| Birthdate | Birthplace | E-mail Address | | Sex <input type="radio"/> Male <input type="radio"/> Female | |

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ethnicity and Race - Hispanic or Latino <input type="radio"/> Yes <input type="radio"/> No If no, choose one or more: <input type="radio"/> White <input type="radio"/> Black or African American <input type="radio"/> Asian <input type="radio"/> Native Hawaiian or other Pacific Islander <input type="radio"/> American Indian or Alaska Native | Year and term entering 20 _____ <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer I plan to attend <input type="radio"/> Full-Time <input type="radio"/> Part-Time | Enrolling as <input type="radio"/> Freshman <input type="radio"/> Transfer <input type="radio"/> Returning WCC Student Last term registered at WCC _____ Name last enrolled under _____ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Long-term goal at WCC? (Select one) <input type="radio"/> To obtain an Associate Degree, Diploma or Certificate <input type="radio"/> To enhance job skills in present field of work <input type="radio"/> To enhance employment skills for a new field of work <input type="radio"/> To take courses to transfer to another college <input type="radio"/> To take courses for personal enrichment or interest | Employment status while attending WCC (Select one) <input type="radio"/> Retired <input type="radio"/> Unemployed - not seeking employment <input type="radio"/> Unemployed - seeking employment <input type="radio"/> Employed 1-10 hours per week <input type="radio"/> Employed 11-20 hours per week <input type="radio"/> Employed 21-39 hours per week <input type="radio"/> Employed 40 or more hours per week | Highest educational level completed (Select one) <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12 <input type="radio"/> High School Equivalency <input type="radio"/> 13 Adult High School Diploma <input type="radio"/> 14 Post High School Vocational <input type="radio"/> 15 Associate Degree <input type="radio"/> 16 Bachelor's Degree <input type="radio"/> 17 Master's Degree or Higher |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

U.S. Citizen Yes No If no, a) give country of citizenship _____ b) immigration status _____

Indicate if any of the following apply to you

Retired Military Active Duty Military Dependent of Active Duty Military Department of Defense Employee

High school last attended _____ City _____ County _____ State _____

Graduation date or last date of attendance: Month _____ Day _____ Year _____ Yes, I graduated No, I did not graduate

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|-------|------------------------------|
| <input type="radio"/> I received an Adult High school Diploma <input type="radio"/> I received the High School Equivalency <input type="radio"/> I am currently enrolled in high school | School | City | State | Date received or anticipated |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|-------|------------------------------|

IF YOU ARE APPLYING TO A CURRICULUM PROGRAM, PLEASE COMPLETE THE ITEMS BELOW.

INITIAL HERE _____

All transcripts (high school or equivalent and college) must be on file in the admissions office before an applicant is officially accepted to the Program.

Financial Aid and VA benefits will not be approved until all official transcripts are on file.

| College attended | City | County | State | Date last attended |
|------------------|------|--------|-------|--------------------|
| | | | | |
| | | | | |
| | | | | |

Curriculum to which you are applying _____
6-Digit Curriculum Code _____ INITIAL HERE _____

IF ADDITIONAL INFORMATION IS NEEDED, THE APPLICANT WILL BE NOTIFIED.

I hereby certify that all information I have set forth herein is true to the best of my knowledge, pursuant to my reasonable inquiry where needed. I hereby acknowledge that the institution may divulge the contents of this application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am, or have been, in attendance at this institution. I understand that work I complete and submit as a student may be used to assess college general education outcomes. Falsification of admissions documents resulting in incorrect information which could be used in consideration of admission to the college, admission to curriculum programs, or financial aid will result in removal of application from consideration or dismissal from the college/program.

Signature of Applicant

Signature of parent or guardian also, if applicant is under 18 years of age

Date