



Medical Assisting Program
University of Alaska Anchorage
3211 Providence Drive, AHS 148
Anchorage, AK 99508

Phone: 907-786-4346
Email: uaa_medicalassisting@alaska.edu

APPLICATION FOR ADMISSION - MEDICAL ASSISTING PROGRAM

Application Overview

Thank you for your interest in the University of Alaska Anchorage Medical Assisting (MA) Program within the College of Health, School of Allied Health. The program offers an Associate of Applied Science in Medical Assisting and preparation for the Certified Medical Assistant (CMA) examination. The CMA certification examination preparation course of study is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board: Commission on Accreditation of Allied Health Education Programs, 9355 113th St. N, #7709, Seminole, FL 33775-7709. Students who complete the UAA CMA examination preparation courses are eligible to sit for the CMA (AAMA)[®] examination.

Due to limited number of seats available, an application process is required. Once accepted into the program, departmental approval for registration into MA A120 Administrative Procedures, MA A250 Clinical Procedures I, MA A255 Clinical Procedures II and MA A295 Medical Assisting Practicum will be granted. Applications submitted with missing or inaccurate information will not be considered.

Minimum Expectations: "To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

Candidate Qualifications

Please read each requirement below and check the corresponding box to acknowledge your agreement and understanding.

A qualified applicant must:

- * Be admitted as an undergraduate degree-seeking student at UAA.
- * Meet with a College of Health Academic Advisor to complete an Academic Program Plan prior to submitting an application.
- * Have completed or will be completing the prerequisite courses listed below prior to the start of the program in the fall semester.

Prerequisite Courses:

- Placement into MATH A055 or above, or completion of MATH A054 with a minimum grade of C
- Placement into WRTG A111 or above, or completion of WRTG A110 (or PRPE A108) with a minimum grade of C

Students are strongly encouraged to complete the following courses prior to applying to the clinical core:

- BIOL A100 Human Biology (BIOL A111 and BIOL A112 may substitute BIOL A100)
- MA A101 Medical Terminology
- MA A104 Essentials of Human Disease

The Medical Assisting Program will review previous completion and academic performance as part of the selection process. Priority may be given to students who have completed degree-relevant coursework.



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Applicant Information

| | | | | |
|-------------------------------|----------------------|-----------------------|----------------------|--------------------------------------|
| Student Last Name: * | <input type="text"/> | Student First Name: * | <input type="text"/> | Middle Initial: <input type="text"/> |
| UA Student ID Number: * | <input type="text"/> | UA Email Address: * | <input type="text"/> | |
| Preferred Telephone Number: * | <input type="text"/> | | | |

Communication from the Medical Assisting Program is sent to the UA email address above. It is your responsibility to check this email at least twice per week. If the email listed above is not your preferred email address, please see [these instructions](#) to set up email forwarding. If you have additional questions, please contact the UAA IT Services Call Center at (907) 786-4646.

Please acknowledge below that you are aware of this policy.

* I acknowledge that communications will be sent to the email above.

If you will be submitting documents and or/records under a previous name, please list the previous names that will appear on document (s)/record(s):

Previous Name(s):

Personal Essay

Choose one of the following questions and write a 500 word essay with the following formatting: typed, double-spaced, have one-inch margins, and a 12pt font size in either Times New Roman or Arial. The uploaded file must be a Microsoft Word document or PDF. To assist you with the personal essay, incorporate information pertaining to the following topics/ questions:

- What do you find interesting about medical assisting?
- What are your career goals?
- Why have you decided to apply to the UAA Medical Assisting Program?

Upload Personal Essay *

Technical Standards of the Entry-Level Medical Assistant

The following are essential abilities and functions (technical standards) expected of entry-level medical assistants. Because these standards are required for medical assistants to be employed, the Medical Assisting Program has adopted these as requirements to participate in the academic program

Cognition

Students must be able to adequately reason, analyze, integrate, synthesize, and evaluate in the context of the activities of a busy ambulatory care patient setting using critical thinking. Entry-level medical assistants are expected to adhere to professional ethical standards of conduct, apply state and federal laws and work within a defined scope of practice.

Relationships and Emotional Abilities

Students must have the emotional maturity and ability to function effectively under stress and adapt to environments that may change rapidly without warning and/or in unpredictable ways. Students must possess the emotional ability required for the full utilization of intellectual abilities, the exercise of sound judgment, and the timely completion of responsibilities. Further, students must be able to maintain mature, sensitive, and effective relationships with student colleagues, faculty and staff members, and other professionals, under all circumstances including highly stressful situations.

Students must be able to demonstrate empathy for the situations and circumstances of others and appropriately communicate that empathy. Students must acknowledge that values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. Students must be able and willing to examine and adapt behaviors when they interfere with productive individual or team relationships. Students must demonstrate effective and respectful relationships with the diverse academic, professional, and community environments.

Communication

Students must be able to communicate effectively in oral and written formats in a professional manner with other students, staff and faculty members and professionals. Expression of ideas and feelings must be clear and appropriate for a professional setting. Students must demonstrate a willingness and ability to give and receive feedback.

Physical Demands

Medical Assistants may spend a great deal of their professional day walking, standing, moving and manipulating equipment, as well as lifting and moving objects, equipment and supplies. It is reasonable to anticipate bending, reaching, kneeling and lifting 20-25 pounds in any given day.

Additional physical demands include:

- Use hands to touch, feel for sensitivity, control objects and tools
- Use fingers to grasp, move or assemble very small objects
- Hold an arm and/or hand steady in one position or hold the hand steady while moving the arm
- Repetitive movements
- Observe at a distance and close at hand with and without corrective aids
- See details of objects that are less than a few feet away with and without corrective aids
- See differences between colors, shades and brightness
- Hear sounds and recognize the difference between them
- Focus on one source of sound and ignore others
- Understand the speech of another person
- Speak clearly so listeners understand

Occupational risks are involved in most professions. The healthcare team has some uniqueness when dealing with bodily fluids which are defined as fluids that moisten the tissues, muscles, body organs and skin. Medical assistants are often asked to collect bodily fluids (for example: blood, mucus, urine, saliva) as part of clinical diagnostic and laboratory procedures.

AAMA/MAERB Occupational Risk document is to be released in the fall of 2022.

Every five years, the AAMA undertakes a comprehensive review of what medical assistants identify as their responsibilities. The [2018-2019 Occupational Analysis of Medical Assistants](#) is available.

Statement of Understanding

Please read each of the statements of understanding. Check next to each statement indicating that you have read and understand each point.

- * I understand that MA A120, MA A250 + lab, MA A255 + lab and MA A295 are delivered in the day-time on campus and at clinical practicum locations.
- * I understand that manual dexterity for procedures, visual ability to locate patient's veins and interpret color changes, and adequate hearing acuity is required to meet the standards of the competencies within the Medical Assisting Program. Most Medical Assistants should be able to lift to assist patients, and be able to bend, reach, and kneel. Many Medical Assistants are required to stand for long periods of time. If I am unable to meet these requirements, this may impact success in the program.
- * I understand that the Medical Assisting Program has an attendance policy of no more than three absences per semester. If I am in violation of the attendance policy, this may result in a faculty-initiated withdrawal from the course.
- * I understand that I am required to have reliable transportation to my clinical practicum site.
- * I understand that the clinical practicum course (MA A295) requires six weeks of full time (8 hours per day for 240 hours) unpaid, clinical practicum experience in a medical office setting and that placement at clinical sites will be determined by the Medical Assisting faculty.
- * I understand that a faculty-initiated withdrawal from MA A295 may occur if I am in violation of any of the clinical practicum requirements, standards or policies as defined by the course syllabus and practicum site.
- * I understand that I must meet the minimum academic standards for all program related courses as outlined by the UAA catalog.
- * I understand that a criminal background review may be required for MA A295 clinical practicum placement. If criminal background barrier crimes are present, it will impact placement into a clinical practicum site and it may delay graduation.
- * I understand that I am required to submit proof of immunizations and a current BLS certification by December 1st to be eligible to enroll in MA A255 during the Spring Semester.
- * I understand there will be additional costs, including, but not limited to, supplies, uniforms, immunizations, criminal background checks and CMA (AAMA) certification exam fees.
- * I understand that a faculty-initiated withdrawal from UAA Medical Assisting courses may occur for violation of any of the above listed statements. I agree to review the UAA Medical Assisting Student Handbook and address any questions with the Medical Assisting Program Director before enrollment and agree to the policies outlined by the UAA Medical Assisting Program.

Is there anything else you would like the UAA Medical Assisting Program to consider as part of the selection process?

Online Signature

The information I have provided on the application is accurate. I have read the information provided on the UAA Medical Assisting website, the UAA catalog, and this application. I understand that submission of this application does not guarantee enrollment in MA A120, MA A250, MA A255 and MA A295.

Please sign your name to signify your understanding of the above statement.

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.

Signature _____ Date: _____