



Division of Health Sciences • 101 Cunningham Blvd • Booneville, Mississippi 38829
Phone (662) 720-7236/(800) 555-2154 Fax (662) 720-7215

ESSENTIAL FUNCTIONS FOR THE MEDICAL ASSISTANT:

Physical requirements: Major activities of this job include frequent walking, standing, and light physical effort performed on a level surface. Some carrying, lifting, kneeling, bending, reaching, and squatting are involved in the medical office. Testing procedures require the MAS student to use a computer and telephone and employ writing and organizational skills.

Manual dexterity, mobility and good vision that includes near acuity, depth perception and accommodation are physical requirements necessary for test performance and close technical work.

Communication requirement: Communication expected of the MAS student includes writing, speaking, hearing, and dealing with the public. Electronic communications via computers, printers, interfaces, and fax machines are utilized in this job role. Inter-relationships define the broad level of communication needs involved in these technical responsibilities.

Cognitive requirement: Cognitive requirements for the MAS student include reading, writing, simple arithmetic, math reasoning, weighing, measuring, and analyzing data and report information. Judgment and actions required of the MAS student in performing and reporting analyses under supervision could result in decisions regarding management.

Working environment/safety: The medical assistant work environment is indoors in an office/clinical setting. There are mechanical, electrical, chemical, and infectious material hazards in existence.

Infectious material hazards involve regular exposure to disease-bearing specimens, body fluids, wastes and risk of blood-borne disease. Electrical and mechanical hazards exist in areas of equipment use. Laboratory testing procedures may expose the MAS student to some odorous chemicals and specimens. Phlebotomy procedures require contact with patients under a wide variety of circumstances and conditions. The work environment in the medical office is subject to frequent interruptions and at times, irregular hours. Occasional pressure due to multiple calls and inquires exists.

Safety for the MAS student is provided in the form of personal protective equipment and barrier precautions. Gloves face shields, goggles, fluid resistant lab coats and manual pipetting devices are used. Additionally, adequate lighting, ventilation, adjustable work surfaces, sufficiently located utilities and area security are present in the medical office.

General Statement:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

For additional information, visit the American Association of Medical Assistants web site at www.aama-ntl.org.

**Medical Assisting Technology
Cost Breakdown
(ALL FEES SUBJECT TO CHANGE WITHOUT NOTIFICATION)**

Annual wage for graduates \$ 22,000

Tuition \$945 x 4 semesters \$3780

Summer School \$105 x 8 semester hours \$840

Fees \$150

Books \$2000

Supplies \$200

CMA Exam \$125

Hept B Vaccines \$100

Physical Exam \$150

Uniforms and shoes \$300

Malpractice Insurance (one semester) \$15

Criminal Background check \$50

Travel \$2500

Parking \$60

ID cards \$60

Daycare \$500 per month

Meals \$250 per month

CPR Certification \$5.00

***Kaye Roberson, Program Director
Hargett 202
662-720-7393***



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MEDICAL ASSISTING TECHNOLOGY - APPLICATION FOR ADMISSION

Date: Social Security Number:

Name: Last First Middle Maiden

Address: Street/Apt. #/ P.O. Box City State Zip Code

Email address:

Telephone #s: Home Cell

List all colleges attended (including NORTHEAST MS CC) and dates of attendance:

Expected Date of Enrollment: (If requesting readmission, indicate which semester: 1st 2nd 3rd 4th).

Answer all questions. Applications submitted with unanswered questions will be considered incomplete and may delay your ability to enter the program.

Table with 2 columns (YES/NO) and 2 rows of questions regarding criminal convictions and background checks.

Please indicate with [checkmark] any that currently apply to you:

- Paramedic, BS, BA or higher level degree, EMT, Allied Health program certification/licensure, Certified Nursing Assistant, High School Health Occupations course completed

Date & place degree/certificate was awarded:

PLEASE NOTE: You are responsible for providing copies of certificates, etc. to validate the above information. Documentation must be submitted to the Program Director's office by the deadline date to receive points on the rating scale.

I attest the information provided on this application is true and accurate. I understand any falsification of the information invalidates the application.

Signature: Date:

****FOR OFFICE USE ONLY****

**NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
Rating Scale for Medical Assisting Technology
(Revised 08/03/07)**

Applicant _____
SS# _____

Date of Application: _____

CRITERIA	VALUE POINTS	TOTAL POINTS																																	
ACT Composite (List actual score) e.g. 20 ACT = 20 points Below 17 = 0 points	ACT Composite Score ACT _____																																		
MAS Related Student (Full Time)	5 points																																		
Overall college GPA	3.50-4.00 (7 Points) 3.00-3.49 (5 Points) 2.50-2.99 (3 Points) 2.25-2.49 (2 Points) 2.48-2.00 (1 Point)																																		
Academic courses taken with assigned point value as follows: A = 5 Points B = 3 Points C = 1 Point ** Withdrawals and F's = deduct 1 point per W or F. ** D's in required science courses = deduct 1 point.	<table border="1"> <thead> <tr> <th align="center">Course</th> <th align="center">Grade</th> <th align="center">Points</th> </tr> </thead> <tbody> <tr><td>A/P I</td><td></td><td></td></tr> <tr><td>A/P II</td><td></td><td></td></tr> <tr><td>ENG 1113</td><td></td><td></td></tr> <tr><td>MAT 1213</td><td></td><td></td></tr> <tr><td>SPT 1113</td><td></td><td></td></tr> <tr><td>CPT/CSC 1113/1123</td><td></td><td></td></tr> <tr><td>PSY 1513</td><td></td><td></td></tr> <tr><td>BOT/BOA 2813/2613</td><td></td><td></td></tr> <tr><td>FA Elect</td><td></td><td></td></tr> <tr><td>**W/F/D</td><td></td><td align="center">-</td></tr> </tbody> </table>	Course	Grade	Points	A/P I			A/P II			ENG 1113			MAT 1213			SPT 1113			CPT/CSC 1113/1123			PSY 1513			BOT/BOA 2813/2613			FA Elect			**W/F/D		-	
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Residency e.g. Corinth, MS = 3 Points	NEMCC District = 2 Points Mississippi = 1 Point																																		
Medical Experience: Documentation must be in Program Directors office by the deadline dates to earn point(s). This is the student's responsibility.	<table border="1"> <tbody> <tr><td>Parademic</td><td align="center">3</td></tr> <tr><td>BS or higher degree</td><td align="center">3</td></tr> <tr><td>EMT</td><td align="center">2</td></tr> <tr><td>Allied Health program cert/ license</td><td align="center">2</td></tr> <tr><td>Cert. Nurse Assistant</td><td align="center">2</td></tr> <tr><td>High School Health Occupations Course</td><td align="center">1</td></tr> </tbody> </table>	Parademic	3	BS or higher degree	3	EMT	2	Allied Health program cert/ license	2	Cert. Nurse Assistant	2	High School Health Occupations Course	1																						
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