

2019 HCC Medical Assistant Admission Criteria

Goal: To admit well rounded students into the HCC Medical Assisting Program who are academically able to meet the challenges of the curriculum, who are well suited for a health care profession, and who have exhibited a commitment to serving their communities.

Getting Started: It is important to note that the application process is the applicant's responsibility, not the responsibility of the institution. Our responsibility, as an institution, is to fully consider and evaluate each application carefully for admission into our programs. Our responsibility is not to gather appropriate data, but rather to review that data. Data gathering is the responsibility of the person who wishes to be considered for admission.

The applicant is responsible for:

- Attending an information session;
- Meeting Highland Community College admission requirements;
- Providing the required application for medical assistant admission to the Nursing/Allied Health Coordinator
- Submitting required documentation for medical assistant admission to the Nursing/Allied Health Coordinator, as follows:
 - Completed application
 - Appropriate references
 - Official transcript(s) from all college level courses attended for admissions and 1 copy of each for the allied health department.
 - Typed, personal statement.

Items included in the admission assessment:

1. **Academic requirements:** Academic ability is important to success in the HCC medical assisting program. The minimum GPA will be set at 2.5; a higher GPA will be considered as exceptional. Anything that is less than 2.5 may **not** be considered for admission.

2. **Personal statement:** We will require a typed, double spaced, essay form, personal statement answering the following questions –

- a. What are ideal attributes of a medical assistant? And
- b. What would be your contribution to your practice setting?

This written statement should be limited to **1-1 ½ pages**. It will be evaluated for writing ability, clarity, and pertinence to medical assisting. Personal statements will be scored as exceptional, adequate, and marginal. Students must write their own statements.

3. **Service to others:** Service to Others: Students should have 10 + documented hours at a volunteer organization within the last year. Because you are entering a “helping profession,” it is important for our applicants to have participated in service to others. This service may include, but not be limited to, volunteer work, community activities, etc. Volunteer work must be unpaid and within the last year. The applicant will need to complete the Service to Others form and obtain signatures from supervisors at each organization they report community service.

4. **References:** Students are required to obtain three references verifications for admittance into the medical assisting program. These reference verification forms will be handed out at your information session. The review committee is looking for substantial comments about the applicant and his/her suitability for the medical assisting profession. References need to be from a current supervisor, and any two of the following: Instructors or Teachers, Co-workers, Community Leaders or other professional sources. We do not accept references from family and friends.
5. **Pre-requisites:** All pre-requisites must be completed prior to entering the Medical Assistant Program. Students may be taking prerequisite courses the summer prior to admission however; students having all prerequisite courses successfully completed at the time of application will be given priority for acceptance.
6. **Kaplan Entrance Exam** This Admissions Test is a 91-question, online, multiple-choice test that evaluates the basic reading, math, writing, and science skills of students seeking entry into a health care program.

*Please remember, everyone is welcome to apply for the Highland Community College Medical Assisting Program, but we accept all in-district students who qualify and meet our criteria first. If we have room left we will then review out-of-district applicants for admittance into our program. According to the Allied Health Department, **"In-district," is defined as "students who meet the residency requirements and/or work 20 or more hours a week in our district."***

Students are required to attend one information session during the admission cycle they are applying for in order to receive an application to apply. A list of information sessions dates is available on our website at www.highland.edu.

Item	Exceptional Suitability for Medical Assisting (2 points)	Adequate Suitability for Medical Assisting (1 point)	Marginal Suitability for Medical Assisting (NO points)
Grade Point Average	> 3.0	2.5 – < 3.0	< 2.5
Kaplan Entrance Exam	Adj. Individual total ≥70% Reading ≥ 65%	Adj. Individual total ≥61% Reading ≥ 61%	Adj. Individual total <60% Reading < 60%
*Personal Statement	Clear, well written, articulates awareness of medical assisting as a profession and his/her potential contribution	Understandable, written with some grammatical errors, with some understanding of medical assisting as a profession and his/her potential contribution	Poorly written, with multiple grammatical errors, and a limited awareness of medical assisting as a profession and his/her potential contribution
*Service to Others	> 1 year commitment to volunteer activities post high school	< 1 year commitment to volunteer activities post high school	No volunteer activities post high school
*Letters of Recommendation	Letters reflect qualities desirable in medical assisting (hard worker, caring, empathetic, etc.) with examples of these characteristics	Letters reflect general statements without examples of qualities	Less than 2 letters were provided.

To learn more you can call Alicia Kepner @ 815-599-3657 or by e-mail at: Alicia.kepner@highland.edu.

***APPLICATION DEADLINE: May 1st 2019 for first consideration.**

We will continue to accept applications until full!