



OREGON COAST

COMMUNITY COLLEGE

**Medical Assisting Program Application Information
2021-2022 Academic Year**

Applications due by September 1, 2021



OREGON COAST
COMMUNITY COLLEGE

**Oregon Coast Community College
Medical Assisting Program (MA)
2021-2022 Academic Year
Deadline: September 1, 2021**

Program Description

The Oregon Coast Community College Medical Assisting Program is a four (4) term program that prepares students for entry level employment in a physician's clinic or a variety of other healthcare settings. Program graduates will have the academic, administrative, and clinical skills necessary for an allied healthcare professional. Courses cover anatomy, physiology, and medical terminology, as well as, computers, office procedures, communications, psychology, and mathematics.

Overview of the Role of Medical Assistants

Perform administrative and clinical duties under the direction of a physician or other medical practitioner. Administrative duties may include scheduling appointments, keeping medical records, billing, and insurance coding.

Employers look for candidates who can demonstrate they have the qualities necessary for success in the medical assistant field including candidates who:

- Can think critically, solve problems, and construct practical solutions
- Have excellent interpersonal, written, and verbal communication skills
- Are nonjudgmental about the diverse populations of people
- Are service oriented
- Have the abilities for social perceptiveness

Intended Program Learning Outcomes:

Upon completion of the Medical Assistant Training Program students will have the resources to:

1. Interact in a caring and respectful manner with patients, families, and the health care team.
2. Establish and manage office procedures and implement medical documentation systems using appropriate medical terminology.
3. Perform the administrative business tasks required in a medical office.
4. Assist the physician and other members of the health care team in clinical procedures related to the examination and treatment of patients.
5. Comply with quality assurance requirements in performing clinical laboratory procedures.
6. Perform common diagnostic procedures under a licensed health care provider to ensure patient comfort and safety.

Oregon Coast Community College Medical Assisting Application Form

Instructions

1. Please complete all forms.
2. Please submit your application during the application period.
3. Incomplete applications will not be processed.

Applicant Information

Complete this section by filling in all blanks. If not applicable, indicate n/a. An inability to contact you will result in closure of the application process and re-application will be necessary.

Today's Date: _____

Applicant's Full
Legal Name: _____

Past Legal Names: _____

Mailing Address: _____

PO Box or Number and Street

Apt/Lot #

City

State

Zip

OSCC ID # _____

OSCC Email: _____

Phone Number: _____ Cell Phone Number: _____

I certify that the above information is thorough and accurate to the best of my knowledge.

Applicant Signature: _____ **Date:** _____

**Medical Assisting Program
Acknowledgement and Agreement Form**

Please Read the Following Carefully Before Signing

I certify that the information set forth by my signature in this application is true, complete, and accurate to the best of my knowledge. I understand that falsified statements on this application shall be considered sufficient cause for refusal of admission to the Oregon Coast Community College Medical Assisting Program. I understand that acceptance into the program is dependent on successful completion of the admissions requirements and passing a criminal background check and drug screen.:

Compliance Requirements

I have read and understand the Medical Assisting Program Compliance Requirements (available on the college website): <https://oregoncoast.edu/medical-assistant-certificate/> and agree to the policies outlined

Confidentiality Agreement

Medical records and hospital information are confidential for the protection of patients, families, employees, medical staff, students/interns, and the hospital. Confidential information includes any information that a student hears or sees while conducting evaluation, research, or educational activities at any health care facility. Patient privacy is to be respected at all times. Breach of confidence is cause for immediate termination of the individual from the Medical Assisting Program.

My signature below indicates the following:

1. I agree not to repeat or discuss, with any unauthorized individuals, confidential information, which I may see or hear in conducting evaluation, research, or educational activities while at any healthcare facility.
2. I agree not to obtain or distribute any originals or copies of any health care facilities' documents that are considered confidential or part of a patient's medical record.
3. I understand that breach of confidence is cause for immediate termination of my enrollment in the OCCC Medical Assisting program.
4. I understand that unauthorized release of confidential information may subject me to civil liability under the provisions of state and federal laws.

The OCCC email address you provide will be our primary way of communicating with you throughout the application process and if you are accepted during the time enrolled in the program. Make sure that emails from the college are not going to your spam folder.

I certify that the above information is thorough and accurate to the best of my knowledge and that I understand and agree to comply with the disclosure statement.

Applicant Signature: _____ **Date:** _____

Non-Discrimination

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity, or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Andres Oroz, 541-867-8511, andres.oroz@oregoncoast.edu or
Joy Gutknecht, 541-867-8515, joy.gutknecht@oregoncoast.edu

Americans with Disabilities Act: In compliance with the Americans with Disabilities Act (ADA), Oregon Coast Community College provides reasonable accommodation to students with disabilities. If you desire reasonable accommodation, please contact the Vice President of Student Affairs and Section 504 Compliance Officer (400 SE College Way, Newport, OR 97366) at 541-867- 8551 or access@oregoncoast.edu. *Students are responsible for requesting accommodations in a timely manner and documenting the nature and extent of their disability.*

Estimated Medical Assistant Student Costs 2021 – 2022

Co-requisite Tuition and Fees (8 Credits)	\$1144.00
Medical Assistant Tuition and Fees (33 credits)	\$4791.00
Scrubs (2 sets), Stethoscope, B/P cuff, Pulse Oximeter, Watch with second hand, white or black shoes	\$300.00
BLS CPR Certification <i>*this cost is approximate depending on the provider</i>	\$75.00
Immunizations <i>*Immunization costs will vary dependent on vaccinations needed or titers required for proof of immunity – please see your health care provider or the Oregon Alert System*</i>	
Criminal Background Check and Drug Screen,	\$79.00
American DataBank Subscription	\$20.00
Books	\$750.00
Estimated Program Costs (All but tuition is subject to change)	\$7159.00

All costs are subject to modification and individual quality preference with respect to items such as shoes, stethoscope, watch, etc. Book costs are the area of most variation depending on titles purchased. Immunizations can also vary greatly depending on your immunization history. Criminal background costs are dependent on whether you have lived outside of Oregon and in which state(s) you have lived.



Medical Assistant Curriculum Map Estimated Costs 2021 – 2022

FALL TERM 2021

Course #	Course Title	Credit Hrs.	Tuition	Fees	Total
NCMA 101	Body Structure and Function I	4	484.00	88.00	572.00
NCMA 102	Medical Assistant Clinical Procedures I	4	484.00	88.00	572.00
WR 121	English Composition	4	484.00	88.00	572.00
Term Total		12	1,452.00	264.00	1716.00

WINTER TERM 2022

Course #	Course Title	Credit Hrs.	Tuition	Fees	Total
NCMA 103	Office Skills for the Medical Office	5	605.00	182.00	765.00
NCMA 111	Body Structure and Function II	4	484.00	88.00	572.00
NCMA 112	Medical Assistant Clinical Procedures II	4	484.00	88.00	572.00
Term Total		13	1,573.00	358.00	1,931.00

SPRING TERM 2022

Course #	Course Title	Credit Hrs.	Tuition	Fees	Total
NCMA 113	Medical Assistant Practicum I	3	363.00	66.00	429.00
NCMA 125	Pharmacology for Medical Assistants	4	484.00	88.00	572.00
PSY 101	Psychology and Human Relations	4	484.00	88.00	572.00
Term Total		11	1,331.00	242.00	1,573.00

Medical Assistant Curriculum Map Estimated Costs Continued 2021 – 2022

SUMMER TERM 2022

Course #	Course Title	Credit Hrs.	Tuition	Fees	Total
NCMA 123	Medical Assistant Practicum II	5	605.00	110.00	715.00
Term Total		5	605.00	110.00	715.00
Total Tuition and Fees Costs					5,935.00

Program Prerequisites

High School Completion or GED

Placement in WR 121 or completion of WR115 with a "C" or better

Placement in RD 120 or completion of RD 115 with a "C" or better

Placement in MTH 60 or completion of MTH 20 or higher with a "C" or better

Note: This course is eligible for scholarships through Workforce Investment Act from Community Services Consortium (CSC) for qualified applicants.



WIOA (Workforce Innovation and Opportunity Act) provides TRAINING services for job seekers upon eligibility. Training can include:

Healthcare (Pharm Tech, Medical Asst., Dental Asst.)

Business (Accounting, Legal)

Welding

Eligibility may include research, online assessments and workshops. All eligible job seekers must reside, work, or have been laid off from Columbia, Clatsop, Tillamook, Lincoln or Benton County

Contact Your Local WorkSource Center Below:

WorkSource Oregon- Newport 120 NE Avery St. Newport, OR 97365
Contact: Ceu Alves @ ceu.alves@equusworks.com (888) 457-1178 Ext 300 or (253) 355-2951

Free COVID-19 Vaccine Clinic

Walk-ins welcome, appointments available.



Johnson & Johnson

18 years and older. 1 dose.

Pfizer

12 years and older. 2 doses.

**Newport: Tuesday August 24th
Lincoln City: Thursday August 26th**

10:00am – 2:00pm

Reserve your dose by signing up here:

Newport: <https://sugeni.us/WnBL>

Lincoln City: <https://sugeni.us/WnBJ>.

Need help signing up or have questions?

Call Public Health at 541-265-4112 option 1



Public Health
Prevent. Promote. Protect.

Lincoln County



OREGON COAST
COMMUNITY COLLEGE