



# **North Idaho College**

## **MEDICAL ASSISTANT PROGRAM**

### **ADMISSIONS PACKET**

**SPRING 2009**

Admissions 208.769.3311  
Health Professions 208.676.7132

## North Idaho College Medical Assisting Program Application Checklist

### Application to North Idaho College

Complete  Incomplete

- ✓ You must complete an application to NIC. A one-time \$25 application fee is required with initial NIC application. If you have not previously paid the NIC application fee, it is required with this application.

### Medical Assisting Program Application

Complete  Incomplete

- ✓ This application must be complete and turned into the NIC Admissions Office. Applications are not considered complete until all required documents are received in the Admissions Office.

### Official High School Transcript/GED

Complete  Incomplete

- ✓ Official High School Transcripts or GED scores must be in the Admissions Office.

### College Transcripts

Complete  Incomplete

- ✓ **ALL** Official College Transcripts must be received in the Admissions Office.

### Current Schedule

Complete  Incomplete

- ✓ Students who are enrolled in prerequisite courses in a school other than North Idaho College must submit a copy of their current schedule. If you are unable to submit the class schedule, please complete the enclosed form titled **Prerequisite Course Information Sheet**. This will validate eligibility to meet all prerequisites.

### Notification of Acceptance

- ✓ Acceptance to the program will be based on the time the completed application is received. The admissions office will document the time and date the completed application is received. Based on the receipt of completed applications, acceptance will be offered to all students who have completed prerequisite courses with a C (2.0) or better. Class size is limited to 16 students. Students will be notified via email regarding their permission to register for MAST 100, MAST 101, MAST 111, and MAST 115.

**It is the student's responsibility to ensure that all required information (listed above) is submitted and received in the Admissions Office. Incomplete applications will not be considered.**



North Idaho College

Application for Admission to the Medical Assistant Program
Spring 2009

NIC ID #: \_\_\_\_\_

Name \_\_\_\_\_
Last First Middle Preferred Name

Other Names Appearing on Records \_\_\_\_\_

Permanent Home Address \_\_\_\_\_
Street Address City County State Zip

Current Mailing Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Education

High School Diploma: yes\_\_\_ no\_\_\_ GED: yes\_\_\_ no\_\_\_

Please list all Colleges attended.

Table with 5 columns: Name of College, Trade School, etc., City & State, Dates Attended, Grad. Date, Degree/# Credit Earned. Contains 4 empty rows.

The Office of Admissions must receive official transcripts by the Application Deadline

Please read and sign.

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from College. I understand that a felony conviction may prevent me from being placed in clinical facilities and/or obtaining a Medical Assistant credential.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Remember!**

In addition to this assistant program application, you must also complete the North Idaho College general application for admission.

Visit <http://www.nic.edu/admissions> to apply online or download a printable application, or visit the Admissions office in Lee-Kildow Hall.

# Medical Assistant Prerequisite Checklist & Advising Sheet

A minimum grade of “C” (2.00) must be achieved in all prerequisite courses.

**Prerequisite for MAST 100 (this course may be taken independently of the MAST program)**

\_\_\_\_\_ CAOT 182 – Medical Terminology

**Prerequisites for MAST 101, 111 & 115**

\_\_\_\_\_ CAOT 112/113 – Basic Keyboarding & Keyboarding Skill Development

\_\_\_\_\_ CAOT 182 – Medical Terminology

\_\_\_\_\_ ALTH 101/102 - Intro to Allied Health & Lab

\_\_\_\_\_ BIOL 175 – Human Biology

**Prerequisites for MAST 201, 211 & 205**

\_\_\_\_\_ BIOL- 250 General Microbiology

\_\_\_\_\_ PHAR 151 – Intro to Pharmacology

\_\_\_\_\_ MAST 100, 101, 111 & 115

**These additional program requirements must be complete prior to MAST 215 Externship:**

\_\_\_\_\_ ATEC 110 – Successful Job Search

\_\_\_\_\_ CAOT 120/121/123 – Word Processing 1, 2, & 3

\_\_\_\_\_ CAOT 167 – Medical Software Applications

\_\_\_\_\_ CAOT 180 – Legal Issues in Health Care

\_\_\_\_\_ CAOT 186 – Medical Coding

\_\_\_\_\_ COMM 101 – Intro to Speech

\_\_\_\_\_ ENGL 101 – English Composition

\_\_\_\_\_ MATH – (any math course that is 123 or higher and meets the A.A.S. degree requirements).

\_\_\_\_\_ PSYC 101 – Intro to Psychology

\_\_\_\_\_ SOC 101 – Intro to Sociology

**MEDICAL ASSISTANT PROGRAM**

\_\_\_\_\_ MAST 100 - Phlebotomy

\_\_\_\_\_ MAST 101 - Clinical Skills for Medical Assistants I

\_\_\_\_\_ MAST 111 - Administrative Skills for Medical Assistants I

\_\_\_\_\_ MAST 115 - Diseases of the Human Body

\_\_\_\_\_ MAST 201 - Clinical Skills for Medical Assistants II

\_\_\_\_\_ MAST 205 - Administration of Medications

\_\_\_\_\_ MAST 211 - Administrative Skills for Medical Assistants II

\_\_\_\_\_ MAST 215 - Externship

# Medical Assistant Program Admission Requirements SPRING 2009

1. High school diploma or GED.
2. Application to North Idaho College.
3. Completed Medical Assistant application.
4. Completion of NIC COMPASS test (or equivalent) with placement score of MATH 025 or higher or completion of MATH 025 course with a grade of C or better.
5. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available.
6. Completion of a criminal record background check, prior to external clinical experience.
7. **Prerequisites: It is the student's responsibility to meet the minimum admission requirements for the Medical Assistant program.** A minimum grade of "C"(2.00) must be achieved in all prerequisite courses. The following prerequisite courses must be complete by Jan. 2<sup>nd</sup>, 2009.

## **Prerequisite for MAST 100 (may be taken independently of the MAST program)**

- **CAOT 182 – Medical Terminology**

## **Prerequisites for MAST 101, 111 & 115**

- **ALTH 101/102 - Intro to Allied Health & Lab**
- **CAOT 112/113 – Basic Keyboarding & Keyboarding Skill Development**
- **CAOT 182 – Medical Terminology**
- **BIOL 175 – Human Biology**

## **Application Procedure**

Submit all documents to North Idaho College Admissions Office.

- Medical Assistant Program Application to the Admissions Office.
- New, returning and transfer students must submit an NIC Application for Admission.
- Official high school transcripts or GED scores.
- Official college transcripts.
- Students who are enrolled in prerequisite courses in a school other than North Idaho College must submit a copy of their class schedule. The schedule will provide evidence that the student is enrolled in prerequisites in order to meet eligibility requirements.
- Applications are not considered complete until all required documents are received in the Admissions Office.

# North Idaho College Medical Assistant Program Prerequisite Course Information Sheet

**Students currently enrolled or planning to enroll in prerequisite courses at schools OTHER than North Idaho College must complete this information sheet. This sheet must be submitted with the application in order to provide evidence of eligibility.**

Name \_\_\_\_\_

Prerequisite course/s I am currently taking:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of college \_\_\_\_\_

Course/s will be complete on (date) \_\_\_\_\_

The course/s is/are being offered in a \_\_\_\_\_ quarter \_\_\_\_\_ semester  
System (Check one)

**Transcripts for all prerequisite courses not completed at NIC must be received in the Admission Office by: Jan 5, 2009.**