

HCC Medical Assistant Admission Criteria

Item	Exceptional Suitability for Medical Assisting	Adequate Suitability for Medical Assisting	Marginal Suitability for Medical Assisting
<i>Grade Point Average</i>	≥ 3.0	2.5 – < 3.0	< 2.5 Will not be considered
<i>Nelson Denny</i>	≥ 14 **	13 **	≤ 12 Will not be considered
<i>*Personal Statement</i>	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
<i>*Service to Others</i>	≥ 1 year commitment to volunteer activities post high school	< 1 year commitment to volunteer activities post high school	No volunteer activities post high school
<i>*Letters of Recommendation</i>	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

* While you may score zero points for these categories, your file will still be considered.

** Score values are tentative and may change.

HCC Certified 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: In order to be considered for our program, the first thing that needs to be turned in is the application. The completed application is what will start your folder.

Measurement Categories:

- *Exceptional Suitability for Medical Assisting* - This represents an exceptional ability to meet the specific criteria requirements. The individual who exhibits exceptional suitability for medical assisting would have a very strong potential to be successful in a medical assisting career.
- *Adequate Suitability for Medical Assisting* – This represents an average ability to meet specific criteria requirements. The individual who exhibits adequate suitability for medical assisting would have a good potential to be successful in a medical assisting career.
- *Marginal Suitability for Medical Assisting* – This represents an inadequate ability to meet specific criteria requirements. The individual who exhibits marginal suitability for medical assisting would have very limited potential to be successful in a medical assistant career.

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 will **not** be considered for admission.
2. **Personal statement:** We will require a typed, double spaced, essay form, personal statement responding to the following questions –
 - a. What are the 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. Statements that are well written, clear, and are pertinent to the medical assisting profession will be scored as exceptional, adequate, and marginal. Students must write their own statements.

3. **Service to others:** Because medical assisting is 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, leadership experience with projects that affect others, and other similar activities. This service exemplifies what we are looking for in a medical assistant. If this service is ≥ 1 year, representing a sustained commitment to the organization or community, it will be considered as exceptional; if the service is < 1 year, representing an important, but not sustained commitment to the group and organization or community it will be considered adequate. No experience with service to others will be considered marginal. The applicant who reports service to others must have one letter of recommendation from the community or group leader to substantiate the applicant’s activities in the organization or group. Please be sure to have your reference indicate on the letter that this is your volunteer letter. Staying at work after your shift has ended would not count as volunteer work, but doing things at work such as planning an afternoon event, bringing your dog, etc. would count, as long as this time was unpaid.
4. **Recommendation letters:** Three letters of recommendation are required for admittance into the medical assisting program. These letters will be in written form, rather than checklists. The review committee is looking for substantial comments about the applicant and his/her suitability for the medical assisting profession. Letter will be from one Service to Others Supervisor, and any two of the following: Instructors or Teachers, Immediate Supervisors, and Community Leaders.
5. **Pre-requisites and Support Courses:** All pre-requisites must be completed by the end of the spring semester you are applying for. Support courses are not required to be completed for entrance in the medical assisting program. It is recommended to complete a few and or all of the support courses before entering the program. All pre-requisite and support courses must be a letter grade of a C or better.
6. Nelson Denny: This is a 45 minute paper/pencil test covering vocabulary and comprehension. Students will be scored accordingly:
 - ≥ 14 = Exceptional
 - 13 = Adequate
 - ≤ 12 = Will **Not** be Considered
7. **TOEFLE (Test of English as a Foreign Language Evaluation):** Students having English as a second language may be asked to take the TOEFLE prior to admission, and complete any necessary skills recommendations made by HCC learning lab faculty.

*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. **In-district, “students who meet the residency requirements and/or work 20 or more hours a week in our district.”***