

## MEDICAL ASSISTING (MAS)

| ADMISSION REQUIREMENTS               | IMPORTANT INFORMATION   | ✓ |
|--------------------------------------|---|---|
| High School Transcript or GED Scores | Official high school transcript is required.  |   |
| College Transcripts                  | Official College transcript (s) required.   |   |
| Accuplacer: Reading                  | <ul style="list-style-type: none"> <li>• Score of 80 or a College level Science class with a lab</li> <li>• A minimum grade of C in BIO-213, BIO-101 or BIO-115 will meet this requirement.</li> <li>• <b>Transfer credits will be evaluated by the Registrar.</b></li> </ul> |   |
| Accuplacer: Sentence Skills          | <ul style="list-style-type: none"> <li>• Score of 74 <u>or</u> a College level Writing class</li> <li>• A minimum grade of C in ENG-101 will meet this requirement.</li> <li>• <b>Transfer credits will be evaluated by the Registrar.</b></li> </ul>                         |   |
| Accuplacer: Arithmetic               | <ul style="list-style-type: none"> <li>• Score of 55 or a College level math class</li> <li>• A minimum grade of C in MAT-113 or higher will meet this requirement.</li> <li>• <b>Transfer credits will be evaluated by the Registrar.</b></li> </ul>                         |   |
| Accuplacer: Computer                 | <ul style="list-style-type: none"> <li>• Score of 76</li> <li>• A minimum grade of C in CPT-117 will meet this requirement.</li> <li>• <b>Transfer credits will be evaluated by the Registrar.</b></li> </ul>   |   |
| Academic Standing                    | At the start of the first semester in this program of study, students must be in good academic standing - a cumulative GPA of 2.0 or higher.  |   |

### MEDICAL ASSISTING INFORMATION & ORIENTATION SESSION

Upon successful completion of the above academic admission requirements, you will receive an acceptance letter. You must then attend a required MAS Program Information & Orientation Session. You will be notified of the date for this session by Ann Walker (Program Coordinator & Faculty).

For information regarding the admission process for this program, general information about the program or a tour of the campus, contact:

**CJ McKenna, Admissions**  
E-mail: [cmckenna@kvcc.me.edu](mailto:cmckenna@kvcc.me.edu)  
Phone: 453-5155  
Office: Enrollment Center, Fairfield

**Ann Walker, Program Director & Faculty**  
E-Mail: [awalker@kvcc.me.edu](mailto:awalker@kvcc.me.edu)  
Phone: 453-5005  
Office: 108, King Hall, Fairfield

## Notice to the Applicant

### Criminal Background Checks

Applicants to certain programs need to note that a criminal background check will likely be required while enrolled in the program or as a condition of employment in the field. Certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those students who have a prior or current criminal record.

- Should a clinical facility refuse to permit a student to complete a clinical rotation based upon the student's criminal background check, the student may not be able to complete the program. In the event a student is denied placement at a clinical site the college will likely be required to enter an academic dismissal from the program.
- Additionally, certain licensing and credentialing boards may refuse to issue a license to practice based upon prior or current criminal offense (s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, contact the appropriate Department Chair.

### Infectious Diseases

Applicants who consider a career in Nursing or the Allied Health professions should be aware that during the course of their education and subsequent employment, they will be working in situations where exposure to infectious diseases is probable. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an integral part of each health care program.

### Exposure to Latex

Additionally, applicants should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes; hives; nasal, eyes, or sinus symptoms; and, rarely, shock.

### Costs

Costs associated with required immunizations, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the applicant.

### Clinical/Fieldwork Placement

Students may be scheduled for day, evening and night clinical/fieldwork experiences in some programs. It is expected that the student is able to make the necessary arrangements in order to complete all scheduled times. Placement is State-wide. The student is responsible for all travel and/or living related to the clinical or fieldwork experience.

KVCC is an equal opportunity affirmative action institution and employer.  
For more information, contact Erica Mazzeo, Academic Dean, at (207) 453-5117.



## Medical Assisting Program

### Job Shadow Application

The Medical Assisting Program at Kennebec Valley Community College teaches a very diverse skill set. Medical Assistants are trained professionals that are able to perform everything from direct patient care to healthcare administration. This requires a strong commitment on the student’s part. A job shadow allows the student a first-hand experience in a medical setting. Job shadowing is **highly recommended** prior to the starting the Medical Assisting Program.

1. Each applicant should job shadow in a provider practice. A family practice is recommended.  
OR
2. Document previous or current work experience in the Medical Assisting field.
3. Submit an Assessment Sheet: Criteria attached

### Job Shadow Contacts:

- Inland Hospital - Lisa Heald [lheald@emhs.org](mailto:lheald@emhs.org)
- Health Reach - Paula Dube [paula.dube@healthreach.org](mailto:paula.dube@healthreach.org)
- Redington Fairview General Hospital - Shea Gilbert [sgilbert@rfgh.net](mailto:sgilbert@rfgh.net)
- Sebasticook Valley Hospital - Laurie Alexander [alexander@emh.org](mailto:alexander@emh.org)
- Maine General Hospital Waterville & Augusta campus - Refer to the Maine General website for the application

*Proper documentation for job shadows or work experience is recommended*

Applicant Name \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please give a brief description of this applicants experience at your practice. Please include the number of hours the applicant shadowed and the date.

\_\_\_\_\_  
**Printed Name of Medical Assistant**

\_\_\_\_\_  
**Signature of Medical Assistant**



## Medical Assisting Program

### Job Shadow Assessment

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please answer the questions below and add any relevant information that you experienced during your job shadow. Please answer the following questions on a scale of 1 – 5 (1 Strongly Disagree, 2 Disagree, 3 Neutral, 4 Agree, 5 Strongly Agree).

- The job shadow provided me with an understanding of the responsibilities within a medical setting?  

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
- How informative would you describe your job shadow experience?  

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
- Would you recommend job shadowing to another student?  

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
- Would you recommend this site to another student?  

|   |   |   |   |   |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
- Did you learn anything new about the role of a Medical Assistant?

Comments (Optional):

For any questions, please contact :

Ann Walker, Medical Assisting Director at awalker@kvcc.me.edu or

Brittany Newby, Medical Assisting Coordinator at bnewby@kvcc.me.edu

“The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB)”  
Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 N., Suite 158

**NOTE: The required composite score is set from Sept 2016 through August 2017. KVCC reserves the right to change this score at the beginning of a new academic year.**

**Updated 6/30/16**