Application
MHP MA Training Program

Circle one: Winter Term / Fall term

Date submitted: _____

Last Name	First Name	Middle initial
Address/City/State	SSN #:	Birthdate
Mobile Phone	Email	H.S./GED graduation date:
Current Employer	Have you ever been employed by MHP? Yes or No	If answered yes, dates of employment at MHP

Program Requirements

☐ **Submit an Essay with the application**:
  - ○ In 200 words or less, explain why you want to become a medical assistant or why you would like to work in the healthcare profession. Strong English and communication skills are required.

☐ Must be 18 or older. If under 18, must have parental consent.
☐ Minimum education: High school diploma or equivalent or will obtain a high school diploma simultaneously with the medical assistant certification. Must submit a copy or proof.
☐ Required Immunizations:
  - Flu Shot
  - MMR and Varicella titer or vaccine proof
  - Hep B: Must complete first of the series of 3
  - 2-step TB or QuantiFERON Gold will be given during class
  - 1 J&J or 2 Moderna or Pfizer COVID vaccines
☐ MHP office tour: Date to be determined
☐ Professionalism:
  - ○ Understand and follow the code of conduct as outlined in this application.
  - ○ Applicant may be asked to participate in a mock interview.
  - ○ Professionalism will be evaluated weekly and will determine suitability for externship.
☐ 160-hour externship: Student must meet qualifications and successfully complete externship in order to graduate the training program.
☐ MHP employee applicants: Must be employed for at least 6 months before applying to this MA Training Program and have a recommendation from your supervisor.

This program prepares medical assistant students to perform patient clinical skills in various medical office settings. A medical assistant may perform clinical procedures, such as:
  - ☐ taking medical histories and recording vital signs
  - ☐ preparing patients for examination
  - ☐ assisting the physician during the examination
  - ☐ explaining treatment procedures to patients

- administering medications as directed by a physician
- performing an electrocardiogram
- assisting with minor surgery, change dressings
- obtaining laboratory specimens for testing, such as drawing blood
- educating patients about medication and special diets
- authorize drug refills as directed, telephone prescriptions to a pharmacy
- maintaining clinical equipment in an ambulatory care setting

Policies: A student of the Medical Assistant certificate program must:
- Have 100% attendance.
- Discuss any absence with the course instructor or your externship coordinator.
- Display required skills and abilities: observation, communication, motor and behavioral maturity.
- Participate actively in all demonstrations, laboratory exercises, classroom activities and clinical experiences in all areas, clinical procedures, providing patient care, EKG lab and phlebotomy lab.
- Exercise good judgment, function effectively under stress, adapt to changing environments and provide professional and sensitive care to classmates and patients.

Professionalism in Healthcare Fields: Professionals in healthcare are highly regarded as committed to quality care with compassion, well-trained in their job and provide confidentially for their patients and clients. Workplace readiness demand that your attitudes and actions demonstrate this level of professionalism. Understanding the role and responsibilities of your position builds the trust of those in your care.
- Attitudes and skills in these areas will be part of your training
- Mature responsibility and show a passion for your work
- Interpersonal and business communication
- Problem solving and critical thinking
- Working productively in a team
- Give appropriate, timely feedback to classmates and instructors
- Be friendly and a team player
- Assisting customers effectively
- Developing good and safe work habits and workplace discipline
- Show a willingness to learn and volunteer for new tasks

MHP policy states that students are expected to conduct themselves professionally and to refrain from disruptive behavior. Examples of disruptive student behavior include, but are not limited to:
- Consistently being late
- Verbally abusing another student, the instructor, or staff
- Inappropriate remarks, obscene or offensive language
- Aggressive, bullying or angry behavior
- Refusing to participate in class activities
- Coming to class under the influence of alcohol and/or drugs.

I confirm that the information provided for acceptance into the Medical Assistant Training Program at Major Health Partners is accurate and I have read and agree to the above information.

_____

Signature   **Date**

Submit application and essay to: Kgilles@majorhospital.org