



Medical Assisting

Fall 2024 Priority Deadline: Friday, March 15, 2024
Fall 2024 Final Review Deadline: Friday, May 17, 2024

Medical Assisting At-A-Glance

- **Associate in Applied Science Degree option** (6 semesters)
 - Daytime classes.
 - Accepts 35 students to start classes each Fall (August).
- **Diploma option** (4 semesters)
 - Evening classes.
 - Accepts 20 students to start classes each Fall.
- Both options prepare students to take the Certified Medical Assistant (AAMA) exam.
- Students may only apply for one path.
- Students are admitted in the order they apply, as long as they meet the minimum English and Math readiness requirements listed on [page 2](#).
- The MAR application opens each year in January.
- Until you are accepted to Medical Assisting, you will be enrolled in Associate in Arts-Health Tech Track. This track allows you to take some classes prior to admission.

Steps for Applying to Medical Assisting

1. Complete an application to Forsyth Tech (if you are not a current student).
2. Check that you meet the minimum Math and English readiness requirements.
3. Submit official transcripts.
4. Schedule a Personalized Pre-Program Advising and Planning meeting.
5. Submit the MAR application. (You may only apply to one (1) health program at a time.)
6. Review additional requirements for accepted students.

Additional information about each step is outlined on the following pages.

1. Apply to Forsyth Tech

New Students: You must apply for admission before completing the MAR application.

Former Students: Reapply if it has been more than one year since you registered for classes.

Current Students: Students registered for classes, do not need a new Admissions application.

ALL APPLICANTS should ensure their state residency determination is up to date.

Online application for admission to Forsyth Tech: <https://www.forsythtech.edu/apply-ft/>
 North Carolina Residency Determination Service: www.ncresidency.org

2. Verify that you meet the minimum readiness requirements

All Health Program applicants must demonstrate readiness for college-level English and Math. Your Student Success Advisor can help you determine if you meet the readiness requirements.

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
<ul style="list-style-type: none"> <input type="checkbox"/> Option 1: You have completed or received transfer credit for ENG 111. <input type="checkbox"/> Option 2: You have completed or received waiver credit for <u>all</u> of the following: DRE 096, DRE 097, DRE 098. <input type="checkbox"/> Option 3: You have completed or received waiver credit for ENG 002 with a minimum grade of <u>P2</u>. <input type="checkbox"/> Option 4: You have completed or received waiver credit for ENG 011 or are currently enrolled in ENG 111/011. <input type="checkbox"/> Option 5: An earned associate's or bachelor's degree from a regionally accredited institution. <input type="checkbox"/> Option 6: Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions & Records.</u> <input type="checkbox"/> Option 7: Graduate of a US high school with a GPA of 2.5 or higher. 	<ul style="list-style-type: none"> <input type="checkbox"/> Option 1: You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math). <input type="checkbox"/> Option 2: You have completed or received waiver credit for <u>all</u> of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050. <input type="checkbox"/> Option 3: You have completed or received waiver credit for MAT 003 with a minimum grade of P2. <input type="checkbox"/> Option 4: You have completed or received waiver credit for MAT 043 or are currently enrolled in MAT 143/043. <input type="checkbox"/> Option 5: An earned associate's or bachelor's degree from a regionally accredited institution. <input type="checkbox"/> Option 6: Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions & Records.</u> <input type="checkbox"/> Option 7: Graduate of a US high school with a GPA of 2.5 or higher.

3. Submit official transcripts (and/or AP scores)

Electronic transcripts directly from a school or transcript company can be sent through a secure service to admissions@forsythtech.edu. Transcripts emailed by the student are not accepted.

Paper transcripts can be mailed to:

*Forsyth Technical Community College
Attn: Admissions
2100 Silas Creek Parkway
Winston Salem, NC 27103-5197*

Hand delivered transcripts must be in the original **sealed** envelope and taken to the Admissions & Records Office on the Main Campus.

Transcript Frequently Asked Questions

<i>Situation...</i>	Solution
<i>I haven't requested my high school or GED transcript yet. Do I really need to have it sent?</i>	If you are planning to apply for financial aid, you will need your high school or GED transcript on file. We also review your transcripts to determine if you meet any English, math, or science readiness requirements. After you are accepted into your program, transcripts may be needed for some clinical sites and accreditation requirements.
<i>I have attended two or more colleges. I already sent my transcript from College B and it shows all the classes I took at College A. Do I have to send the transcript from College A?</i>	We need official transcripts directly from each college in order to award credit. If you are seeking transfer credit for any classes you took at College A, you must send the official transcript.
<i>I attended four colleges previously, but I only took classes related to this program at two of them. Do I really need to send in all four of my college transcripts?</i>	To apply to the program, you only need to submit transcripts for classes with relevant credits. Please note: all transcripts may be required after you are admitted to the program to meet clinical or accreditation requirements.

****Your MAR Review will be based on documents in your file at the time of the review.****

4. Attend a Personalized Pre-Program Advising and Planning Meeting

To learn specifics about the program, you are strongly encouraged to schedule a pre-program advising and planning meeting. The meeting will be personalized and informative.

Contact one of the following members of the Medical Assisting team to schedule your meeting.

Shannon Thomas, Program Coordinator
(336) 734-7362, Bob Greene Hall 330B, stthomas@forsythtech.edu

Jennifer Pike, Clinical Coordinator
(336) 734-7423, Bob Greene Hall 33A, jpik@forsythtech.edu

Wendy Craven, Medical Assisting Faculty
(336) 757-3316, Bob Greene Hall 330C, wcraven@forsythtech.edu

At your Pre-Program Advising and Planning meeting, a Medical Assisting faculty advisor will share information about the program layout, required courses, and minimum qualifications. When a student's results indicate readiness for Fall program entry, the faculty advisor will provide a personalized MAR eligibility tracking form. This form does not guarantee acceptance into the Medical Assisting program. It is designed to meet the mission of Forsyth Tech by providing a guided pathway for program completion and student success.

If a student does not yet meet the criteria for entering the program, the faculty advisor will provide a plan for the following semester and will schedule an appointment for further advising. All students will be guided as they progress toward program entry and program completion. Students are responsible for completing the MAR application as soon as they are eligible.

5. Submit the MAR application

Use the link below to access the MAR Application
[**2024 Medical Assisting MAR Application**](#)

Application opens: January 3, 2024

Priority Deadline: March 15, 2024

Final Deadline: May 17, 2024

What to expect after submitting the application

- A confirmation message will be shown on the screen after you submit your application.
- We will communicate using your Forsyth Tech email address. Check your email daily and ensure that your phone number is updated.
- Advisors typically begin reviewing applications AFTER the priority deadline. If we review your application before the deadline, you will receive an email with a summary of

your qualifications. This email will NOT indicate if you were admitted. It will only let you know that we have reviewed your application.

- It may take up to six (6) weeks after the MAR application deadline, before you are notified regarding your admission status. The email you receive will indicate if you are:
 - **Admitted:** read your letter carefully and follow all requirements.
 - **Alternate:** read your letter carefully and respond if requested. Continue to check your email and phone messages daily.
 - **Not admitted:** you may schedule an appointment with your advisor to discuss ways to become more competitive for the next application cycle.

General Education/Related Courses for Medical Assisting

Associate in Arts-Health Tech Track (AA-HT) is the correct program for students who plan to apply to Medical Assisting. The AA-HT program allows you to take the general education courses for your degree or diploma, and it lets us know that you intend to apply to one of the health science programs. If you have not met the minimum English, math, or science readiness requirements, you will take the needed courses while in AA-HT.

Listed below are the general education/related courses for Medical Assisting.

Required General Education Courses for Medical Assisting			
<i>Course</i>	<i>Credit Hours</i>	<i>Degree Option</i>	<i>Diploma Option</i>
BIO 163	5	X	X
**ENG 111	3	X	X
COM 120 or COM 231 (or ENG 115)	3	X	X
**MAT 143	3	X	
CIS 110	3	X	
BUS 137	3	X	
PSY 150	3	X	
Humanities/Fine Arts Elective	3	X	
<i>**ENG-011 and MAT-043 may be required co-requisites for some students in order to demonstrate college readiness before applying to the program (Readiness, page 2).</i>			

If you have met the minimum readiness levels, you are not required to take these courses before submitting your MAR application. They provide an opportunity for you to get a head start on

your program requirements. If you do not complete them before you apply to Medical Assisting, you can take them while in the program.

6. Additional Information for Accepted Students

Program Orientation

Orientation for Medical Assisting will be scheduled for a date after the Final Review Deadline. Students will register for Medical Assisting classes and learn more about clinical requirements during orientation.

Clinical Clearance

Students admitted to Medical Assisting will be required to meet additional clinical requirements to maintain their seat in the program. These requirements include a health assessment physical, criminal background check and drug screening, and TB testing and the required vaccinations for a clinical practicum. **Accepted students will receive the necessary paperwork, instructions, and deadlines during the program orientation.**

The following list summarizes these requirements and the approximate costs:

Requirement	Details	Approximate Cost
*Current AHA BLS HCP CPR and First Aid Certification card	<i>Be sure to select the American Heart Association Basic Life Support Healthcare Provider Certification.</i>	\$53
Student Medical Health Form and Immunization Records	<i>A medical doctor must complete the forms and include your immunization records.</i>	\$100 - \$125
Criminal Background Check and Drug Screening	<i>Administered by an outside vendor approved by Forsyth Tech.</i>	\$100 - \$125
Malpractice Insurance	<i>Required to purchase through the cashier's office.</i>	\$18

*CPR and First Aid classes are offered at Forsyth Tech. Visit this webpage to learn more <https://www.forsythtech.edu/students/courses-programs/fast-track-courses/american-heart-association-certification-courses/>.

Questions about these requirements should be directed to the Medical Assisting Program Coordinator, Shannon Thomas.

Deferred Action Childhood Arrival (DACA) and Undocumented Students Policy

Current NCCCS policy allows DACA and undocumented applicants to enroll at Forsyth Tech at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a specific program.

DACA students are eligible to apply to an Allied Health/Nursing program. Undocumented students are not eligible for consideration to Allied Health or Nursing programs. According to North Carolina and Federal law, undocumented students are not eligible for North Carolina professional licensure.

This policy is subject to change without notice based upon federal and state regulations.

August 2022

PROGRAM ACCREDITATION INFORMATION

Forsyth Tech's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N, #7709, Seminole, FL 33775, (727) 210-2350 (www.caahep.org), upon recommendation of the Medical Assisting Education Review Board (MAERB).

Beginning with the January 2001 administration of the AAMA certification examination, applicants who have been found guilty of a felony or pleaded guilty to a felony will not be eligible to sit for the certification examination. Students may request the opportunity to submit written evidence/request a hearing before the certifying board of the AAMA in order to obtain a waiver. For more information, please contact Shannon Thomas, Medical Assisting Program Coordinator, at 336-734-7362 or stthomas@forsythtech.edu.

The Medical Assisting program reserves the right to revise or change course requirements in accordance with applicable state laws, AAMA requirements, college requirements, and/or at the discretion of the Medical Assisting Faculty. By accepting admission into the Medical Assisting program, the student agrees to abide at all times with the Medical Assisting Program Handbook and the respective Medical Assisting course syllabi issued at the beginning of each term of the course. Such student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the Medical Assisting Program.

July 2022