PROGRAM OVERVIEW: The Medical Assistant Program trains students in office administrative and medical skills, to work well with people, and to prepare for taking the American Association of Medical Assistants certification exam. This is a two-year (18 month) education pathway that will incorporate the cognitive knowledge, psychomotor, and affective domain training to prepare students for their practice as medical assistants. Medical assistants perform a variety of basic medical duties primarily in the outpatient setting. These duties may include taking patient histories; recording patients’ vital signs; collecting and preparing laboratory specimens; preparing patients for exams, X-rays and procedures; taking patient EKGs; phlebotomy, wound dressing and other duties. Medical assistants may also have clerical duties, which may include completing insurance forms, scheduling appointments, billing, and bookkeeping.

Medical Assistant students must demonstrate the ability to:
- lift, carry, push, pull, and move heavy objects, patients, supplies and equipment (at least 50 lbs.)
- demonstrate manual dexterity and eye-hand coordination
- stand and walk for prolonged periods
- reach, stoop, bend, kneel, crouch, stretch and squat
- distinguish letters and symbols and, with corrected normal vision and hearing, be able to distinguish changes in a patient’s vital signs
- not have color blindness

LBCC’s Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assistant Education Review Board (MAERB). CAAHEP may be reached at the Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208 312-553-9355 or at www.caahep.org.

PROGRAM DATES: Fall Term 2015 through Spring Term 2017 at LBCC’s East Linn Center

MANDATORY PRE-APPLICATION INFORMATION SESSION: May 31, 2016, 12 – 1 PM, at LBCC’s Albany campus, room CC-211, or June 2, 2015 4 – 5 PM, at LBCC’s East Linn Center, 44 Industrial Way, Lebanon, 97355, room LC-153 or June 8, 2015, 12 – 1 PM, at LBCC’s East Linn Center in Lebanon, room LC-153.

You must attend one entire session before submitting your application and are expected to bring a copy of this bulletin.

APPLICATION DATES: Online application opens: June 20, 2016, 9:00 AM
(Early applications will not be considered)
Resident Priority ends: June 24, 2016 at midnight
Application closes: Date To Be Determined

ADMISSION DECISION: Emailed to your LBCC email account the week of July 11, 2016

POST-ADMISSION REQUIREMENTS DEADLINE: September 2016 (see last page)

CLASS SELECTION PROCESS: Applications are accepted on a first-come, first-served basis with preference given to residents of the Linn-Benton Community College (LBCC) Tax District. It is your responsibility to be informed and adhere to all requirements, procedures and deadlines as they may change from year to year. New applicants to LBCC, as well as previously admitted LBCC students, must complete the following application process.

Resident Priority will be first given to LBCC Tax District residents, followed by in-state applicants, then out-of-state, and then international applicants respectively. To determine which community college district you live in, please refer to your property tax statement, or inquire at your county tax assessor’s office. Some addresses at or near the Linn or Benton county lines, though inside the county limits, might not be within the LBCC District. NOTE: Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult LBCC’s International Admissions to see if they are eligible to apply.
ADMISSION LIMITATIONS

Applicants should be aware of the following Admission Limitations; failure to comply may result in application denial:

- **APPLICATION COMPLETION**: Applicants must submit proof of completing all Minimum Application Requirements by the deadlines given to be considered for admission to this program.
- **HOLDS**: Applicants must have no registration Holds at LBCC during the entire application and admissions process to be considered for admission to this program.
- **ACADEMIC STANDING**: Applicants’ Academic Standing must be in Good Standing at LBCC during the entire application and admissions process to be considered for admission to this program.
- **STUDENT STATUS**: Applicants must be in good Student Status with Student Services at LBCC during the entire application and admissions process to be considered for admission to this program.

* To view your status at LBCC: 1) Log in to WebRunner, 2) Select “Student,” 3) Select “Registration,” 4) Select “Check Your Registration Status,” 4) Select the next available term. Contact your LBCC advisor if you have questions about your status.

**NOTE REGARDING FINANCIAL AID**: The Federal Financial Aid standards and policies regarding Satisfactory Academic Progress (SAP) are not identical to the college’s standards on admission/registration eligibility. Poor Financial Aid SAP status will not limit your potential admission into this program, but may severely affect your funding options. To view your current SAP status: 1) Log in to WebRunner, 2) Select “Financial Aid,” 3) Select “Your Financial Aid Status,” 4) Select “Check Your Academic Progress.” To find out more about Financial Aid Academic Standards at LBCC go to: [http://www.linnbenton.edu/financial-aid/academic-standards](http://www.linnbenton.edu/financial-aid/academic-standards)

CIVIL RIGHTS

**LBCC STATEMENT OF NONDISCRIMINATION**: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information [http://po.linnbenton.edu/BPsandARs/](http://po.linnbenton.edu/BPsandARs/) Board Policy P1015

**PERSONS RESPONSIBLE FOR COORDINATING TITLE II** (ADA reasonable accommodations), **TITLE IX** (gender discrimination), and **SECTION 504** (discrimination against individuals with disabilities – a civil rights issue):

- **Affirmative Action Officer**: Scott Rolen - 541-917-4425
- **ADA Coordinator (Students)**: Carol Raymundo - 541-917-4690
- **ADA Coordinator (Employees/Applicants)**: Kathy Withrow - 541-917-4420
- **Title IX Coordinator**: Lynne Cox - 541-917-4806

**DISCRIMINATION/HARASSMENT COMPLAINT PROCESS**: If you feel you have been discriminated against in any interaction at Linn-Benton Community College or have been harassed by another person while at LBCC please contact us immediately based on the following:

- **A student complaint about another student**: Contact: Lynne Cox, 541-917-4806, coxly@linnbenton.edu
- **A student complaint about an LBCC staff member**: Contact: Scott Rolen, 541-917-4425, rolens@linnbenton.edu
- **An LBCC staff member complaint about another staff member or student**: Contact: Scott Rolen, 541-917-4425, rolens@linnbenton.edu

This and additional information can be found at [http://www.linnbenton.edu/current-students/administration-information/policies/equal-opportunity](http://www.linnbenton.edu/current-students/administration-information/policies/equal-opportunity)

2016 MEDICAL ASSISTANT MINIMUM APPLICATION REQUIREMENTS
If you satisfy the minimum application requirements and do not have any other admission limitations, you will be considered a qualified applicant. Course numbers noted below refer to LBCC courses as described in the LBCC Catalog. Summer term enrollment will be accepted pending completion by September 19, 2016. Courses must be completed with a grade of “C” or higher at a regionally accredited institution. Official transcripts from non-LBCC institutions must be sent prior to or with your application. Course equivalence is considered on a case by case basis and is not guaranteed. Once supplemental documentation is submitted, new materials may not be added.

<table>
<thead>
<tr>
<th>Check List</th>
<th>All supplemental documentation, as applicable, must be submitted/postmarked (c/o LBCC Special Admissions) in a sealed envelope within 2 business days of completing your online application.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Application Requirements</strong></td>
<td>Complete and submit this Minimum Application Requirements form. Include your course/CPT information in the spaces provided at the bottom of this form.</td>
</tr>
<tr>
<td><strong>Check Your Status</strong></td>
<td>Prior to the day applications open, if you have ever been an LBCC student, log in to WebRunner to view your Academic, Financial, Student, and Financial Aid statuses (see page 2)</td>
</tr>
<tr>
<td><strong>Information Session</strong></td>
<td>Attend one of the MANDATORY Pre-Application Information Sessions (see page 1)</td>
</tr>
<tr>
<td><strong>Online Application</strong></td>
<td>Complete the ONLINE Application for Admission (see next page)</td>
</tr>
<tr>
<td><strong>Transcripts</strong></td>
<td>LBCC transcripts are not required. If submitting Official transcripts from non-LBCC institutions, please follow the transcript submission steps noted at <a href="http://www.linnbenton.edu/transcripts">www.linnbenton.edu/transcripts</a>.</td>
</tr>
<tr>
<td><strong>LBCC Admission Fee UPDATE</strong></td>
<td>The LBCC application fee is now a Post-Admission Requirement (see last page)</td>
</tr>
<tr>
<td><strong>Compliancy</strong></td>
<td>Complete and submit the Statement of Understanding and Compliance</td>
</tr>
<tr>
<td><strong>Residency</strong></td>
<td>Submit proof of your official residency for the 90 days prior to June 27, 2016 by completing and submitting the Request to Establish Residency Status form along with supporting documentation (see page 1 for Residency Priority info)</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Minimum Application Coursework:</th>
<th>Course Number/Title:</th>
<th>Grade:</th>
<th>Completion date:</th>
<th>College/University:</th>
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</thead>
<tbody>
<tr>
<td>ALS 100 or RD 090 – Applied Learning Strategies</td>
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<tr>
<td>MTH 060 – Introduction to Algebra (completed since June 2011)*</td>
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<tr>
<td>WR 115 – Intro to College Writing</td>
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* Computerized Placement Test (CPT) may not be used to meet this graduation requirement; Math CPT may only be used to show proof of recent competence.

Application Questions
Lorraine Lara, Academic Planning Assistant
541-917-4544
lorraine.lara@linnbenton.edu
When applying for the Polysomnography Program, you are required to apply online. Applications will open online on June 20, 2016 at 9:00 am. Online applications receive an automatic time/date stamp. Early applications will not be considered. Residency Priority ends June 24, 2016 at midnight. Application close date TBA.

NEW STUDENTS: Students who have never attended or applied to LBCC must begin at step 1.
1. Go to http://webrunner.linnbenton.edu/admit_home.htm
2. Select “I Want to Earn a Degree or a Certificate”
3. Create a Login ID:
4. Create and verify a PIN:
5. Select “Login”
6. Select the Medical Assistant Program from the Application Type drop down options (See NOTE below)
7. Select “Continue”
8. Select “Fall 2016” from the Admission Term drop down options
9. Enter at least your first and last name into the appropriate boxes
10. Complete all online application checklist items:
   ✓ Name
   ✓ Permanent Address
   ✓ Mailing Address, if different from permanent
   ✓ Personal Information
11. Select “Application is Complete”

LBCC STUDENTS: Log in to your WebRunner account, select the “Student” tab, select “Admissions”, select “Apply with an Online Application”, and then, beginning at step 6, follow the rest of the above online application steps.

Note: If you are applying within the appropriate application dates but are unable to view this program on the Application Type drop down list, create a new application by starting at Step 1 (using a new Login ID and password). Be sure to select the appropriate program from the drop down list and not to select A New Student nor Transfer Student.

Remember: The supplemental documentation must be submitted/postmarked in a sealed envelope in entirety to Albany Admissions department (c/o LBCC Special Admissions) within 2 business days of submitting your online application. Submit all documentation you believe will be necessary to satisfy the application requirements. Failure to do so will result in your application being denied. You may NOT add new information once submitted.

Tips:  
1 Date of Birth (DOB) and Social Security Numbers (SSN) are used to help ensure applications are not mismatched between LBCC applicants with the same names. This information is very useful, but is optional for the purposes of this online application.

2 Once you submit your application a time/date stamp will be applied electronically. If additional information is needed to process your application, the original stamp will remain and you will be contacted by a staff member from the Admissions department. Failure to provide accurate information will result in your application being delayed and may result in it being denied.

2016 STATEMENT OF UNDERSTANDING AND COMPLIANCE

Initial:
I understand that communication from LBCC regarding my application to this program will be made using my LBCC student email account (if I have never been admitted to nor registered for a class at LBCC, I give LBCC permission to contact me via the email address I provided with my application).

I have read, understand and agree to uphold those policies put forth in LBCC's Students Rights and Responsibilities Handbook, including the Standard of Student Conduct located at www.linnbenton.edu/go/studentrights.

I have read and understand my civil rights as a student at LBCC.

I have read and understand the information on page 2 regarding Admission Limitations and Financial Aid SAP.

I have read this Medical Assistant Bulletin and understand that it is my responsibility to be aware of and comply with all requirements by the deadlines specified in the bulletin.

I understand that only the forms included in this Medical Assistant Bulletin may be used, however, they may be copied if more than one of the same form is needed.

I understand some occupational health hazards include the use of latex gloves and masks; therefore, I will meet with the Medical Assistant advisor if I have skin or breathing disorders to consider my risk factors.

I understand that participation in this program requires me to not have color blindness and to be able to lift/carry/push/pull and move heavy objects, patients, supplies and equipment (at least 50 lbs.); demonstrate manual dexterity and eye-hand coordination; stand and walk for prolonged periods; reach, stoop, bend, kneel, crouch, stretch and squat; distinguish letters and symbols and, with corrected normal vision and hearing, be able to distinguish changes in a patient’s vital signs.

I understand that it is my responsibility to prove my residency by supplying the appropriate documentation, regardless of how long I have lived at my current address.

I understand that, if admitted, I will be required to complete and pass all post-admission requirements and meet all deadlines as set by the program in the Admission and Welcome letters to remain admitted in the program.

I understand that my social security number (SSN) will be matched against the US Department of Health & Human Services list of individuals who are barred from any participation in federally funded health programs. If on the list, I am not eligible to participate in this program.

I understand that, if admitted, I will be required to complete and pay for the LBCC approved criminal background check. The results will determine, in part, my eligibility to be in the program but does not guarantee I will be eligible to be licensed or employed in this field.

I understand that, if admitted, I will be required to pay for and submit for review proof of the required immunizations/medical screens, physical exam and CPR certification as per the admission letter. It will be my responsibility to keep all health records current for the duration of the program.

I understand that if I am suspected of or known to have a communicable disease which may be transmitted under normal program activities, I will be required to have documentation of medical treatment prior to participating in clinical/lab assignments.

Student Drug Testing Notification: Cooperating with the drug testing policies of any work experience, clinical or cooperative teaching site is a condition for continued enrollment in the course and/or related academic program. A student may be required to comply with the non-LBCC site’s policy. Testing may be random and unannounced or conducted when reasonable beliefs that work behavior may be the result of the presence of a drug. The presence, as determined by the program’s test procedures, of prescription or non-prescription drugs, controlled substances or cannabis may result in immediate dismissal from the work site and disenrollment from the course and/or related academic program if the course is a requirement for program completion. The student may be subject to appropriate disciplinary action for violating the Standards of Conduct as outlined in the LBCC Students’ Rights and Responsibilities.

I understand that, if admitted, I must maintain a minimum “C” grade in each required course, and courses must be taken in the specified sequence.

I understand that I must complete all LBCC Admissions processes as well as the requirements for graduation.

I understand that, if I wish to grant a third party (employer, TAA, CSC, spouse, etc) access to information regarding my application status, grades, etc, I must complete and submit the Disclosure Authorization form available at www.linnbenton.edu/forms or update this information through WebRunner.

________________________________________________________________________  ________________
Applicant’s Signature                                              Date

RESIDENCY INFORMATION REQUIRED FOR SPECIAL ADMISSIONS PROGRAMS
For admission to special programs, a resident is defined as someone who established permanent residency 90 days before the first day applications are accepted for that program. Permanent residence is defined as the home a person intends to return to after any absence, and in which one’s dependents reside for an unlimited period of time. You must complete the residency information below and provide at least one document from Category 1 AND one document from Category 2 to prove your permanent residency status.

**NOTE:** Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult International Admissions to see if they are eligible to apply. Go to [http://www.linnbenton.edu/international-students](http://www.linnbenton.edu/international-students) for more information.

**CATEGORY 1** (One of below)
- Rent receipts with your name, resident address, and dates of occupancy for the period of time in question. (Rental agreements are not acceptable.)
- Notarized affidavit substantiating your permanent residency for the period of time in question. (Applicants cannot complete the Affidavit for Residency for themselves.)
- Documents proving your own Oregon property and that the property is your permanent residence.

**CATEGORY 2** (One of below)
- Oregon driver’s license
- Oregon vehicle registration with your resident address.
- Oregon state income tax return (for previous year) with resident address.
- Verification of local bank account showing resident address.
- Oregon voter registration.
- Oregon Hunting/Fishing license.

ALL documents must have your name and permanent address for the period of time in question. The address on these documents must agree with the permanent address on your application form or the previous addresses you have listed below.

**COMPLETE THE INFORMATION BELOW**

Name ___________________________________________ Phone ________________________________

ID # or SS# _______________________________________________

Program for which you are requesting to establish your residency ____________________________________

Please list all addresses you have lived at for the time period involved (see the special admissions bulletin for the time period).

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Time Period</th>
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</table>

List the two documents you are submitting to verify your permanent address.

Category 1 ___________________________________________ Category 2 ____________________________________

The above information is a true and accurate statement of my residency.

_________________________________________       ________________________
Student signature       Date

**Admissions & Records**
AFFIDAVIT OF RESIDENCY IN OREGON

STATE OF OREGON)
COUNTY OF ______ )

I, _____________________________________, being first duly sworn, state the following:
   (Landlord certifying residency)

That_________________________________________________________________ has lived at
   (student’s name and ID #)

___________________________________________________________________________________
   (street, city, state)

since ______________________________ .
   (date first at above address)

By affixing my signature, I hereby affirm that this information is accurate and correct. I further
state that my statement is not for any fraudulent purpose.

__________________________________
   (date) (signature of Landlord certifying residency)

NOTARIZATION: Subscribed and sworn before me this _____ day of _____ , 20_______

________________________________________
Notary Public for the State of Oregon

My Commission expires:

6500 Pacific Blvd SW       Albany, Oregon 97321       (541) 917-4812
**POST-ADMISSION REQUIREMENTS**

Please do not turn in proof of the items listed below with your application packet. Only students who are admitted to this program will be required to complete the Post-Admission Requirements. Instructions and deadlines will be provided with the admission emails. The requirements and estimated costs listed below are subject to change. The cost of the health and training, criminal background check, drug test and Certification Exam are not included in the estimated cost of the program.

- **SUMMER TERM COMPLETION:** If applicable, submit proof of Summer term minimum application course completion with a “C” grade or better. If completed at another institution, you must submit an official transcript.
- **RECORD RELEASE:** All admitted students will be required to complete and submit a Record Release form.
- **CRIMINAL BACKGROUND CHECK:** All admitted students will be required to complete and pass the LBCC approved criminal background check to remain eligible for this program (estimated cost: $60; not included in program cost estimate).
- **HEALTH AND TRAINING DOCUMENTATION:** All admitted students will be required to electronically submit the appropriate immunization, medical screening, and CPR documentation (estimated review and tracking cost is $20; cost of immunizations, medical screenings, and CPR certification varies; NOT included in program cost).
  - **Hepatitis B** — 3 doses and positive titer
  - **MMR (Measles, Mumps, Rubella)** — positive titer or 2 doses
  - **Varicella (Chicken Pox)** — positive titer or 2 doses
  - **Tdap (Tetanus, Diphtheria and Pertussis)** — 1 dose within last 10 years
  - **TB (Tuberculosis) Skin Test (PPD)** — Negative PPD within last 12 months and repeated annually
  - **CPR** — Submit proof of current CPR certification; ONLY American Heart Associations’ Healthcare Provider BLS (recommended) or American Red Cross’ Professional Rescuer certifications will be accepted. Other CPR certifications will be denied. CPR certification must be kept current for the duration of the program.
  - **Physical Exam** — Submit the program approved Physical Exam form completed by a M.D., D.O., or RNP

*Documentation: Proof of vaccination/medical screening must be a copy of an official immunization card / copy of an original immunization/medical screening document. Documentation must include: 1) Your name, 2) Date of Birth, 3) Agency or provider administering the injection, test, etc, 4) Name of injection, test, etc and results, if applicable, 5) Date of injection, test, etc, 6) Signature, official stamp or letterhead of your provider.*

- **RECOMMENDED IMMUNIZATIONS:** The following immunizations are recommended but not required for admission to this program. Since some clinical sites in Oregon require one or both of these immunizations for clinical placement acceptance, not completing these requirements might result in fewer clinical placement options while in the program. (Cost of immunizations varies; NOT included in program cost.)
  - **Flu shot** — Current flu vaccine & repeated annually
  - **Polio** — positive titer or 3 doses

- **DRUG TEST:** Instructions regarding the drug test (completing and clearing) as a requirement for continued admission will be provided with the admission letter (estimated cost is $45).

- **LBCC ADMISSION FEE:** If you have never paid the one-time LBCC Admission Fee in the past, you will be required to submit payment of the LBCC Admission fee prior to your first term of classes at LBCC.

**CANCELLATION:** Sessions are subject to cancellation if a minimum number of eligible students are not admitted. Students must reapply for later sessions.