

# Medical Assisting Program Admission & Application Booklet

For more information

IRSC Information Call Center  
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## **MEDICAL ASSISTING PROGRAM**

The Indian River State College Medical Assistant program prepares the student for specific clinical, laboratory, and administrative roles as a Medical Assistant employed in a physician's office, clinic or other health care setting. Classroom theory and clinical practice prepare the student to perform a wide range of tasks ranging from examination room techniques to assisting with minor surgery, administering medications, educating patients, performing diagnostic procedures including drawing blood and electrocardiography, scheduling appointments, maintaining patient files and completing insurance forms. Practicum experiences include internships in a physician's office or other appropriate facility.

## **MEDICAL ASSISTING PROGRAM APPLICATION CHECKLIST**

1. Complete the online

## INTRODUCTION

Applicants should carefully review the application procedures outlined in this booklet. It is the applicant's responsibility to ensure that the application process is complete. The Medical Assisting program is held at the Pruitt Campus, Port St. Lucie.

## APPLICATION PROCEDURES

Any candidate who wishes to be considered for the Medical Assisting program at Indian River State College must complete the procedures listed on page 1 "Application Checklist". It is the student's responsibility to see that admission requirements are met. No notices will be sent. Additional program specifics are outlined in this booklet. All supplemental application material must be submitted with the coversheet (located in the back of this book) and all documents must be submitted at once.

## APPLYING TO THE MEDICAL ASSISTING PROGRAM

**Prior to beginning the application process:**

1. Read the Medical Assisting Application Booklet.
2. Complete and submit the IRSC Application for the Medical Assisting program. (\$30 fee; keep a copy of your receipt).

**Note:** If at any time during the application process you have a change in personal information (name change, address, phone number, or emails), submit the changes through MyPioneerPortal and to the Health Science Division at 772-462-7550.

All applicants will be notified of their status approximately six to eight weeks after the deadline date via the email address provided in the Health Science Application. No information is available by telephone. To finalize acceptance once notified of provisional acceptance, students will be required to have a completed IRSC physical examination form, a negative drug screen report and a FDLE background check.

## INFORMATION SESSIONS

Students interested in applying to the Medical Assisting program should plan to attend the regularly scheduled, program information session. The information session addresses any questions or concerns prospective applicants may have. The session also assists students in understanding how to achieve a **“qualified”** applicant status. Students should plan to attend an information session prior to the application deadline date. No reservations or fees are required to attend.

Medical Assisting Information Sessions are held  
at the Pruitt Campus  
Port St. Lucie  
Building E, Room 106  
See online schedule for dates

## APPLICATION DEADLINE DATE

Fall Full-time Day Cohort

Open until full

Classes

# ACCEPTANCE INTO PROGRAM

Medical Assisting

## Student Drug Screen, Background Check, and Medical Records

When submitted, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records. Any changes in medical or criminal history must be reported immediately to the Program Director.

**NON-**



## MEDICAL ASSISTING PROGRAM CURRICULUM

*Full-Time*

*(1,300 clock-hours)*

This 1300 clock-hour selective admission certificate program prepares the student for specific clinical, laboratory and administrative roles as a Medical Assistant employed in a physician's office, clinic or other health care setting. Classroom theory and clinical practice



## CORE PERFORMANCE STANDARDS\*

Medical Assisting involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of certain functions. Therefore, in order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities:

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Critical Thinking/ Coping	Critical thinking ability sufficient for clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.	Identify cause-effect relationships in clinical situations; display good coping mechanisms.