



# Medical Assisting Program

## Program & Application Information

The Medical Assisting Program prepares entry-level medical assistants for employment in a variety of medical/health care environments. Medical assistants are central figures in promoting and maintaining cooperative relationships between patients and physicians. Coursework involves both administrative and clinical procedures. Students are prepared to take vital signs, medical histories, and perform basic laboratory procedures, while also engaging in the administrative duties of scheduling appointments, receiving patients, managing medical records, and handling telephone calls. Graduates are eligible to take the national board examination which qualifies students to work in all 50 states as a Certified Medical Assistant. The CMA (AAMA)<sup>®</sup> credential designates a medical assistant who has achieved certification through the Certifying Board of the American Association of Medical Assistants (AAMA). The Medical Assisting Program at Zane State College has an AAMA certification pass rate of 80 percent over the past five years.

**Application Deadline: July 1** (see program director to request an extension)

**FACULTY**



Shanna Brooks, CMA  
(AAMA), AAS, BBA, MAE  
Office: ASTC 147  
Phone: 740.588.1283  
sbrooks1@zanestate.edu

The MEDA Program is accredited by the  
Commission on Accreditation of Allied Health  
Education Programs (CAAHEP)  
25400 US Highway 19 N, Suite 158  
Clearwater, FL 33763 [www.caahep.org](http://www.caahep.org)

## GENERAL INFORMATION MEDICAL ASSISTING PROGRAM

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. They are instrumental in helping patients feel at ease in the physician's office and often explain the physician's instructions. Medical assistants are cross-trained to perform administrative and clinical duties including but not limited to:

- Using computer applications
- Answering telephones
- Welcoming patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping
- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Transmitting prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

According to the U.S. Bureau of Labor Statistics, the job outlook for 2016 – 2026 is 29 percent, much faster than the average (April 2019). Job opportunities involve many employment settings such as physicians' offices, clinics, hospitals, and out-patient or ambulatory settings. Certified Medical Assistants are clinically trained to assist in out-patient medical procedures, office administration, and interaction with patients.

The minimum criteria are listed in the college catalog, selection is based upon performance in the following:

1. High school math and science courses.
2. High school grade point average.
3. Math and English assessment test (Accuplacer) if they do not place into College Level.
4. College-level courses, which apply toward the Medical Assisting program, especially math and science.

Participation in the clinical practicum may require students to rotate to two clinical sites to gain both administrative and clinical experiences. This unpaid experience is required during the freshman and sophomore years.

If you have been accepted to Zane State College but not the MEDA program, you may enroll in the Health Core program. This curriculum allows you to complete courses pertaining to the Medical Assisting degree as well as other health programs offered at Zane State College. Demonstration of academic excellence in these courses will enhance your application to the program. Please contact Medical Assisting Program Director Shanna Brooks at [sbrooks1@zanestate.edu](mailto:sbrooks1@zanestate.edu) if you wish to enroll in the Health Core curriculum.

We also recommend that you work or volunteer in health care facilities to become more familiar with Medical Assisting Technology.

ZANE STATE COLLEGE



HEALTH ALERT

*MEDA, MLTP, OTAP, PTHA, RADT*

ENTERING STUDENTS

Federal legislative action through the Occupational Safety and Health Act (OSHA) now mandates that facilities employing individuals who come in contact with hazardous and infectious materials, i.e., body fluids such as blood, semen, vaginal secretions, cerebrospinal fluid, pleural fluid, synovial fluid, peritoneal fluid, amniotic fluid, saliva, or any fluid contaminated with blood must offer their employees Hepatitis B immunization.

While Zane State College does not fall under OSHA regulations, most of the clinical affiliates for the above identified programs do and must comply with the law. Students are not employees of the hospitals or clinical affiliates. Therefore, these facilities are not required to provide the immunization for students but they can limit the college's access to their facilities if students are perceived to be at risk and without appropriate opportunity for immunization.

**Consequently, ALL STUDENTS ENTERING MEDA, MLTP, OTAP, PTHA, or RADT MUST EITHER ACQUIRE THE HEPATITIS B IMMUNIZATION SERIES OF THREE INJECTIONS (OVER A SIX-MONTH PERIOD) OR SIGN A WAIVER DECLINING TO HAVE THE IMMUNIZATION SERIES.** New students in these programs must provide the college with documentation of the first Hepatitis B injection by the date determined by the Program Director. Entering students who fail to provide the appropriate documentation by the designated timeline will be withdrawn from their programs and their places will be given to alternates. Current freshmen students who fail to comply with this requirement will be unable to register for technical courses and, hence, unable to complete their programs. Students failing to complete the series of three injections will be unable to register and/or complete their programs.

**ALL COSTS ASSOCIATED WITH MEETING THE HEALTH/IMMUNIZATION REQUIREMENTS OF HEALTH PROGRAMS ARE THE SOLE RESPONSIBILITY OF THE STUDENT.** Students should not begin Hepatitis B immunization until they have been fully accepted into the program of choice. Notification of acceptance into your program will be official when coming from the following faculty:

**MEDA (Medical Assisting Technology) – Shay Brooks**  
**MLTP (Medical Laboratory Technology) – Lucy Rucker**  
**OTAP (Occupational Therapy Assistant) – Rachel Milliner**  
**PTHA (Physical Therapist Assistant) – Lori Wahl**  
**RADT (Radiologic Technology) – Jennifer Fox**

## HEALTH PROGRAMS APPLICATION COVER PAGE

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone #: \_\_\_\_\_

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

Student ID #: \_\_\_\_\_

### Programs Applying For:

- Applicants may apply to a maximum of three programs/degrees, ordered according to your preference as number 1, 2, or 3. You are encouraged to apply to at least two programs.
- You must submit **ALL** required application materials for **EACH** of your program selections below. Duplicate requirements for two or more programs can be noted as, "See page \_\_\_\_ of \_\_\_\_ section."

#### **Selective Programs**

\_\_\_ Medical Laboratory Technician (MLTP)

\_\_\_ Occupational Therapy Assistant (OTAP)

\_\_\_ Physical Therapist Assistant (PTHA)

\_\_\_ Radiologic Technology (RADT)

#### **Non-Selective Programs**

Health Information Management (HIMT)

Medical Assisting (MEDA)

Associate of Science (ASCI)

Zane State College is partnering with Rhodes State to offer a Respiratory Care degree. If you would like more information, please contact Julia Griffin at 740-588-4174 or [jgriffin@zanestate.edu](mailto:jgriffin@zanestate.edu)

### **Completed folders are to be submitted in one of two ways:**

1. **Mailed to: Zane State College/Health Science Hall  
1555 Newark Road  
Zanesville OH 43701**

**OR**

2. **Dropped off in the reception area of Health Science Hall, H325**

**This will be page one in your application folder.**

## COMMON HEALTH PROGRAMS APPLICATION CHECKLIST for 2023-2024 Academic Year

- **PUT YOUR NAME, ADDRESS, AND STUDENT ID# ON THE FRONT OF THE FOLDER**
- **Folders must be three-pronged – not three ringed.**
- **Include and complete this checklist as the second page of your application folder.**
- **Place all items in numbered page protectors, and include one tab divider for each program to which you are applying. Label these dividers with the four-letter program code indicated on the Application Cover Page. The tab(s) is/are to be placed after Page 6 from the list below.**

<input type="checkbox"/>	Page 1	Health Programs Application Cover Page
<input type="checkbox"/>	Page 2	Common Health Programs Application Checklist (this page)
<input type="checkbox"/>	Page 3	<p>Unofficial Zane State College transcripts that include current GPA. If you have not previously taken Zane State classes, insert a page with that information noted.</p> <p>Unofficial transcripts from <u>all other</u> colleges you have attended. These should include grades through the end of fall semester prior to application. If none, insert a page and indicate you have not attended another college.</p>
<input type="checkbox"/>	Page 4	Copy of transfer credit awarded by Zane State College for courses taken at other institutions. <u>Submission of official transcripts to the Registrar's Office should be no later than <b>January 20, 2023</b>, so that there is ample time for review.</u>
<input type="checkbox"/>	Page 5	Copy of ACT scores and/or Health Occupations Aptitude Exam score. Required for MLTP, OTAP, PTHA, and RADT.
<input type="checkbox"/>	Page 6	<p>Evidence of readiness for or completion of BIOL 2400/2410 by indicating the following:</p> <p>___ I have taken a high school level advanced biology or anatomy and physiology (A&amp;P) in the past three years and passed it with a "C" or higher.</p> <p>___ I have taken college level A&amp;P in the past five years and passed both lecture and lab sections with a "C" or higher. This course, if taken at another institution, has been approved for transfer credit by the Zane State College Registrar's Office.</p> <p>___ I have taken college-level A&amp;P greater than 5 years ago and understand that I will be required to retake and successfully complete both lecture and lab sections with a "C" better.</p> <p>___ I have taken BIOL 1210 and passed it with a "C" or better.</p> <p>___ I am scheduled to take BIOL 1210 _ semester.</p> <p>___ I am currently or scheduled (circle one) to take BIOL 2400/2410 _____(semester/year).</p>

**NOTE:** No page should be left blank. If the item required on a page is not applicable to you, please provide a brief explanation as to why it does not pertain to you on the appropriate page.

**Program Specific Requirements:** Following Page 6, place your program specific documents behind the appropriately labeled tab divider. Each document should be in a numbered page protector. They are to be in the order specified in the program specific requirements checklist. Duplicate requirements for two or more programs can be noted as, "See page\_\_ of section \_\_."

- **Sample application folders are available for review in Student Services and in the Health Science Hall reception area. The sample may also be viewed on the College website under each health program's tab.**

## MEDA PROGRAM APPLICATION REQUIREMENTS CHECKLIST

Please include this as the first page after your MEDA tab in the application folder.

**The following items are specific to the MEDA Program.**

The following criteria and supporting documentation required for meeting the entrance standards must be submitted to the Medical Assisting Program Director before **July 1** of the academic year prior to the fall semester of the expected enrollment period. (See the Program Director to request an extension of the deadline.)

Include documentation in your application folder following the Common Health Programs Application Checklist and behind the MEDA tab. All pages must be in page protectors. Label this section as follows:

<input type="checkbox"/>	MEDA Page 1	Checklist (this page to ensure you have everything included in your packet)
<input type="checkbox"/>	MEDA Page 2	Evidence that *BMCA 1110 and BIOL 1210, have been successfully completed by the application deadline. A copy of your transcript would serve as evidence.  *See The Testing Center for information on testing out of BMCA 1110.
<input type="checkbox"/>	MEDA Page 3	Schedule a meeting with the Medical Assisting Program Director/Faculty member for scheduling approval.  Insert a page indicating the date, time, and name of the faculty member your appointment is/was with.
<input type="checkbox"/>	MEDA Page 4	Have a physical exam completed on the attached Medical Examination Record. Include evidence of all required immunization records.  *Satisfactory evidence of meeting the basic physical requirements is needed to successfully complete the AAMA terminal performance objectives.

**PHYSICAL EVALUATION**

**PHYSICAL EXAMINATION FORM**

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

EXAMINATION		DATE OF EXAMINATION _____	
Height	Weight	<input type="checkbox"/> Male	<input type="checkbox"/> Female
BP / ( / )	Pulse	Vision R 20/	L20/ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS	
Eyes/ears/nose/throat Pupils equal Hearing			
Lymph nodes			
Heart Murmurs (auscultation standing, supine, +/- Valsalva) Location of the point of maximal impulse (PMI)			
Pulses Simultaneous femoral and radial pulses			
Lungs			
Abdomen			
Skin HSV, lesions suggestive of MRSA, tinea corporis			
Neurologic			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Wrist/hand/fingers			
Hip/thigh			
Knee			
Leg/ankle			
Foot/toes			
Functional Duck walk, single leg hop			

LABORATORY EXAMINATION (required for MEDA, MLTP, OTAP, PTHA, RADT Programs)			
Tuberculin Skin Test:	Stage 1 (Date):	Stage 2 (Date):	
Hepatitis B Immunizations* Initial immunization only required at program entry.	(1) Date:	(2) Date:	(3) Date:
Other, not required:			
Tetanus Toxoid (Date):		Hepatitis B Antigen Screen (Date):	
A. Immunized against measles and mumps; or born before December 31, 1956; or has a disease history of measles and mumps or exempt for medical or religious reasons. B. Immunized against rubella; or has a laboratory test demonstrating detectable rubella antibodies; or exempt from the requirement for medical or religious reasons. C. Immunized against tetanum and diphtheria; or exempt from this requirement for medical or religious reasons.			
Measles (Date):	Mumps (Date):	Diphtheria (Date):	Poliomyelitis (Date):

©2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment. -Revised 1/13



CLEARANCE FOR PARTICIPATION IN ALLIED HEALTH PROGRAM

Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_ Date of birth \_\_\_\_\_

Cleared without restriction

Cleared for participation without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_

Not Cleared  Pending further evaluation

Reason \_\_\_\_\_

Recommendations \_\_\_\_\_

I have examined the above-named student and completed the physical evaluation. The student does not present apparent clinical contraindications to practice and participate as outlined above.

Name of physician or medical examiner (print/type) \_\_\_\_\_ Date of Exam \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician/medical examiner \_\_\_\_\_, MD, DO, D.C., P.A. or A.N.P.

EMERGENCY INFORMATION

Personal Physician \_\_\_\_\_ Phone \_\_\_\_\_

In case of Emergency, contact \_\_\_\_\_ Phone \_\_\_\_\_

Allergies \_\_\_\_\_

Other Information \_\_\_\_\_

©2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment. -Revised 1/13



## Medical Assisting (MEDA) Course of Study 2022-2023

Fall I				
Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2400	Anatomy and Physiology I	G	3	
BIOL 2410	Anatomy and Physiology I Lab	G	1	
ENGL 1500	Composition I	G	3	
FYEX 1010	First Year Success Strategies	B	1	
HLTH 1210	Medical Terminology	T	2	
MEDA 1010	Introduction to Medical Assisting	T	3	
MEDA 1012	Administrative Medical Office Practices	T	3	
Total:			16	

Spring I				
Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2420	Anatomy and Physiology II	G	3	
BIOL 2430	Anatomy and Physiology II Lab	G	1	
ENGL 2800	Professional Writing	G	3	
MEDA 1020	Basic Medical Laboratory Techniques	T	3	
MEDA 1022	Medical Assisting Clinical Procedures I	T	3	
MEDA 1024	Pharmacology and Drug Administration	T	3	
Total:			16	

Summer Session I				
Course ID	Course Name	T/B/G	Credits	Ck off
HLTH 1410	First Aid and Safety	B	1	
MEDA 1032	Clinical Practicum/Seminar I	T	2	
	*Mathematics Elective	G	3	
Total:			6	

**Curriculum Summary:** General (G)/ Basic (B) = 33 Hours

Technical (T) = 30 Hours

**Total Curriculum Hours=** 63

Fall II				
Course ID	Course Name	T/B/G	Credits	Ck off
COMM 1220	Interpersonal Communication	G	3	
HLTH 2210	Nutrition and Diet Therapy	T	3	
MEDA 2040	Medical Assisting Clinical Procedures II	T	3	
	*Arts & Humanities Elective	G	3	
Total:			12	

Spring II				
Course ID	Course Name	T/B/G	Credits	Ck off
BMCA 1500	Word	T	3	
COMM 2610	Public Speaking	G	3	
HLTH 1730	Disease and the Disease Process	B	2	
MEDA 2050	Clinical Practicum/Seminar II	T	2	
PSYC 1010	Introduction to Psychology	G	3	
Total:			13	

Summer Session II				
Course ID	Course Name	T/B/G	Credits	Ck off
Total:				

**\*\*Note:** Students must complete the computer literacy requirement in order to graduate which may be met through competency testing or completion of a program specific computer course. Refer to the degree audit and consult with the program advisor for the appropriate course(s) that meet the computer literacy requirement.

**\*ADDITIONAL INFORMATION ON REVERSE**

**Medical Assisting (MEDA)  
Course of Study 2022-2023  
Page 2**

<b>Arts &amp; Humanities Electives</b>		
PHIL 1010	Introduction to Philosophy	3
PHIL 1020	Introduction to Ethics	3
PHIL 1030	Critical Thinking	3

  

<b>Mathematics Electives</b>		
MATH 1050	Quantitative Reasoning	4
MATH 1340	College Algebra	4
MATH 1650	Statistics	3