



MOORE NORMAN
TECHNOLOGY CENTER

Medical Assisting

Application Booklet

2024-2025



Apply online at <https://mntc.axstudent.com/#/categories>.

All items on the requirement checklist should be submitted prior to 12 p.m. (noon) on May 17, 2024.

Moore Norman Technology Center

Medical Assisting Application Booklet 2024-2025

Apply online at <https://mntc.axstudent.com/#/categories>.

We encourage you to complete each step of the application process **as soon as possible** to ensure that you are able to get everything done before the May 17, 2024 deadline. Follow the timeline below to complete the application process:

Deadline

Applications open January 8, 2024

Submit application by May 3, 2024

Complete all required steps and submit all documents by May 17, 2024 at noon.

Dear Prospective Medical Assisting Student,

Welcome to Moore Norman Technology Center (MNTC). I am delighted that you are considering the Medical Assisting Program. It is my goal to prepare you to become a confident and competent medical assistant.

You will be offered the best preparation possible during your classroom and clinical experience. You will be exposed to many new and exciting concepts and situations. At times, it will be a difficult road, but one also paved with personal rewards.

If you find yourself with concerns or questions at any time during the application process, please contact Student Services at customer.inquiry@mntc.edu, and we will address your situation.

It is my hope that you will find this program meets your satisfaction during your time at MNTC.

Sincerely,

A handwritten signature in cursive script that reads "Crystal Conner LPN, RMA".

Crystal Conner, LPN, RMA
Certified Medical Assisting Program
Director/Instructor
crystal.conner@mntc.edu

MEDICAL ASSISTING APPLICATION BOOKLET 2024-2025

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Medical Assisting Information Session Schedule

All applicants are **required** to attend one of the information sessions listed below. Sessions last approximately 1 hour.

Wednesday, January 24, 2024	2:00 P.M.	Health Careers Building, Room 312
Tuesday, January 30, 2024	6:00 P.M.	Zoom, Meeting ID 4145162199
Monday, February 5, 2024	10:00 A.M.	Health Careers Building, Room 312
Thursday, February 15, 2024	2:00 P.M.	Health Careers Building, Room 312
Friday, March 1, 2024	10:00 A.M.	Zoom, Meeting ID 4145162199
Tuesday, March 26, 2024	6:00 P.M.	Health Careers Building, Room 312
Wednesday, April 10, 2024	2:00 P.M.	Health Careers Building, Room 312
Friday, May 3, 2024	3:00 P.M.	Health Careers Building, Room 312
Monday, May 13, 2024	10:00 A.M.	Health Careers Building, Room 312

**It is an application requirement to attend one of these sessions.
To schedule, please email customer.inquiry@mntc.edu with your
preferred date or call (405) 801-5000.**

**DEADLINE FOR APPLICATION:
Apply online at <https://mntc.axstudent.com/#/categories>.
Submit required documentation by 12 p.m. (noon) on
May 17, 2024.**

MEDICAL ASSISTING (1050 Hours) 2024-2025

The MNTC Medical Assisting Program provides the training and skills necessary to become a medical assistant. A medical assistant is an integral member of the health care team. Medical assistants perform routine administrative and clinical tasks to keep medical offices and clinics running smoothly. Administrative duties may include answering telephones, greeting patients, updating, and filing patient medical records, billing and coding, and scheduling appointments. Clinical duties may include taking medical histories, recording vital signs, assisting them during examinations, collecting, and preparing lab specimens, and assisting with minor surgical procedures in the medical office.

MNTC's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB). This recognition means that the MNTC Medical Assisting Program meets national standards set for Medical Assisting education. CAAHEP Standards can be found at:

Commission on Accreditation of Allied Health Education Programs
9355 113th St. N., #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Who Can Apply?

The program is open to adult students as well as high school juniors and seniors. Enrollment is limited. Students must meet **ALL** entrance requirements. It is the applicant's responsibility to be sure their file is complete to be considered for acceptance. **Incomplete files will not be considered.**

Schedule

Full Time

Monday – Friday
9:15 a.m. – 4:10 p.m.

Part Time

Monday—Friday
9:15 a.m. – 12:25 p.m. or 1:15 p.m. – 4:10 p.m.

The program follows the traditional school year (August – May). The curricular portion of the program is completed in two consecutive semesters and is followed by the completion of 160 hours of uncompensated practicum. Juniors complete the course in four consecutive semesters (two school years). Seniors complete the course in three consecutive semesters (one school year and one semester after graduation).

Program Expenses

Please visit <https://www.mntc.edu/long-term-programs/health/medical-assisting> for the most current information regarding costs for the Medical Assisting program.

Nature of the Program

The Medical Assisting program progresses through a specific sequence of courses. Students will be assigned specific courses of study, often as many as four or five, to be completed simultaneously. The curriculum is designed to build a foundation of knowledge, reinforce that knowledge with activities and skills, and then build another, more complex layer upon that foundation. Due to this, it is essential students' progress through this curriculum in a manner that is planned. Students must complete certain areas of the curriculum before beginning more complex units. The courses, organization, and sequence are outlined on subsequent pages.

Each individual course must be completed with a 70% grade or higher to continue in the program. A student may have no more than two opportunities to successfully complete each skill check-off and take tests unless otherwise decided by the instructor. Failure to pass a course with a 70% will result in being dismissed from the program.

Each course syllabus identifies prerequisite material that is required before beginning that specific course. The student must have successfully completed the prerequisite material with a 70% or better and have successfully completed all skills or activities required in those prerequisite courses before beginning the subsequent course. Be aware that some courses are instructor-led and are only scheduled once per semester. Failure to satisfy prerequisites may require a student to sit out a semester or be dismissed from the program.

To complete the program in a timely manner, it is essential that all students adhere to the schedule of assignments and due dates. Although all students learn in different manners and at different paces, the discipline of medical assisting requires individuals to manage multiple duties and meet multiple deadlines. Failure to complete material by the identified due date may result in earning a score of zero for that material. Continuing to fall behind in work and assignments may result in a student being dismissed from the program due to failure to progress.

MEDICAL ASSISTING PROGRAM 2024-2025

"Employment of medical assistants is projected to grow 16% from 2021 to 2031, much faster than the average for all occupations. The growth of the aging Baby Boomer population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients."

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Assistants, on the Internet at <https://www.bls.gov/ooh/healthcare/medical-assistants.htm> (visited August 23, 2023)

Nature of the Work

Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, and other health practitioners running smoothly.

The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually are "generalists," handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators.

Medical assistants perform many administrative duties, including answering telephones, greeting patients, updating, and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.

Clinical duties vary according to state law and include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare, and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for X-rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining-room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

Work Environment

Medical assistants work in well-lighted, clean environments. They constantly interact with other people and may have to handle several responsibilities at once. Most full-time medical assistants work a regular 40-hour week. Some work part time, evenings or weekends.

Employment

Medical assistants held about 743,500 jobs in 2021. Almost 58 % worked in offices of physicians; about 15 % worked in public and private hospitals, including inpatient and outpatient facilities; and almost 4% worked in offices of other health practitioners, such as chiropractors. The rest (9 %) worked mostly in outpatient care centers, public and private educational services, other ambulatory health care services, state and local government agencies, medical and diagnostic laboratories, nursing care facilities, and employment services.

Training, Other Qualification, and Advancement

Most employers prefer graduates of formal Programs in Medical Assisting. Such programs are offered in postsecondary technology centers, and community and junior colleges. Postsecondary Programs usually last either one (1) year, resulting in a certificate or diploma, or two (2) years, resulting in an associate degree. Courses cover anatomy, physiology, and medical terminology, as well as keyboarding and insurance processing. Students learn laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, the administration of medications, and first aid. They study office practices, patient relations, medical law and ethics.

Accredited Programs include a practicum that provides practical experience in physicians' offices, hospitals, or other health care facilities.

Two agencies recognized by the U.S. Department of Education accredit Programs in Medical Assisting: The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accrediting Bureau of Health Education Schools (ABHES). In 2017, there were 522 medical assisting programs accredited by CAAHEP and about 101 accredited by ABHES.

Employers prefer to hire experienced workers or certified applicants who have passed a national examination, indicating that the medical assistant meets certain standards of competence. The American Association of Medical Assistants awards the Medical Assisting credential; the American Medical Technologists awards the Registered Medical Assisting credential.

Medical assistants deal with the public; therefore, they must be neat and well-groomed and have a courteous, pleasant manner. Medical assistants must be able to put patients at ease and explain physicians' instructions. They must respect the confidential nature of medical information. Clinical duties require a reasonable level of manual dexterity and visual acuity.

Medical assistants may be able to advance to office manager. They may qualify for a variety of administrative support occupations or may teach Medical Assisting. With additional education, some enter other health occupations, such as nursing and medical technology.

Job Outlook

Employment of medical assistants is projected to grow 16 % from 2021 to 2031, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

An increasing number of group practices, clinics and other health care facilities will also need support workers, particularly medical assistants, to complete both administrative and clinical duties. Medical assistants work mostly in primary care, a steadily growing sector of the healthcare industry.

Earnings

The earnings of medical assistants vary, depending on their experience, skill level and location. The median annual wage for medical assistants was \$37,190 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 % earned less than \$29,070, and the highest 10 % earned more than \$48,170.

Related Occupations

Workers in other medical support occupations include dental assistants, medical records and health information technicians, medical secretaries, occupational therapist assistants and aides, pharmacy aides, and physical therapist assistants and aides.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Medical Assistants, on the Internet at <https://www.bls.gov/ooh/healthcare/medical-assistants.htm> (visited August 23, 2023)

Medical Assisting Courses

1st Semester Courses	Hours
<i>Student progression will be sequential with curriculum assignments to run concurrently.</i>	
Medical Law and Ethics	55
Professionalism & Patient Relations	45
Technical Anatomy & Physiology	95
Clinical Procedures I	120
Medical Assistant Applications (if needed)	40
Administrative Medical Office Procedures	105
Medical Terminology	45
2nd Semester Courses	Hours
<i>Student progression will be sequential with curriculum assignments to run concurrently.</i>	
Medical Insurance & Coding	90
Medical Informatics	45
Clinical Procedures II	120
Pharmacology	45
Medical Assisting Laboratory Procedures	90
CAPSTONE	Hours
<i>Upon successful completion of all components of the curriculum, the students will conclude the program with these courses.</i>	
Clinical and Administrative Practicum	160
Total Program Hours	1,050

PROGRAM PROGRESSION

Below you will find a listing of the courses contained within the Medical Assistant Program. These courses must be completed in the defined sequence.

FIRST SEMESTER: Student progression will be sequential with curriculum assignments to run concurrently.

CONTENT		CLINICAL	ADMINISTRATIVE
Medical Law & Ethics Professionalism & Patient Relations <ul style="list-style-type: none"> ▪ Historical aspects ▪ Type of practices ▪ Legal guidelines ▪ Ethical considerations ▪ Bioethical issues ▪ Interpersonal skills ▪ Verbal/nonverbal communication ▪ Psychology 	Anatomy & Physiology/ Medical Terminology <ul style="list-style-type: none"> ▪ Introduction ▪ Chemistry ▪ Cells & tissues ▪ Integumentary system ▪ Skeletal system ▪ Muscular system ▪ Nervous & sensory systems ▪ Endocrine system ▪ Blood, heart, vessels ▪ Lymphatic & immune systems ▪ Respiratory system ▪ Digestive system & metabolism ▪ Urinary system ▪ Reproductive system & fetal development ▪ Diagnostic procedures ▪ Pharmacology 	Clinical Procedures I <ul style="list-style-type: none"> ▪ Assessment, BBP, asepsis ▪ Vital signs & primary physical examination ▪ Orthopedic medicine ▪ Neurology & ENT ▪ Endocrinology ▪ Cardiovascular medicine ▪ Dermatology ▪ Pulmonary medicine ▪ Gastroenterology ▪ Urology & male reproductive ▪ Obstetrics/gynecology & Pediatrics ▪ Gerontology ▪ Office emergencies/first aid ▪ Diagnostic imaging & therapeutic modalities 	Administrative Medical Office Procedures <ul style="list-style-type: none"> ▪ Basic keyboarding ▪ Reception duties ▪ Appointment scheduling ▪ Telephone techniques ▪ Managing the office environment ▪ Management responsibilities ▪ Correspondence ▪ Establishing, maintaining, filing medical records ▪ Review professional fees and credit arrangements ▪ SimChart

SECOND SEMESTER: After successfully completing the first semester of the program, these curriculum components will run concurrently.

ADMINISTRATIVE	CLINICAL
Medical Insurance & Coding <ul style="list-style-type: none"> ▪ Basic insurance concepts ▪ Diagnostic (ICD10) coding ▪ Procedural (CPT) coding ▪ Completion of HCFA-1500 claim forms ▪ Calculating reimbursement ▪ Review of specific national plans: BC/BS, Medicare, Medicaid, Tricare/CHAMPVA, Workers' Comp Medical Informatics <ul style="list-style-type: none"> ▪ Entering new patients ▪ Entering charges ▪ Entering payments ▪ Scheduling ▪ Preparing electronic insurance claims ▪ Entering reimbursements ▪ Electronic health records 	Clinical Procedures II <ul style="list-style-type: none"> ▪ Emergency Preparedness ▪ Nutrition ▪ Surgery Procedures Laboratory Procedures for the Medical Office <ul style="list-style-type: none"> ▪ Blood collection procedures ▪ Urinalysis ▪ Hematology ▪ Chemistry ▪ Microbiology ▪ Immunology ▪ Quality assurance & quality control ▪ Laboratory mathematics Pharmacology <ul style="list-style-type: none"> ▪ General aspects ▪ Dosage calculation ▪ Medication administration ▪ Injections ▪ Pharmacologic categories ▪ Use by body system

CAPSTONE: Upon successful completion of all components of the curriculum, the students will conclude the program with these courses.

Simulations <ul style="list-style-type: none"> ▪ Job search training ▪ Establishment of resume & cover letter ▪ Mock interview ▪ Certification review ▪ Practice Exams ▪ Simulated physician's office visits that incorporate both administrative and clinical knowledge and responsibilities Administrative/Clinical Practicum Minimum of 160 hours non-compensated experience in medical office environment observing and utilizing administrative and clinical knowledge and skills

Federal Financial Aid

Federal Financial Aid is available to adult students attending a 600+ hour program at MNTC. A high school diploma or equivalent is required to apply for financial aid. The programs eligible to participate in Student Financial Aid (SFA) funds are approved and accredited by the Oklahoma Department of Career and Technology Education (ODCTE). For a complete list of approved programs, contact the Financial Aid office.

Federal Financial Aid Programs Offered at MNTC

The following are the financial aid programs available if a student qualifies:

- Oklahoma Tuition Aid Grant Program (OTAG): This program is administrated by the Oklahoma State Regents for Higher Education.
- Federal Pell Grant (Pell) Program: This is a need-based program, and eligibility is pre- determined by the Department of Education.
- Federal Supplement Educational Opportunity Grant (FSEOG) Program: This program is offered to students based on need. To qualify for FSEOG, the Expected Family Contribution (EFC) must be zero. The funds will be awarded to the students who have completed their application and been accepted until funds are exhausted.

Other Financial Assistance

Other federal/state funding agencies have assisted MNTC students in the past and will continue to assist for the current school year. To find out more about the agencies and available assistance, contact the Financial Aid Coordinator at 405-801-5046.

- Vocational Rehabilitation Services
- Bureau of Indian Affairs (BIA)
- Workforce Investment Board

How to Apply for Financial Aid Programs (SFA)

To apply for the Pell, FSEOG and OTAG, applicants must complete the Free Application for Federal Student Aid form called the FAFSA. NOTE: Students must apply for all other assistance or scholarship program(s) through the required agency or organization offering the funds.

The FAFSA may be submitted in the following ways:

- By mailing the paper FAFSA to the Federal Processor (the FAFSA form is available by calling 1- 800-4-FED-AID and requesting a paper application be mailed to you, or by printing a PDF version available at **fafsa.gov**).
- Through the internet by using FAFSA on the web at: **fafsa.gov**

For MNTC to receive a student's FAFSA information, our school code must be reported on the FAFSA. Our school code for the FAFSA is 012272.

Non-Discrimination Statement

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Assistant Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

International Applicants

International Applicants must provide a high school equivalency assessment letter indicating foreign country education is equivalent to U.S. high school education, during the application period. The evaluation may be obtained through World Education Services at www.wes.org.

MAKE AN INFORMED DECISION

(Questions to ask and responses to look for in a Medical Assisting program)

- 1. How long has the Medical Assisting program been in operation? What percentages of its graduates were able to find jobs in their field?**

MNTC: MNTC's Medical Assisting program has been in existence since 1997. To date, 93.75% of our graduates have been hired as medical assistants prior to or within a few months of graduation.

Other School:

Other School:

- 2. How many students does the program accept each year?**

MNTC: Our program accepts up to 16 *qualified* applicants per year, depending on returning students. Smaller classes allow for frequent one-on-one attention.

Other School:

Other School:

- 3. How many full-time instructors are available for the students?**

MNTC: The Medical Assisting Program has one full-time instructor on staff.

Other School:

Other School:

- 4. Where are clinical sites?**

MNTC: Clinical rotations are available in several departments at the following: OU Children's, OU Physician's Private Physician Offices, and Integris.

Other School:

Other School:

- 5. Are the school and the program accredited by the agencies that make policies for medical assistants? (Why is accreditation important to the student?)**

MNTC: MNTC's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

9355 113th St. N., # 7709

Seminole, FL 33775

(727) 210-2350 | www.caahep.org

Other School:

Other School:

6. How can I be absolutely sure that the Medical Assisting Program is accredited by the proper agency?

All: Ask to see the official certificate from CAAHEP and go to the internet site www.caahep.org

MNTC: Certificates are displayed and listed on all the websites.

Other School:

Other School:

7. How do I know if the program has adequate supplies and equipment for practice prior to being sent to a clinical setting?

MNTC: The student can attend the information session about the program and will have the opportunity to view the classroom and lab spaces.

Other School:

Other School:

8. How can I tell which option is best for me?

MNTC: Information sessions are provided to address questions. The application booklet is designed to help make your educational journey easier.

Other School:

Other School:

9. Can I get credit for courses I have already taken?

MNTC: Advanced standing and competency-based testing is decided on an individual basis upon proof of documentation.

Other School:

Other School:

MEDICAL ASSISTING APPLICATION PROCESS

ADULT STUDENTS

Deadline Date: 12 p.m. (noon) on May 17, 2024

- Complete a current MNTC application online.
 - <https://mntc.axstudent.com/#/categories>.
- Print an online Application Booklet from www.mntc.edu.
 - Carefully review the application booklet contents.
- Complete Information Session (Information listed on page 4).
 - To schedule, please email customer.inquiry@mntc.edu with your preferred date or call (405) 801-5000.
- Meet with a Career Advisor.
 - A Career Advisor will be contacting you by email and/or phone to schedule an appointment with you. *Please be sure you are regularly checking the email that you verified on the admission application. A few past applicants have reported emails from MNTC in their junk/spam folders, so please check your email filters. It is also highly recommended you set up voicemail on your phone if you have not yet done so.*
- Complete Assessments.
 - Obtain assessment scores: ASPIRE Keyboarding, Next Gen Accuplacer and/or ACT/SAT.
- Required Transcripts.
 - Obtain and submit official high school transcripts or equivalent, or ALL college transcripts from any colleges you have attended.
- Submit Documentation of Required Immunizations (listed on page 17).
- Obtain an Oklahoma State Bureau of Investigation (OSBI) Background Check (information listed on page 20-21).
- If needed, complete and turn in all required financial aid documentation.
- Submit all completed documentation by **12 p.m. (noon) on May 17, 2024**.
 - Mail to*: Moore Norman Technology Center

Attn: Health Programs Medical Assisting
PO Box 4701
Norman, OK 73070-4701

**Must be postmarked prior to the deadline.*

- Fax documents to: (405) 561-4186
- Email scanned documents to: christine.clark@mntc.edu
- In-person: you must make an appointment first by calling (405) 801-5400 to set up a time between 7:30am and 4:30pm.

All completed applications will be reviewed and students will be notified of selection. In the event the class has not been filled, the selection process will continue in June. Enrollment is limited. Once the class is full, students will be placed on an alternate list and notified if an opening becomes available.

Name: _____ Date submitted: _____

Complete this list and submit it with documentation of all the following transcripts, immunizations, waivers, and assessments for Medical Assisting.

Student must complete: Date/results of Immunizations, Titers, Waivers, Tests	Office Use Only	Items <u>required</u> for acceptance	Points
	Required	Apply Online	
	Required	Meet with a Career Advisor	
	MUST have one of these	Official High School Transcript OR equivalent	
	MUST have ALL Immunizations OR titers for each	Rubella vaccination #1 (or titer)	
		Rubella vaccination #2	
		Rubeola (Measles) vaccination #1 (or titer)	
		Rubeola (Measles) vaccination #2	
		Mumps vaccination #1 (or titer)	
		Mumps vaccination #2	
	OR both of these	MMR vaccination #1	
		MMR vaccination #2	
	Both of these OR titer	Varicella #1 (or titer) (No Doctor note accepted)	
		Varicella #2 (No Doctor note accepted)	
	Required 3 HEP B	HEP B #1 (pg. 23)	
		HEP B #2 (pg. 23)	
		HEP B #3 (pg. 23)	
	OR signed declination	OR Signed Declination	
	Since Jan 2014	Tdap (Tetanus with Pertussis) Booster Shot	
	Required	Waiver of Liability (pg. 22)	
	Required after acceptance	2 Negative TB Skin Test at least seven days apart prior to first day of class	
	Must attend a session	Information Session	
	Must check all backgrounds	Clear OSBI Background check (criminal, sex, violent)	
	Required	ASPIRE Keyboarding Test 25+ wpm 0-24 wpm	5 pt 0 pt
	MUST have One of these (6 points max earned)	ACT (composite of 19 or >) or SAT (Composite of 980 or >)	6 pts
		Next Gen Accuplacer Reading 243+	2 pts
		Writing 250+	2 pts
		Quantitative Reasoning, Algebra and Statistics (QAS) 238+ or > Or Arithmetic 238+	2 pts
		Official college transcript (min. of 12 hours Gen Ed courses) 3.75-4.0 3.50-3.74 3.25-3.49 Minimum of 2.0-3.24	6 pts 4 pts 2 pts 0 pts
	Extra Points Available	College Credit – Med Term (Within the past 5 years with a “C” or better)	10 pts
		Hold Current Certification in Medical Field (Ex: AUA, CNA)	10 pts
		Total Points	

*In the event of a tie, the determining factor for selection will be the highest keyboarding and individual NextGen Accuplacer (Reading and Math) score of completed packets submitted.

IMMUNIZATION/SCREENING REQUIREMENTS

You must present documentation of the following immunizations, titers and records to the MNTC Health Education Office **before** being accepted into the Medical Assisting Program.

Measles, Mumps, and Rubella (MMR)

You must have documentation of receiving **two (2) MMR vaccinations**, or **positive titers** (blood tests that show immunity to Rubeola, Mumps and Rubella). If any titer comes back as negative, you will need to have the vaccine administered.

Hepatitis B Vaccination

The Hepatitis B vaccination is a series of **three (3) injections** given over a six-month period. Applicants who have not completed the series and/or do not intend to do so must sign a declination form. The area of work you are going into puts you at risk for coming into contact with infected blood and bodily fluids, so *think seriously about refusing the protective vaccination.*

You must have had the first shot of the series, documentation of a titer confirming immunity, or have a signed declination statement (waiver) to be accepted into the program.

Declination Statement

"A written statement from a licensed physician indicating that a vaccine is medically contraindicated shall exempt a student from the hepatitis B and/or measles, mumps, and rubella vaccinations. Students may also obtain exemptions to the hepatitis B and/or measles, mumps, and rubella vaccinations by submitting a written signed statement declaring that the administration of vaccine conflicts with the student's moral or religious tenets or, if the student is a minor, the student's parent or guardian provides a written statement that the administration of the vaccine conflicts with the parent's or guardian's moral or religious tenets."

Varicella Immunization

You must have documentation of receiving **two (2) doses of the vaccination** or have a **positive blood titer** showing immunity to chicken pox. Having had the disease is not proof enough, submitting a physician's statement that you had chicken pox will not be accepted.

Tetanus (Tdap)

You must have had a tetanus booster within the past **10 years**. Must include pertussis (Whooping Cough).

Tuberculosis Skin Test (PPD)

If accepted, you will be required to receive **two (2) negative TB (PPD) skin tests 7-21 days apart between June 2024-August 2024**. For positive reactors, you must show proof of the positive reaction and then have a negative chest X-ray. *Be sure to get your TB skin test prior to taking any other immunizations or you will be required by your physician to wait one month after receiving a vaccine such as an MMR.*

**Notice: Externship sites may require additional immunizations/screening requirements.*

Notice: Documentation of Flu Vaccines may be required for some clinical rotations.

**This will be in the 3rd semester.*

COVID-19 Vaccine:

For participation in clinical programs, MNTC does not require students to be vaccinated against COVID-19. However, certain health care facilities participating in clinical rotations require students to be fully vaccinated prior to participating in clinical rotations at their sites.

If you will be participating in a clinic at a facility that requires COVID-19 vaccination, you will be provided information regarding specific COVID-19 vaccination requirements for the clinic.

Medical Marijuana

Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or be dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program, if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

Immunization Sites

Location	Services Offered										
	TB Skin Test	TB Blood Test	Hep. B Vaccines	Hep B. Titer	Varicella Vaccines (chickenpox)	Varicella Titer	MMR Vaccines	Rubeola Titer	Mumps Titer	Rubella Titer	Tdap Vaccine (Seasonal)
Cleveland County Health Department 250 12th Ave. NE, Norman, OK (405)321-4048 424 S. Eastern Ave, Moore, OK (405)794-1591 Walk-In Clinics Mon-Thurs 8am-11am & 1pm-4pm	\$15 Mon & Tues By Appt. Will do for under 18 years old										
Norman Regional Occupational Medicine (405)515-0960 724 24th Ave NW, Suite 200, Norman, OK Appt. preferred: M-F 8am-5pm	\$20 Not on Thurs.		\$84 each	\$65 each	\$170 each	\$45 each	\$105 each	All three tested \$135	\$75 Req 3-day notice		
St. Anthony Hospital Physicians Outpatient Lab (405)272-6370 (main lab) 1000 N. Lee, 3rd floor of hospital, OKC, OK Open 24hrs/day, 7 days a week				\$19.80				\$61.60	\$99	\$52.25	
Integrus Baptist Medical Center-Portland Ave. 5501 N. Portland Ave, 2nd Floor, OKC, OK (405)951-2903 Mon-Fri 7am-5pm No cash accepted – check, money order or card.	\$15 Not on Thurs.	\$65	\$145 each	\$40	n/a	\$30	n/a	\$30	\$30	\$60	n/a
Affordable Quality Care (405)217-9997 900 N. Porter Ave., Suite 209, Norman, OK Mon-Thurs 8am-4:30pm; Fri 8am-1:30pm; Sat 9am-Noon	\$20 Will do for under 18 years old										Adult only. Call to verify fee
Variety Care (405)632-6688 Norman Family Practice, 317 E. Himes St., M-F 8:30am-5pm Norman Women's & Childrens, 1237 Alameda St., M-F 8am-5pm	Will do ONLY with dr. referral. Can setup low-cost care with facility. \$70 first visit, \$60 thereafter.										
DLO Go online to Questhealth.com to order tests. Must be over 18 to make account and order tests. All major insurance accepted, including SoonerCare.		\$155		\$105		\$65		All three tested \$135			
All pricing verified 10/16/2023 but subject to change per facility.											

ENTRANCE REQUIREMENTS

- Apply online.
- Meet with a Career Advisor.
- Meet indicators for success:

ACT Composite Score: **19+** (ACT residual testing Scores are accepted); **OR**

SAT Composite Score: 980 +; **OR**

Next Gen Accuplacer test: **Reading 243+, Writing 250+, Arithmetic 238+ or Quantitative Reasoning, Algebra and Statistics (QAS) 238+**

If your Next Gen Accuplacer scores are lower than the above, see an advisor. The Next Gen Accuplacer test can only be taken twice in a six-month period; **OR**

Official College Transcript: **minimum 12 hours, General Education courses with a 2.0 GPA**

- Provide documentation of all required immunizations, titers, TB tests
- Information session completion
- Background check(s)
- CPR Certification **after acceptance**
- Students must provide their own transportation to school and to externship sites.
- The student will also be required to submit to a drug test **after acceptance** into program.

OSBI Background Check Information

As a part of the MNTC Medical Assisting program, you will be required to practice your skills in facilities requiring background checks. Before you can be assigned to a clinic or other facility for your clinical or externship experience, you must have a background check that includes a sex offender check. If your criminal history is positive, the facility will then review your personal criminal history background. Each facility has the right to accept or reject any student based on information shown in the criminal history background check. MNTC cannot overrule the decision of the clinical or externship sites. Criminal offender, sex offender and violent offender reports must be obtained no earlier than January 2024.

An applicant with a positive violent offender/sex offender result on the OSBI will not be considered for admission to the Medical Assisting Program.

If you have lived in Oklahoma less than one year, you must submit the information from the state where you previously resided as well as the OSBI report. These reports must also include information regarding sex offender history.

It is your responsibility to obtain your record from the Oklahoma State Bureau of Investigation (OSBI) and provide it with your documentation. The OSBI has an online search system called Criminal History Information Request Portal (CHIRP) <https://chirp.osbi.ok.gov/>. This system uses credit card or electronic transfer of funds to access all three required reports costing \$20, which you can print instantly.

If you need to go in person, the OSBI office is located at 6600 North Harvey, off NE 63rd, Oklahoma City, OK, one block west of Broadway Extension, Building 6, in the Broadway Executive Park. The telephone number is (405) 879-2689, extension 0. The cost is \$19; OSBI accepts cash or credit card. They will not accept checks. You will be required to bring your Social Security number, date of birth, full name and payment with you to be able to complete the process. A sample form is located on the next page. If you are a MNTC HIRE student, the DHS background check with this program will **NOT** meet the requirements for this program. See HIRE Coordinator with any questions.

If you have any questions regarding the program application process, contact a career advisor at (405) 801-5000.

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request

6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
<https://osbi.ok.gov/>

Type Of Search Requested:

- ☒ **Name Based - \$15.00**
- ☒ **Sex Offender - \$2.00**
- ☒ **Mary Rippy Violent Offender - \$2.00**
- ☐ State Fingerprint-based - \$19.00
* Must provide fingerprint card.
* Includes name based search.

DATE _____

Request Submitted via:

☐ Fax ☐ Mail ☐ In Person

**REQUESTS WILL BE RETURNED
IN THE MANNER RECEIVED.**

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a
dedicated Fax Phone Line for return of completed search:

ACCEPTABLE FORMS OF PAYMENT: ☐ CASH ☐ CASHIER'S CHECK / MONEY ORDER

☐ BUSINESS CHECK *No Personal Checks Accepted.* ☐ CREDIT CARD *For Visa, MasterCard and Discover, security code is 3 digits on back of card.
For Amex, security code is 4 digits on front. These are the only cards accepted.*

CREDIT CARD # _____ EXPIRATION DATE _____ SECURITY CODE _____

CARD HOLDER _____

Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink) *Results will only be returned to the original requestor*

REQUESTOR'S NAME _____

SIGNATURE OF REQUESTING PARTY _____

STREET ADDRESS _____

PHONE NUMBER _____ CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)

Forms with corrections made with white out or by striking through the fields in this section will not be processed.

NAME _____ LAST _____ FIRST _____ MIDDLE _____

ALIAS/MAIDEN NAME(S) _____
MAXIMUM OF THREE ALIAS NAMES PER REQUEST

DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject.*

RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (Please do not write in the spaces below):

Oklahoma State Bureau of Investigation
Computerized Criminal History

**Must have this
section completed to
meet requirement of
application**

Oklahoma Department of Corrections
Sex Offender

**Must have this
section completed to
meet requirement of
application**

Oklahoma Department of Corrections
Violent Offender

**Must have this
section completed to
meet requirement of
application**

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.

For questions on the Sex Offender / Violent Offender Registry, please contact the Oklahoma Department of Corrections.

OSBI CHRU 02/2019

WAIVER/RELEASE FROM ANY & ALL LIABILITY BY STUDENTS AT MOORE NORMAN TECHNOLOGY CENTER IN HEALTH-RELATED TRAINING

MUST COMPLETE THE BELOW SECTION

Whether or not the student takes the required vaccinations, the undersigned student expressly waives any claim(s) and/or releases Moore Norman Technology Center and its employees and agents from any and all liability for exposure and/or infection of any sort, relating to and arising from participation in Moore Norman Technology Center Health Occupations Programs.

_____ Signature	_____ Date
_____ Witness Signature	_____ Date

HEPATITIS B IMMUNIZATIONS

MUST COMPLETE THE BELOW SECTION

Option 1

I choose to receive the Hepatitis B (HBV) immunizations at my own expense. I understand the cost is approximately \$0.00 - \$210.00.

_____ Signature	_____ Date
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DATES OF IMMUNIZATIONS

1 st _____ (Must be verified with documentation)	_____ Signature (Applicant or Health Administration)
2 nd _____ (Must be verified with documentation)	_____ Signature (Applicant or Health Administration)
3 rd _____ (Must be verified with documentation)	_____ Signature (Applicant or Health Administration)

OR

Option 2

I choose not to take a vaccine.*

_____ Signature	_____ Date
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***Students will not be permitted in clinical areas until option 1 or 2 is chosen and this form signed.**

What If I Am Not Accepted?

Even though students set goals and timelines for career education and training, circumstances sometimes prevent people from obtaining their goals. The following list includes some reasons people are not admitted to the program and the actions to take.

Reason: Did not pass Next Gen Accuplacer.

Action: Find a tutoring program to assist with refreshing English, Math and Reading. Ask a Career Advisor for information on our Next Gen Accuplacer Prep Workshops.

Reason: Class is full

Action: Consider enrolling in short-term classes, or general education classes for advance standing. Examples: Phlebotomy, Medical Terminology, CPR (American Heart Association Healthcare Provider), Anatomy and Physiology for college credit and contact the instructor for other courses.

Reason: Incomplete packet

Action: Finish gathering all information to submit for the next application period to begin in January next year.

Alternate List

The alternate list is only eligible for the first few weeks at the beginning of the fall semester.

Program Costs

For the most up-to-date estimate on program costs, please visit <https://www.mntc.edu/long-term-programs/health/medical-assisting>

