

The page features several decorative elements: a large blue circle with a white ring in the top right; a smaller blue circle with a white ring in the center; and a large blue circle with a white ring in the bottom right. Two thin blue lines cross the page diagonally from the top left to the bottom right.

# UtahStateUniversity®

## HEALTH PROFESSIONS

### **MEDICAL ASSISTANT PROGRAM**

Application and Information Packet

**DEADLINE: First Friday of August (For fall semester)**  
**Third Friday of November (For spring semester)**

## **Health Professions Program at Utah State University**

### **Medical Assistant**

The Medical Assistant Program is a certificate program that can be completed in two semesters, once the required prerequisites are completed. The program prepares and trains individuals for a career in health care. Medical Assistants can seek employment with health care providers in offices or other medical settings in both the administrative and clinical procedures. Students receive a Certificate of Completion from Utah State University upon completion of academic coursework and clinical experience. The Medical Assistant Program is an accredited program with the Accrediting Bureau of Health Education Schools (ABHES). Upon the successful completion of coursework, students will be required to sit for and pass the RMA (AMT) certification examination, or CMA (AAMA) certification examination. The USU Medical Assistant Program complies with the national requirements for Medical Assistants. Students successfully completing the program will be well prepared for a career in Medical Assisting. This course is delivered in a blended delivery system. Please note that distance education students enrolled in the Medical Assistant Program have no additional admission requirements or fees.

### **Medical Assistant Entrance Requirements**

Utah State University has an open admission policy. Applicants will be admitted without regard to race, color, religion, sex, national origin, age, disability, or veteran's status. In addition, discrimination on the basis of sexual orientation for employees in all aspects of employment and for students in academic programs and activities is prohibited. High school graduation or GED is required to be accepted into the program. Acceptance into this program will be by the selection process.

### **General Admissions Procedures**

To be officially admitted to the college as a full-time matriculated student, an applicant must submit the following:

1. A completed Application for Admission to USU along with a \$50.00 non-refundable fee.  
\*\*Please note: there is not an application fee for this program.\*\*
2. Official transcripts of all previous high school and/or their GED and college work if the student is a transfer student.
3. Placement and evaluation exam. ACT (American College Test), or Accuplacer Exam for English & ALEKS Exam for Math.
4. Must have a minimum GPA of 3.0 for admittance into the program and maintain a 2.667 GPA throughout the program.

Notification of acceptance will be sent from the Medical Assistant Program. If a student's application is incomplete at the time of registration, the student will not be admitted to the program. Students applying for financial aid, must be a high school graduate or GED recipient, and be matriculated before receiving aid.

A declaration of a major is accomplished through the Application for Admission. Students desiring to change their majors after acceptance are required to complete "A Change of Major" form at the Admissions and Records Office.

### **Returning Students**

A student who has been away for more than 2 semesters, must submit a new application for admission along with a **\$20.00** reapplication admission fee. Those who have attended other colleges or universities in the interim will be asked to submit transcripts of all college credits.

### **Enrollment Prior to High School Graduation**

An academically qualified high school student who wishes to enroll at USU must fill out a Concurrent Enrollment-Early College form as well as a Student Acknowledgement & Parental Consent Agreement form. **Students may work concurrently on high school classes and the college courses required for acceptance into the MA Program, while still in high school.**

### **Transfer Students**

A transfer student from another college or university must submit the following:

1. A completed Application for Admission to USU along with a \$50.00 non-refundable fee. **\*\*Please note: there is not an application fee for this program.\*\***
2. Official transcripts of all previous college work. (Official transcripts must be sent directly from the previous school. Hand carried transcripts will not be accepted.)
3. ACT or Accuplacer test scores. If a transfer student has completed 20 hours and has taken an English course equivalent to our English 1010, they will not be required to take the above tests.
4. A transfer student cannot transfer credits with D or E (F) grades or credits from developmental or remedial courses. **Grades of C or better will be allowed for all classes required for the Program. Credits from remedial classes will not be accepted.**
5. The student must be in good standing and eligible to re-enroll at the college or university where they were most recently registered.
6. Transfer students will not be matriculated until official transcripts of all high school, previous college or university work are submitted to USU.

### **Accreditation**

Utah State University (USU) Blanding and Utah State University Eastern are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provision of Chapter 33, Title 38 of the U.S. Code and subsequent legislation. ABHES provides USU Blanding and USU Eastern programmatic accreditation for the delivery of Certificate of Completion level degrees.

### **Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 N  
Falls Church, Virginia 22043  
(703) 917-9503  
[www.abhes.org](http://www.abhes.org)



## **Students with Disabilities**

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires reasonable accommodation, that student should contact the Disability Resource Center (DRC) for information on appropriate policies and procedures. Students may contact the DRC to determine if they qualify for accommodations. Disabilities covered by ADA may include learning, sensory, emotional, physical or medical impairments. Students may call directly to the USU DRC at 1-435-797-2444. Students should contact the DRC as early in the semester as possible.

## **Application Requirements Checklist (Checklist in PDF format to print and turn in with paperwork)**

### **1. Complete The Medical Assistant Application and return it to:**

Teryn Lyman, Health Professions Coordinator/Advisor  
Utah State University **Blanding**  
576 West 200 South BLT Building  
Blanding, UT 84511  
435-678-8208  
[teryn.lyman@usu.edu](mailto:teryn.lyman@usu.edu)

#### **OR**

Erin Oliver, Instructor  
Utah State University Blanding  
344 West 800 North  
Blanding, UT 84511  
435-678-8139  
[erin.oliver@usu.edu](mailto:erin.oliver@usu.edu)

#### **OR**

Danyan Powell, Advisory  
Utah State University Eastern  
451 East 400 North – One Stop Building  
Price, UT 84501  
435-613-5351  
[danyan.powell@usu.edu](mailto:danyan.powell@usu.edu)

#### **OR**

Brenda Bigelow/Krikut Butcher  
Utah State University Eastern  
451 East 400 North – Reeves Building  
Price, UT 84501  
435-613-5316

2. **Advising** - Students interested in the Medical Assistant Program must complete a MA Application, be accepted and provide all required documents **PRIOR** to registering for MA classes. An instructor will contact students once they have been accepted into the program and will schedule an acceptance interview.
3. **Registration Date and Time** - Please visit the USU Blanding, Moab, or Price Website for registration information.
4. **All immunization records and copies of certificates should be given to the program coordinator, Teryn Lyman or Danyan Powell.**
5. **Please see instructions below for obtaining the background check and drug screen.**

Upon acceptance to the program, a background check and drug screen will be required. The background check must be ordered and/or uploaded to your Compliance Tracker packet through CastleBranch. Please use this link: [portal.castlebranch.com/ut61](https://portal.castlebranch.com/ut61). All students regardless of campus should order background check from CastleBranch. *A fee will be charged.*

- If you are a **Blanding campus student**, drug screen will be completed at the Health Professions building located at 344 West 800 North in Blanding. Students will be required to pay the Cashier's Office on campus and obtain a receipt.
- **Moab students** will be tested through Elwood Staffing. See Stephanie Dahlstrom on the Moab campus.
- **Eastern Campus Students** should order background check and drug screen on CastleBranch and then see Lori Rager in the Reeves Building, office 252 for paperwork and instructions.

#### **Required Immunizations**

All immunizations below are required. All records must be complete and on file with the Program Instructor **PRIOR** to beginning your program:

**Twinrix (Hepatitis A & B) series:** The first injection of the series needs to be completed prior to Semester One or in the initial weeks of the semester. The second injection is given one month after the first injection. The third injection is completed six months after the first injection of the series.

**MMR:** Documentation of two MMR immunizations, or a titer indicating immunity, needs to be completed prior to the end of Semester One. If you do not have childhood immunization records, it is recommended that you begin these immunizations or obtain a titer before beginning the program. All students born after 1964, who received their MMR immunization, will require a booster.

**TB:** Documentation of a recent **two-step** TB test is required during the initial weeks of semester one. You can have this test up to 3 months before starting the

program. TB tests are good for one year. If yours will expire prior to completion of the program, you will need to repeat it.

**Varicella:** At least one Chicken pox vaccination or titer indicating immunity.

**Tdap:** At least one pertussis immunization as an adult.

**Meningococcal:** One dose

**Influenza:** Required by medical facilities

**Covid Vaccine:** Two Covid vaccinations + one booster

#### **CPR requirement**

Students must take a Healthcare Provider CPR course and receive a CPR card to meet the CPR requirement. Periodically, CPR courses are offered on campus. Please make arrangements to attend (including notifying other instructors). This must be completed by the middle of Semester One. CPR certification is usually valid for 2 years.

#### **CNA Certificate of Completion**

Students must provide proof of CNA course completion, and this must be included in the application packet.

*\*Students will be required to turn in a packet to Health Professions Advisor with all of the above records. Students should keep a copy of all records for their own files.*

## **Externship Orientation**

Prior to initiating any administrative/clinical externship, students are required to complete program course work and attend an orientation with the appropriate site(s) that they will be attending for their experience. At times, this may require students completing experience at more than one site to attend orientations for each site that they will be working with.

## **Clinical Experience**

**Medical Assistant Externship:** Our Medical Assistant students will train in clinical settings. After students demonstrate proficiency in all areas of administrative and clinical aspects through course work and practice, students will be placed in clinical rotations to get the best experience possible. These clinical rotations are an important part of the program. Students must commit to attending all clinical rotations that they are scheduled to participate in for a minimum of 160 hours.

## Program Requirements

**Application packet deadline: First Friday in August (fall) and Third Friday in November (spring)**

**The following classes must be completed prior to admittance into the program:**

ENGL 1010+ – Introduction to Writing,  
STATS 1045 – Introduction to Statistics with Elements of Algebra, **OR**  
MATH 1050+ – College Algebra  
HEAL 1000+ – Nursing Assistant, and  
HEAL 2020 – Emergency Medical Response.

**The following classes may be taken prior to admittance into the program or concurrently:**

HEAL 1500+ – Anatomy & Physiology, and HEAL 1008+ – Medical Terminology.

The MA application must be submitted by **the first Friday in August for fall semester**, after **required classes are complete**, or **by the third Friday in November, for admittance into the program spring semester**. Students may be enrolled in summer semester in pre-requisite classes with a **minimum grade of B or higher**.

**HEAL 1000++ – Nursing Assistant course MUST be completed and Certificate of Completion obtained before acceptance into the medical assisting program. CNA Certificate of Completion must be included in the MA application. This course may also be taken in high school through the concurrent enrollment program.**

†These classes are approved for concurrent high school enrollment.

### SEMESTER ONE

COURSE	Credit Hours
HEAL 1500+ – Anatomy and Physiology (BLS)	3
HEAL 1030 – Medical Assistant: Administrative Competencies	4
HEAL 1860 – Phlebotomy and Clinical Laboratory <i>(Requires additional blood draws for certification)</i>	2
HEAL 1035 – Medical Assistant: Administrative Competencies Lab	3
HEAL 1700 – Medical Assistant Externship I	1
HEAL 1008+ – Medical Terminology	2
<b>TOTAL</b>	<b>15</b>

### SEMESTER TWO

COURSE	Credit Hours
HEAL 1600 – Medical Assistant: Clinical Competencies and Lab	6
HEAL 1900 – Diseases of the Human Body	3
HEAL 1110 – Pharmacology for Health Professions	3
HEAL 1701 – Medical Assistant Externship II	3
<b>TOTAL</b>	<b>15</b>

†Courses may be taken as high school students, as prerequisites for the program, or concurrently with the program.

### Medical Assistant Program Objectives

Upon completion of the objectives, the student will meet the requirements for a Certificate of Completion as a Medical Assistant and will be prepared to do the following:

- Perform administrative duties to include: communication, answering telephone, greeting patients, updating and filing patient medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admissions, laboratory services admissions, and handling billing and bookkeeping.
- Apply basic knowledge of Medical Assistant process and concepts of health and illness when implementing medical care.
- Perform clinical duties to include: taking patient medical history, vital signs, explaining treatments, preparing patients for examinations, assisting during an examination, collecting lab specimens, basic lab testing, disposing of contaminated supplies, sterilizing medical instruments, preparing and administering medications, authorizing drug refills as directed, educating patients for procedures, taking electrocardiograms, removing sutures and changing dressings.
- Demonstrate knowledge of the Medical Assistant Code of Ethics and basic skills in applying ethical/legal principles in the delivery of care.
- Assume responsibility for continued career development as related to expanding knowledge based on a changing health care system.

**National Certification and Examination:** After the successful completion of the required course work and practicum, students will sit for a National Certification Examination.

- The RMA exam is available on the Utah State University Blanding or Utah State University Eastern campuses.
- ABHES Accreditation allows for the students of Utah State University Blanding or Utah State University Eastern to take one or both exams. Upon passing, the student will become certified as a Registered Medical Assistant (RMA) through the American Medical Technologists (AMT) and/or as a Certified Medical Assistant (CMA) through the American Association of Medical Assistants (AAMA) depending on which exam(s) they take.
- Students may take both exams, however an additional \$160 fee is required.

National Certification Examination Application and practice exams are available at either:

<http://www.americanmedtech.org/default.aspx>.

<https://www.aama-ntl.org/sign-in?saexam=1>



Students will pay a fee of \$160, which includes student membership and the national certification testing fee, for each exam, with their application to the program. Students will apply for student membership within the first week of the first semester of the program.

In its programs and activities, Utah State University does not discriminate based on race, color, religion, sex, national origin, age, genetic information, sexual orientation or gender identity/expression, disability, status as a protected veteran, or any other status protected by University policy or local, state, or federal law. The following individuals have been designated to handle inquiries regarding non-discrimination policies: Executive Director of the Office of Equity, Alison Adams-Perlac, [alison.adams-perlac@usu.edu](mailto:alison.adams-perlac@usu.edu), Title IX Coordinator, Hilary Renshaw, [hilary.renshaw@usu.edu](mailto:hilary.renshaw@usu.edu), Old Main Rm. 161, 435-797-1266. For further information on notice of non-discrimination: U.S. Department of Education, Office for Civil Rights, 303-844-5695, [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov). Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Kenneth L. White, Vice President for Extension and Agriculture, Utah State University.

## Health Professions: Medical Assistant Program Checklist

- Apply to Utah State University
- Pre-requisite: ENGL 1010
- Pre-requisite: MATH 1050 or STAT 1045 or STAT 1040
- Pre-requisite: HEAL 1000
- Pre-requisite: HEAL 2020
- Submit Completed Medical Assistant Program Application with a copy of high school/GED and any college transcripts.
- Vaccination Records: Complete and up to date to instructor
- Complete Background Check uploaded to CastleBranch
- Drug Screen
- National Certification Exam and Student Organization Membership
- CPR card up to date
- CNA Certificate of Completion
- Student Orientation: Scheduled with my instructor
- Submit Medical Assistant Student Contractual Agreement (found in the Handbook) to the instructor first day of class.
- Application packet deadline: First Friday in August*** *(fall semester)*  
***Third Friday in November*** *(spring semester)*

After application approval, you are ready to register for semester one courses.

Please submit Application to:

Utah State University Blanding  
Teryn Lyman, Coordinator/Advisor for Health Professions Programs  
576 West 200 South, BLT 208B  
Blanding, Utah 84511  
[teryn.lyman@usu.edu](mailto:teryn.lyman@usu.edu)  
435-678-8208

OR

Erin Oliver, LPN, RMA - Faculty  
344 West 800 North  
Blanding, UT 84511  
[Erin.oliver@usu.edu](mailto:Erin.oliver@usu.edu)  
435-678-8139

OR

Utah State University Eastern  
Danyan Powell, Advisor for USU Health Professions  
451 East 400 North, One Stop Building #111  
Price, UT 84501  
[danyan.powell@usu.edu](mailto:danyan.powell@usu.edu)  
435-613-5351

OR

USU Eastern  
Brenda Bigelow/Krikut Butcher  
Reeves Building  
451 East 400 North  
Price, UT 84501  
[Brenda.bigelow@usu.edu](mailto:Brenda.bigelow@usu.edu) / [krikut.butcher@usu.edu](mailto:krikut.butcher@usu.edu)  
435-613-5316

*A copy of the above records and documentation needs to be maintained and updated as appropriate by the student and as requested by the instructor and/or staff assistant.*

# UtahStateUniversity®

## HEALTH PROFESSIONS

### MEDICAL ASSISTANT PROGRAM

**DEADLINE: First Friday in August** (Fall Semester)

**Third Friday in November** (Spring Semester)

### Application

Name (Print) \_\_\_\_\_  
Last First Middle

Names previously used: \_\_\_\_\_

Student USU A# \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

High School Attended \_\_\_\_\_

Email address \_\_\_\_\_

(This email will be used to contact you about the MA Program)

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

**I have provided true, complete and correct information on this application. I have read and understand the information presented in this packet.**

Signature \_\_\_\_\_ Date \_\_\_\_\_