Medical Assisting Program Application 2025-2026 Academic Year

Aug 18, 2025

Applications due by September 1, 2025 at 1145 PM

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.

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.

1

Today's Date:

2

What is your full legal name?

3

What other legal names have you had in the past?

4

What is your date of birth?

5

What is your mailing address?

6

What is your OCCC ID#?

7

What is your OCCC email address?

8

What is the best phone number to reach you at?

9

Please sign and date below certifying that the above information is thorough and accurate to the best of your knowledge.

Please Carefully Read the Following 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 requirements outlined.

Please note the COVID-19 vaccination is required for the Medical Assistant Program. You must be fully vaccinated according to state and national guidelines prior to entering the program.

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, re-search, 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.

Signature Required

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.

10

Please sign and date below certifying that the above information is thorough and accurate to the best of your knowledge.

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 of1973, 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.

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.*

Equal Opportunity:

It is the policy of Oregon Coast Community College to comply with all federal and state rules and regulations pertaining to the civil rights of both employees and students. Oregon Coast Community College does not discriminate on the basis of race, color, sex, sexual orientation, marital status, religion, national origin, age, disability, veteran status, or family relationship. Inquiries regarding compliance and or grievance procedures may be directed to the following college officials: Nondiscrimination in employment(Human Resources, 541-867-8515) joy.gutknecht@oregoncoast.edu. Nondiscrimination in the provisions of educational and related services (President of Student Affairs, 541-867-8501) bruce.clemetson@oregoncoast.edu

Estimated Medical Assistant Student Costs

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 back-ground costs are dependent on whether you have lived outside of Oregon and in which state(s) you have lived.

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

Medical Assistant Curriculum Map/Costs

You can find the full curriculum map for the MA program as well as a breakdown of costs at this website: https://oregoncoast.edu/wp-content/uploads/2022/06/Medical-Assistant-Student-Curriculum-Map-and-Costs.pdf

Workforce Investment Act

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

WORKSOURCE OREGON

WIOA (Workforce Innovation and Opportunity Act)provides TRAINING services for job seekers uponeligibility. 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

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