MEDICAL ASSISTANT PROGRAM (MEA)

Offered through the following institution:

State Fair Community College

Fall 2020 Admission

Priority Deadline May 15, 2020

Please return all correspondence to:
SFCC Clinton Campus
Attn: MEA Program Office
1701 N Second Street
Clinton MO 64735
Phone: (660) 383-1600
Fax: (660) 383-1615
Email: clinton@sfccmo.edu

NOTICE OF NON-DISCRIMINATION
State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC’s Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access office, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.
MEA Program Information

➢ This is a hybrid allied health program with two certificates offered – Skills Certificate in Medical Assisting, and Professional Certificate in Medical Assisting. Both certificates include online classes with one full day each week of an on-ground skills lab. Information about the AAS in Medical Assisting is provided in the course catalog.

➢ The skills lab component is offered at the SFCC Clinton campus and at the Lake of the Ozarks. Attendance in the skills lab is required and essential to success in the program. Students will choose which location to attend. During lab, the instructor meets face-to-face with all students.

➢ To be eligible to sit for the Certified Clinical Medical Assistant (CCMA) Medical Assisting credentialing exam, a student must successfully complete semesters 1 and 2.
  o Semester 1: The Skills Certificate, offered during the Fall semester includes introductory clinical, administrative, and laboratory medical assisting skills. At the end of the course, students will sit for the Certified Electrocardiogram Technician (CET) credentialing exam.
  o Semester 2: The Professional Certificate in Medical Assisting, offered during the Spring semester includes in-depth clinical, administrative, laboratory, and medical scribe knowledge for medical assistants. This also includes the 160-hour Capstone component, which will be completed during the second eight-week of the semester. At the end of the semester, students will sit for the Certified Phlebotomy Technician exam and the Certified Clinical Medical Assistant (CCMA) credentialing exam.

➢ Capstone will take place in two different off-campus clinical settings. Students should be prepared to drive a maximum of one hour each way to their capstone clinical location. Clinical sites are assigned to the student, and the student may not self-select or choose their location. Local medical assistants serve as the capstone educators and supervise MEA students during the required clinical capstone. Students must be prepared to decrease their employment hours during capstone to complete the necessary clinical hours.

➢ As part of the Professional Certificate in Medical Assisting, students will sit for two credentialing exams – Certified Phlebotomy Technician (CPT) and Certified Clinical Medical Assistant (CCMA). Obtaining all three credentials (CET, CPT and CCMA are a required part of being awarded the Professional Certificate in Medical Assisting from State Fair Community College.

➢ Students interested in the MEA Program are admitted to SFCC on the same basis as other students. Admission to the college does not guarantee admission into the MEA Program.

➢ The MEA Program is full-time, with courses offered in a specific sequence. Up to 25 students will be admitted each year.

➢ The Skills Certificate in Medical Assisting and Professional Certificate in Medical Assisting are designed to be completed in one semester each – one following the other. Those completing the skills certificate who do not continue to the Professional Certificate may attend later if they meet qualifications laid out by the Program Coordinator.

➢ Advancement from the Skills Certificate to the Professional Certificate is dependent upon a student achieving all minimum required grades.

➢ Withdrawing from a course will result in removal from the program unless granted Program Coordinator approval.
➢ Students may choose to continue their education and complete the AAS Medical Assistant degree. To declare the AAS Medical Assistant degree, a student must be currently enrolled in or have completed the Professional Certificate Medical Assisting program.

**Mission and Vision**

*Mission:* The mission of the Medical Assistant Program is to educate and prepare medical assistants to provide quality healthcare to the citizens of Missouri and neighboring states, especially those in rural and underserved areas. The program strives to educate and prepare students to have the knowledge, skills and professional behaviors necessary to work in both traditional and emerging areas of practice.

*Goal:* To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

*Vision:* To be recognized as a leader in innovative strategies for medical assistant education. To reach all areas within our jurisdiction through a combination of distance and onsite education opportunities.

**Program Outcomes**

Students must meet all of the cognitive, psychomotor, and affective competencies that are outlined in the MAERB core curriculum.

These expectations are listed in the handbook, application, and course content and discussed in the advisory committee.

The student program outcomes are:

➢ Apply HIPPA, legal and ethical standards to the Medical Assistant role in a clinical setting.

➢ Utilize best practices in safety, communication and skills to deliver quality patient care in the medical setting.

➢ Incorporate critical thinking skills and patient rights when performing patient care and corresponding assessments, addressing patient concerns and communicating with the patient.

➢ Deliver culturally competent care demonstrating sensitivity to patients, third party representatives and other members of the healthcare team.

➢ Recognize and react appropriately to dynamic situations, using appropriate communication to the patient and physician.

**Professional Standards**

*Clinical Competence*

➢ The student will demonstrate all knowledge, skills and professional ability associated with the career path. Students should be aware of the risk of exposure to biological hazards including blood and other bodily fluids. It is strongly recommended that program participants maintain active healthcare coverage.
Professional and Ethical Conduct
➢ The student will demonstrate a commitment to and an acknowledgement of the profession of medical assistants and a respect for the ethics of the field specifically and health care professions generally.

Post-Acceptance Admission Requirements
Upon notice of acceptance into the MEA Program, admission is contingent upon students successfully completing and meeting the requirements, at their own expense, for criminal background screenings, drug/alcohol screenings, TEAS test and immunizations before an established deadline. Instructions and forms will be provided to those students selected for acceptance into the MEA Program. A positive drug/alcohol test or criminal background check could prevent a student’s admission into the program. Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the MEA Program Coordinator. Students not completing the required immunizations could be subject to special conditions or withdrawal from the program depending upon the clinical site requirements.

MEA Coursework Requirements and Program Advancement
In order to earn a passing grade in each MEA course, the student must successfully complete all of the competencies expected in each course. Students are responsible for being aware of and meeting all grade requirements. Refer to the course catalog for course descriptions.

Courses to complete with a grade of B or higher*
Courses to complete with a grade of C or higher**

Skills Certificate in Medical Assisting (Fall) Credit Hours

**HEOC 120 Medical Terminology I 3
**BIO 103 Human Biology 3
*MEA 101 Introduction to Medical Assisting 3
*MEA 108 Medical Assisting Administration Procedures 3
*MEA 112 Medical Assisting Clinical Procedures 3
*MEA 116 Medical Assisting Laboratory Procedures 3
NURS 102 CPR for Healthcare Providers 0.5
Total hours, FALL semester Skills Certificate 18.5

Professional Certificate in Medical Assisting (Spring) Credit Hours

** MEA 110 Medical Scribe 2
*MEA 114 Medical Assisting Advanced Skills 4
**PHRM109 Pharmacology for Pharmacy Technicians 3
**HEOC 135 Allied Health Career Development 0.5
*MEA 190 Capstone 6
Total hours, SPRING semester Professional Certificate 15.5
Professional Certificate Total Hours (including Skills Certificate) 34
In order to complete an AAS, the student must complete the following additional courses:

**WRITTEN AND ORAL COMMUNICATIONS**  
COMM 101 Public Speaking 3  
ENGL 101 English Composition I 3

**MATHEMATICAL SCIENCES** 3  
MATH 110 Intermediate Algebra with Review OR 5  
MATH 112 Intermediate Algebra 3

**HUMANITIES, SCIENCES, AND FINE ARTS** 6  
SOC 100 Sociology 3  
PSY 101 General Psychology 3

**AMERICAN INSTITUTIONS** 3  
HIST 101 U.S. History before 1877 OR HIST 102 History after 1877 OR 3  
POLS 101 American/National Government 3

These courses satisfy the state requirement for the Missouri Constitution. Students transferring credit for American history or national government from out-of-state must complete POLS 102 Missouri Constitution.

**HEALTHCARE APPLICATIONS** 9  
HIT 224 Human Diseases & Conditions 3  
CAPP 125 Microcomputer Applications 3  
HEOC 140 Technology in Health Care 3

**Skill Certificate in Medical Assisting Requirements** 18.5

**Professional Certificate Medical Assisting Requirements** 34

**AAS-Medical Assistant (+27 credits) PROGRAM REQUIREMENTS** 61

*Estimated Student Costs for the MEA Program*

Tuition and Fees for the MEA Program (Skills and Professional certificates) will be higher than general education costs at the home campus. This is an estimate of student costs associated with the program, including tuition, books, supplies, immunizations, training/certifications.
# Tuition & Fee Schedule for the Medical Assisting Skills & Professional Certificate

State Fair Community College

Rev. 12/19

<table>
<thead>
<tr>
<th></th>
<th>IN-DISTRICT</th>
<th>MISSOURI RESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Tuition (on ground/hybrid)</td>
<td>$115/credit hour</td>
<td>$170/credit hour</td>
</tr>
<tr>
<td>Online Base Tuition</td>
<td>$165/credit hour</td>
<td>$220/credit hour</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$20/credit hour</td>
<td>$20/credit hour</td>
</tr>
</tbody>
</table>

## FIRST SEMESTER (FALL) Skills Certificate

<table>
<thead>
<tr>
<th></th>
<th>IN-DISTRICT</th>
<th>MISSOURI RESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.5 Medical Assisting Credit Hours</td>
<td>$1437.50 ($115/credit hour)</td>
<td>$2125.00 ($170/credit hour)</td>
</tr>
<tr>
<td>Technology Fee ($20/credit hour)</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>6 General Education Credit Hours (Medical Terminology I, Human Bio)</td>
<td>$690.00</td>
<td>$1020.00</td>
</tr>
<tr>
<td>Technology Fee ($20/credit hour)</td>
<td>$120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Course Fee: BIO 103 Human Biology</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Course Fee: MEA 112 MEA Clinical Procedures</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Course Fee: MEA 116 MEA Laboratory Procedures</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Exam Fee: Certified EKG Technician</td>
<td>$140.00</td>
<td>$140.00</td>
</tr>
<tr>
<td><strong>FIRSTSEMESTER TOTAL:</strong></td>
<td><strong>$2783.50</strong></td>
<td><strong>$3801.00</strong></td>
</tr>
</tbody>
</table>

## SECOND SEMESTER (SPRING) Professional Certificate

<table>
<thead>
<tr>
<th></th>
<th>IN-DISTRICT</th>
<th>MISSOURI RESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Medical Assisting Hours</td>
<td>$1380 ($115/credit hour)</td>
<td>$2040 ($170/credit hour)</td>
</tr>
<tr>
<td>Technology Fee ($20/credit hour)</td>
<td>$240.00</td>
<td>$240.00</td>
</tr>
<tr>
<td>3.5 General Education Hours Pharmacology, Career Development</td>
<td>$402.50</td>
<td>$595.00</td>
</tr>
<tr>
<td>Technology Fee ($20/credit hour)</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Course Fee: MEA 114 MEA Advanced Skills</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Course Fee: MEA 108 MEA Administration Procedures</td>
<td>$48.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>Exam Fee: Certified Phlebotomy Technician</td>
<td>$140.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Exam Fee: Certified Clinical Medical Assistant</td>
<td>$170.00</td>
<td>$170.00</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER TOTAL:</strong></td>
<td><strong>$2490.50</strong></td>
<td><strong>$3343.00</strong></td>
</tr>
</tbody>
</table>
OTHER PROGRAM RELATED EXPENSES
State Fair Community College
Rev. 12/19

FIRST SEMESTER

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$400</td>
</tr>
<tr>
<td>Supplies (scrubs w/patch, stethoscope, blood pressure cuff)</td>
<td>$200</td>
</tr>
<tr>
<td>Immunizations (assumes all are needed)</td>
<td>$300.00</td>
</tr>
<tr>
<td>TEAS Entrance exam</td>
<td>$90.00</td>
</tr>
<tr>
<td>Background Check &amp; Immunization Tracking</td>
<td>$100.00</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>$60.00</td>
</tr>
<tr>
<td>AAMA Student Membership</td>
<td>$32.50</td>
</tr>
<tr>
<td><strong>FIRST SEMESTER TOTAL</strong></td>
<td><strong>$1182.50</strong></td>
</tr>
</tbody>
</table>

SECOND SEMESTER

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$275.00</td>
</tr>
<tr>
<td>Mileage (travel to Capstone locations)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Graduation Package</td>
<td>$35.00</td>
</tr>
<tr>
<td>Medical Assisting Pin</td>
<td>$40.00</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER TOTAL</strong></td>
<td><strong>$550.00</strong></td>
</tr>
</tbody>
</table>

** 2019-2020 Tuition rates subject to change

In-district tuition applies to residents of the following school districts: Cole Camp R-1, Green Ridge R-VIII, La Monte R-IV, Lincoln R-II, Otterville R-VI, Pettis County R-12 at Dresden, Pettis County R-V at Hughesville/Houstonia, Sedalia 200, Smithton R-VI, and Warsaw R-IX.

Active-duty military personnel, Reserve, National Guard members, and veterans and their dependents qualify for in-district tuition based on residency (must be in the primary “in-district” service area – Benton and Pettis County). Standard Missouri resident rates apply to active-duty military personnel outside the primary service area.

The estimate for the Skills Certificate in Medical Assisting tuition, fees, and other necessary program expenses is $3966.00 for an in-district student, and $4983.50 for a Missouri resident student.

The estimate for the Professional Certificate in Medical Assisting tuition, fees, and other necessary program expenses is $3040.50 for an in-district student, and $3893.00 for a Missouri resident student.

Medical Assisting program fees applied to the student account are nonrefundable. Students withdrawing from the Medical Assisting program are responsible for all program fees associated with drug screenings and background check.
Tuition & Fees listed above are subject to change each year. All costs (books, immunizations, screenings, supplies, etc.) are approximate. Program costs above do not include ordinary costs of daily living expenses, childcare, and health insurance. Students are responsible for expenses related to completing clinicals (living expenses, transportation, room and board).

**Essential Abilities**

Students are expected to be in the same physical and mental health state required of an employed Certified Clinical Medical Assistant. Upon acceptance to the program, immunizations will be required as per SFCC Allied Health Immunization Policy.

**Essential Abilities for MEA Students**

Students enrolled in the MEA Program are expected to meet the following:

<table>
<thead>
<tr>
<th>Ability</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td>Ability to assist clients from room to room, move over varied terrain, and provide safe and effective client care in a timely fashion.</td>
<td>Assist adults and children with transfers to/from a variety of surfaces and provide proper positioning for the clients independently and safely. Transport adults and children in wheelchairs. Transport and set up intervention and therapeutic equipment such as exam tables, EKG machine, exam lights, autoclave, lab supplies, etc. Physically support clients engaging in treatment safely during treatment process.</td>
</tr>
<tr>
<td>Fine Motor Skills</td>
<td>Fine motor abilities sufficient to provide safe and effective patient care in a timely fashion.</td>
<td>Use instruments such as blood pressure cuffs, gauges, safety devices, syringes, needles for injection, computers and adaptive equipment in the care/treatment of clients. Construction of splints, bandages, and adaptive equipment as needed.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs of clients for safe client care.</td>
<td>Detect and respond independently to monitoring alarms, signs of client’s distress such as a change in a client’s pulse, blood pressure, and/or a client’s communication of distress.</td>
</tr>
<tr>
<td>Visual</td>
<td>Sufficient observation skills necessary for safe client care.</td>
<td>Detect and respond independently to warning signals from team members and/or clients of impending danger or emergency, i.e. a change in an individual’s physical communication of distress.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking sufficient for clinical judgment.</td>
<td>Interpret and carry out written and verbal communication often in stressful situations. Identify cause &amp; effect relationship to develop appropriate and safe intervention strategies.</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>Interpersonal abilities sufficient to interact with clients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
<td>Establish rapport and maintain professional boundaries; contribute to a calm, therapeutic environment. Motivate and engage clients in treatment. Ability to resolve conflict and to respond to feedback in a professional manner. Ability to work effectively and efficiently as a team member utilizing interpersonal skills in an intra professional setting.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities for interaction with others orally and in writing.</td>
<td>Accurately present findings/results to physicians and nursing staff and clients/families. Instruct client/family in post treatment procedures. Accurately document client progress notes, reports according to facility guidelines and standards.</td>
</tr>
</tbody>
</table>
Selection Process

Enrollment in the MEA Program is limited, and the program may not be able to admit all qualified applicants. Students meeting all admission criteria by the priority application deadline will be considered. After the priority deadline, applications may be considered if seats are still available.

Completed applications will be evaluated utilizing selection criteria established in advance by the program coordinator, advisory board and MEA admissions committee. The MEA Program office will notify the candidates via their SFCC email as either selected for the MEA Program, or not selected this application cycle. Students selected for the MEA Program will be required to complete the requirements to finalize acceptance by the deadline provided.

APPLICATION PROCESS:

Applicants must complete the following by the priority deadline.

- **Apply Online for Admission to State Fair Community College**
  - Meet all requirements for admission to State Fair Community College and be accepted to the college.

- **Complete FAFSA: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)** SFCC SCHOOL CODE-007628

After being accepted to State Fair Community College, you must also complete application requirements for the Medical Assisting Program.

- **MEA Program Application**
  - Completed applications should be submitted to the MEA Program Office. See address on the front of this application.

- **Placement Test**
  - To be considered as a candidate for the MEA program, minimum placement scores are required on either the ACT or ACCUPLACER test.
    - Reading/Writing: Student must have completed ENGL070 – Foundations of English II with a grade of C or higher or have a placement score placing into English Composition I (or higher).
    - Math: Student must have completed MATH061 Pre-Algebra with a grade of C or higher have a placement score placing into MATH110 Intermediate Algebra with Review (or higher)

- **TEAS Test - Pre-Entrance Exam**
  - Applicants must take the ATI TEAS (Test of Essential Academic Skills) exam before the priority deadline (or have taken within the past 12 months of this date). Register at [www.atitesting.com](http://www.atitesting.com).
  - If a student chooses to take the exam again, the student must wait 45 calendar days between testing dates.
  - SFCC administers the test on several campuses. For additional information on registration and cost, please visit the SFCC Testing Center website at [www.sfccmo.edu/testschedule](http://www.sfccmo.edu/testschedule).
  - If the test is completed at a testing center other than SFCC, the student must provide an official transcript from ATI. Official transcripts can be purchased from the ATI online store at [www.atitesting.com/ati_store/](http://www.atitesting.com/ati_store/). Unofficial ATI TEAS results taken from a testing center besides SFCC will not be accepted.
The following links may prove helpful on the test: http://www.teaspracticetest.com/  

Essay

Submit a 1-2 page typed essay (double spaced, Times New Roman 12-point font) following evaluation guidelines.

The essay is an important component of the application process and many of the MEA classes are writing intensive; therefore, strong writing and communication skills are essential. Students in the MEA Program are required to write reports, submit clinical progress notes and give presentations. The essay must demonstrate the applicant’s ability to meet academic requirements including speaking, reading, and writing the English language.

Points are earned in the MEA application review process for the essay component. Essays that meet formatting requirements and are outstanding in content, organization and style, as well as compelling in nature (drawing on personal experience to persuade the reviewer) will score more points than essays that only meet minimum requirements.

Tip: 1-2 page limit means the length should be at least 1 full page but no more than 2 full pages; points will be deducted if the essay is less than 1 full page or more than 2 full pages.

Essay evaluation guidelines:

- Formatting/Presentation
  - typed with no corrections
  - 12 point Times New Roman font
  - double spaced
  - address why applicant desires a Medical Assisting career
  - the applicant’s personal definition of medical assisting

- Critical Thinking:
  - identified understanding of the medical assisting program expectations
  - provides an accurate personal experience of an encounter with a medical assistant
  - provides a compelling story
  - is a thoughtful, reflective discussion of the applicant’s career goals

- Clarity and Organization
  - a sense of purpose; a strong thesis statement
  - logical development, including supporting statements
  - a strong conclusion and summary

- Professionalism
  - written from the perspective of the applicant
  - utilization of professional terminology; inclusive of human dignity and free from offensive language

- Mechanics of Writing
  - free from errors in grammar, spelling and punctuation usage
  - sentences fluid and varied in form and length; smooth transitions between sentences and paragraphs

Acknowledgement of Technology Requirements Form
Review and sign the enclosed Acknowledgement of Technology Requirements Form to indicate you understand the technology requirements of the program. The MEA Program is primarily a hybrid allied health program, coupled with an on-ground lab component, which utilizes technology to deliver a large portion of course content and to communicate with program faculty and staff.

Essential Abilities for MEA Students
Review and sign the enclosed Essential Abilities for MEA Students to indicate you understand the physical requirements of the program.

GPA Requirement
Applicants must have a minimum GPA of 2.00 cumulative as determined by SFCC on mySFCC unofficial student transcript.

MEA Selection Criteria
The selection process is competitive and there are a limited number of seats. Students will be evaluated on a points system that includes:
➢ Written Essay
➢ Residence in SFCC’s 14 county service region
➢ Current employment in healthcare field
➢ TEAS test score

Re-Applicants
Students who were not selected for the MEA Program during the last admission cycle may re-apply. Prior application information will not be retained from one year to the next if a student is not selected.

Submission of MEA Pre-Program Requirements
Complete required items above prior to the application deadline. Be sure to follow instructions on all forms. All application materials must be postmarked by the MEA program office no later than the priority deadline.

Only complete application packets will be considered. Applicants should retain copies of all application materials. Once received, applications are the property of the MEA Program and will not be returned or copied.

Submit application materials to:
SFCC Clinton Campus
MEA Program Office
1701 N 2nd Street
Clinton, MO 64735
FAX: 660-383-1615
EMAIL: clinton@sfccmo.edu

Program Questions
If you have questions or concerns regarding the program or any of its components, program policies or practices, please contact the MEA Program Office at (660) 383-1600.
Acknowledgement of Technology Requirements Form

To the applicant: Review this form to indicate you understand the technology requirements of the MEA Program. Sign and return the form with your MEA application materials by the priority deadline.

The MEA Program is an online allied health program (with on-ground lab component) which utilizes e-technologies to deliver a large portion of course content and to communicate with program students, faculty and staff. Through a combination of instructional coursework, classroom/laboratory practice, and clinical capstone experiences, students will learn the profession of medical assisting. Aspects of all of these learning environments will require familiarity with internet based technologies.

Offers of acceptance to the MEA Program are made as conditional offers. In addition to providing a satisfactory background check and a negative drug test, applicants are expected to effectively utilize technology associated with the delivery of this program. Technologies include, but are not limited to: internet, Email, Canvas, online database searching, web-based lecture capture, internet streaming video review, the ability to download/access specific software requirements and other e-technologies as assigned as required components of the MEA Program. While many of these technologies are accessible through any computer with access to the internet, students may find it necessary to travel to a physical campus to attain consistent, high-speed internet access compatible with viewing of content-specific materials.

It is highly recommended that students have a personally owned computer and home-based high-speed internet access. These services are also available at all SFCC campuses; please check with your local SFCC Campus for hours of availability. Online program students report that personally owned laptop computers and access to high speed internet connections in their homes lead to increased satisfaction and a more convenient and accessible virtual learning environment. Students must use Microsoft Office products and will require access to a scanner in order to submit documentation electronically as required. Microsoft Office is provided for students to download at no charge.

I have read and understand the above technology requirements related to the MEA Program and hereby acknowledge that in order to successfully complete the program I will need to utilize said technologies for communication with program faculty and staff, access to course content, assignment submission, and dialogue with fellow classmates and colleagues in these virtual environments.

Name (Please Print): __________________________________________________________

Signature:___________________________________________ Date:_____________________

Email Address:_________________________________________
Essential Abilities for MEA Program Students

To the applicant: Review and sign this page to indicate you understand the essential abilities listed on page 9 above. Return the signed page with your application materials by the priority deadline to be considered for acceptance.

Student Responsibilities:

Medical assistants work under the supervision of a physician, assisting in the office and clinic environment. Medical assistants work in a variety of settings: outpatient clinics, mental health facilities, hospitals, as well as community agencies. During your academic experience, you will be exposed to learning environments, which are challenging and reflective of job demands typical of future practice as a medical assistant. Your education also includes clinical work at a designated healthcare facility, which will involve direct client contact and involvement with community and healthcare professionals. Compliance and demonstration of performance skills related to physical as well as professional standards of practice are a requirement for successful completion of the Medical Assisting Program.

Students are expected to follow professional standards set by the MEA Program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, all program and college facilities, community professionals and clients, equipment, and supplies.

Essential abilities for Successful Completion of the Medical Assisting Program:

These essential abilities should be used by students to assess their capacity to meet the program and job requirements. Students will be expected to meet essential abilities throughout the program. It is the policy of State Fair Community College to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the ACCESS Office.

Upon completion of the MEA Program Certificate, the graduate will be able to meet the standards outlined on page 7.

I acknowledge receiving, reading, and understanding the Essential Abilities for MEA program students. I realize that these abilities must be met for successful completion of the MEA Program. I further understand that completion of the MEA Program does not guarantee certificate of registration, authority, permit or license to me.

Student Name (printed): ________________________________________________________

Student Signature: ___________________________ Date: ______________________
STATE FAIR COMMUNITY COLLEGE
MEA PROGRAM APPLICATION

NAME______________________________ DATE______________________
SFCC ID# __________________________ Date of Birth __________________________
PHONE #____________________________________ Text ok? ____Yes ____No
SFCC EMAIL ADDRESS______________________________________________
MAILING ADDRESS___________________________________________________
CITY_________________________________ STATE_____________ ZIP________________
COUNTY _______________________________
Currently employed in healthcare setting? ____Yes _____No
If Yes, name of EMPLOYER______________________________________________

=================================================================================================
• Application Received
• Date:_____________________________ Time:________________
• Received by:________________________________________