



ASSOCIATE IN APPLIED SCIENCE

MEDICAL ASSISTANT

2025-2026

Dear Prospective Medical Assistant Student:

We are pleased you are interested in the Medical Assistant Program at Mid Michigan College. This packet is designed to provide you with information about the program, admission process, and curriculum requirements for the Medical Assistant Program.

I look forward to meeting you to further explain the field of medical assisting and offer other recommendations for your success in obtaining your goal of becoming a Medical Assistant.

Best of luck in your studies.

Sincerely,

Dr Ashley Brauker, ND, MS, CMA (AAMA)
Director of Allied Health/Medical Assistant Program Director

APPLYING

Each step needs to be completed in order:

- _____1. Submit a Mid Michigan College admissions application: <https://apply.midmich.edu/>.
You will then be connected to your [Mid Mentor](#), who is ready and waiting to be your personal guide throughout your time at Mid.

Meet the Mid Mentors to learn more about them and to easily contact your Mid Mentor with any questions. If you don't yet know who your Mid Mentor is, no problem! We can put you in touch at (989) 386-6626 or mentors@midmich.edu.
- _____2. Get your financial aid in order. If you haven't yet, you should begin this process. It takes a minimum of a few weeks to process financial aid for new students.

File your FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov to determine your eligibility for grants, loans, scholarships, and work-study.
Be sure that you add Mid's school code [006768] to your FAFSA form.
Questions about Financial Aid? Call us at (989) 386-6664 or visit Financial Aid at Mid.
- _____3. Set up your midmich email and portal. Important updates and information begin right away. This is your College email and is used for all official College communications.

Please complete the following steps:

Go to <https://portal.midmich.edu/>
Click on the Account Setup link in the upper right-hand corner.
Read the information to set up your username and password.
Click on Login in the upper right corner.
Click the Email link in the upper left corner to get your email.

Having trouble with your online Portal? Contact the Mid Helpdesk at (989) 317-4630 or helpdesk@midmich.edu.
- _____4. If you've graduated from high school within the past three years, send us your high school transcripts and standardized test scores. If you've attended other colleges, have your college transcripts sent to us as well. If it's been longer than three years since you've graduated, you may need to complete additional placement testing. Your assigned [Mid Mentor](#) can help you determine what you need to submit or what testing needs to be completed.
Placement testing is completed in the [Library Learning Services \(LLS\)](#) department at Mid. They can be reached at (989) 386-6677 for Harrison or (989) 773-6622 ext. 287 for Mt. Pleasant.
- _____5. Advising—All incoming students must meet with a Mid advisor for degree planning and course selection. Advising is available by appointment during regular business hours.

Transfer students are also required to meet with an advisor. Please call for an appointment with an advisor: (989) 386-6626.
- _____6. *Schedule a meeting with the Medical Assistant Program Director by calling (989) 386-6622 ext. 315 or emailing abrauker@midmich.edu.
- _____7. Complete a [Medical Assistant Program Application](#)

SELECTIVE ADMISSIONS

- Mid Michigan College admits students to the Medical Assistant Program under a Selective Admission Process. The criteria for admission will be based on:
 - Number of credit hours taken at Mid (20% of total)
 - Previous earned degrees (20% of total)
 - Previously documented healthcare-related work experience (30% of total)
 - Personal Statement (30% of total)

ADMISSION DATES AND DEADLINES

Submit Applications

December - May 1

Applications due

May 1 Annually

Letters of acceptance/denial sent

May 8 - July 1

APPLYING AND APPLICATIONS

- Admission to the Medical Assistant Program is limited to 30 students each fall.
- Students who are interested in completing the 2-Year Associate in Applied Science for Medical Assisting OR the 10-Month Training Credential for Medical Assistant may apply directly to the Medical Assistant Program between December and May 1. Equivalent courses from other post-secondary institutions may be used to fulfill Medical Assistant Program requirements.
- Students not awarded seats will be placed on an alternate list according to the point system. This list will be used solely for the purpose of filling any vacancies that may arise that year only, and will not carry over to the next year.
- Students who are qualified but not admitted to the program in the fall semester may apply during the next admission cycle.
- Applications are online and are due May 1 annually.
- Letters will be sent to students whether it is an acceptance or denial letter.

PREVIOUSLY EARNED DEGREE

- Only one previously earned degree will be accepted. Documentation, per transcript, MUST be provided when applying, to support an earned degree.
- Students that have submitted an official transcript to Mid when transferring MUST make sure that the Mid Medical Assistant Department also has a copy of the transcript stating proof of the earned degree.

CREDITS AT MID

- Indicate the number of credits successfully completed at Mid ONLY (not transferred in).

PREVIOUS HEALTH CARE EXPERIENCE

- All health care experience MUST be provided with documentation of job description, length of service, and hours per week from supervisor, on agency letterhead, for work/volunteering completed in the past 5 years.
- All direct/indirect care must be for a minimum of 4 months and must be documented as such from the employer. All volunteering in a healthcare setting must be for a minimum of 40 hours and must be documented by the supervisor.
- Letters of healthcare experience must be included with the application. Completing the Certified Nurse Aide, Phlebotomy or any other training course does not qualify as work experience, with the exception of successful completion of the Public Health Worker program and internship, and will be counted as indirect care.
- Only ONE category will be accepted.

PERSONAL STATEMENT

- This personal statement is part of the selective admission point scale, and therefore, affects your prospects for admission. It is to be typed on a separate sheet of paper and should be a maximum of one page in length. It is

to be attached to the Personal Statement Form, which is included in this packet and on the Mid Medical Assistant website.

- A brief account of:
 - significant experiences, activities, and employment.
 - your reasons for considering a career in health science.
 - how your medical office observation related to your reasons for selecting a career in health science.
 - your plans and aspirations for the future.

DRUG SCREENING & IMMUNIZATIONS

- Drug screenings are mandatory for all Health Sciences programs' students. This is at the students' expense and not covered by Mid. Students will receive a packet of information, with instructions, once accepted into the program.
- Immunizations are mandatory for all Health Sciences programs' students. This is at the students' expense and not covered by Mid. Students will receive a packet of information, with instructions, once accepted into the program.

CRIMINAL BACKGROUND CHECK

- The enactment of the revised Public Health Code effective April 1, 2006, now requires that all healthcare providers have a criminal background check (CBC) that includes an FBI check. Based on this legislation, students' final acceptance into the Medical Assistant program may be affected by the results of this background check. This will be at the students' expense and must be completed prior to the beginning of the semester. The CBC must be current (not older than two years) for the duration of the program. This is at the students' expense and not covered by Mid. Students will receive information once accepted into the program.
- Students should be aware that Mid Michigan College is not responsible if an applicant is denied licensure after completion of the Medical Assistant program.

ACCREDITATION

The Medical Assistant Program at Mid Michigan College has been accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP 9355, 113th St. N, #7709 Seminole, FL 33775) Phone: 727-210-2350. Fax: 727-210-2354; email: (www.caahep.org) upon the recommendation of the Medical Assistant Education Review Board (MAERB) 20 N. Wacker Drive, Suite 1575 Chicago, IL 60606 1-800-228-2262.; email (www.maerb.org).

Mid Medical Assistant Program Admission Process Qualified Student Selection Form		
Name:	Student ID #:	College:
Criteria	Point Scale	Score
I. MID STUDENTS		
Credits taken at Mid	> 45 credits = 10 points 40-44 credits = 9 points 35-39 credits = 8 points 30-34 credits = 7 points 25-29 credits = 6 points 20-24 credits = 5 points 15-19 credits = 4 points 10-14 credits = 3 points 5-9 credits = 2 points 1-4 credits = 1 point < 4 credits = 0 points	____/10 Points
II. PREVIOUSLY EARNED DEGREES		
Only one previously earned degree will be accepted. Documentation, per transcript, must be provided when applying to support an earned degree.	Baccalaureate degree or higher = 10 points Associate degree = 5 points No degree = 0 points	____/10 Points
III. HEALTH CARE EXPERIENCE		
Health care work/volunteer experience completed in the last five years. • Direct Care: e.g., CNA, EMT, etc. (hands-on patient care) • Indirect Care: e.g., ward clerk, transporter, medical coder/biller, public health worker internship, etc. • All volunteering in a healthcare setting must be for a minimum 40 hours, and be documented by a supervisor	Direct care = 15 points Indirect care = 10 points Health Care Volunteering = 5 points None = 0 points	____/15 Points
IV. PERSONAL STATEMENT/MEDICAL OFFICE OBSERVATION		
Refer to the evaluation rubric regarding the personal statement. Minimum of four hours of observation is recommended.	= 15 points	____/15 Points
TOTAL POINTS		____/50 Total Points

All supporting documents MUST be received prior to the admission deadline. Late documents will NOT be accepted for consideration and students will need to reapply for the next admission cycle. Final acceptance into the program is pending until the student completes a clear criminal background check and drug screening. All admissions decisions are final. Students will be notified via email of acceptance or denial to the program. The email address listed on the application will be used to send acceptance or denial letters.



Mid Michigan College Medical Assistant Program Personal Statement

STUDENT NAME: _____ ID #: _____ DATE: _____

This personal statement is part of the selective admission point scale, and therefore, does affect your prospects for admission. It is to be typed on a separate sheet of paper and should be a maximum of one page in length.

It is to be attached to this form and included in your application packet, due May 1 annually, in order for your application to be considered complete.

Please write a brief account of:

1. Significant experiences, activities, and employment.
2. Your reasons for considering a career in Health Sciences.
3. How your medical office observation (recommended) related to your reasons for selecting a career in Health Sciences.
4. Your plans and aspirations for the future.

Personal Statement Evaluation Rubric

*Use the following rubric as you write your personal statement, the admissions committee will use this when reviewing your statement.

RATING CRITERIA	2 POINTS	1 POINT	0 POINTS	POINTS RECEIVED
1. Significant experiences, activities, and employment	Describes several pertinent life experiences, or describes a few pertinent life experiences in depth. Well thought out plans and aspirations for future.	Briefly describes a few pertinent life experiences. Some thought given to plans and aspirations for future.	Describes only one or two life experiences. Detail is sparse. Little thought given to plans and aspirations for future.	
2. Reasons for considering a career in Health Sciences	Provides substantive reasons for considering a career in Health Sciences.	Provides acceptable reasons for considering a career in Health Sciences.	Provides few or no reasons for considering a career in Health Sciences.	
3. Relating observation to career decision	Provides ample evidence or relating observation to career decision.	Provides acceptable evidence of relating observation to career decision.	Provides little or no evidence of relating observation to career decision.	
4. Writing mechanics	Excellent writing mechanics. 1-2 error(s) noted.	Acceptable writing mechanics. 3-4 errors noted.	Poor writing mechanics. Five or more errors noted.	
5. Written expression	Concepts clearly expressed. Thorough but concise.	Concepts expressed in acceptable manner. Thoroughness and/or conciseness slightly lacking.	Concepts expressed poorly. Thoroughness and/or conciseness lacking.	
FINAL SCORE, MAXIMUM POINTS POSSIBLE (15)				

**Return this completed form when submitting the Medical Assistant Program Admission Application packet, due May 1 annually, in order for your application to be considered complete.*

Guided Pathways

WHAT'S A PATHWAY?

Guided pathways represent one recommended way for you to complete a program. Each program of study offered at Mid is mapped out to help you stay on track and prepare you for your future. Specific courses were selected to align with the learning outcomes of the following programs:

WHAT CAN BE CUSTOMIZED?

Pathways can be customized to meet your specific needs. Courses designated by a lock symbol represent a graduation requirement for this program of study that cannot be changed. We strongly encourage you to meet with a Mid Mentor to create a personalized plan. Make an advising appointment today at (989) 386-6626 or mentors@midmich.edu.

PROGRAM NOTES

All courses marked with an asterisk (*) are Restricted Enrollment Classes. The student must get a signature from the Program Director or the Associate Dean of Health Sciences to be granted permission to take these courses.

Completion of BIO 120 must be taken within five years of being accepted into ALH 212.

All courses leading to the completion of the Medical Assistant degree must be taken with a minimum grade of C and may be repeated only once, including withdrawals.

A cumulative GPA of 2.5 (C+) is required to be eligible to be selected into the MA program classes (ALH 212, ALH 213, ALH 214, ALH 230, and ALH 250).

SPECIAL NOTES

At least 15 of these credit hours must be taken at Mid Michigan College.

Medical Assistant - Training Credential

AREA OF INTEREST

Health Sciences

PATHWAY RESULT

Training Credential

TOTAL CREDITS

36 credits

SEMESTER 1: FALL 17 CREDITS

First 8 weeks

- ALH.100 Medical Terminology 2 credits
- MAT.102 Algebraic Concepts 3 credits
- *ALH.212 Clinical Procedures I 3 credits

Second 8 weeks

- *ALH.214 Clinical Procedures II 3 credits
- BIO.120 Intro to Human Disease 3 credits
- ALH.220 Medical Law and Ethics 3 credits

SEMESTER 2: WINTER 19 CREDITS

First 8 weeks

- ALH.112 Insurance Billing 3 credits
- *ALH.213 Pharmacology for Medical Assistants 3 credits

Second 8 weeks

- AAP.255 Medical Office Procedures 3 credits
- *ALH.230 Laboratory Procedures for the Medical Office 4 credits
- *ALH.250 Medical Assisting Office Externship 4 credits
- ALH.290 Medical Assistant Exam Preparation 2 credits

Medical Assistant - Associate Degree

AREA OF INTEREST

Health Sciences

PATHWAY RESULT

Associate in Applied Science

TOTAL CREDITS

64 credits

SEMESTER 1: FALL 17 CREDITS

First 8 weeks

- ALH.100 Medical Terminology 2 credits
- BIO.120 Intro to Human Disease 3 credits
- MAT.102 Algebraic Concepts 3 credits
 - or MAT.104 Basic Algebra 3 credits
- *ALH.212 Clinical Procedures I 3 credits

Second 8 weeks

- *ALH.214 Clinical Procedures II 3 credits
- ALH.220 Medical Law and Ethics 3 credits

SEMESTER 2: WINTER 19 CREDITS

First 8 weeks

- ALH.112 Insurance Billing 3 credits
- *ALH.213 Pharmacology for Medical Assistants 3 credits

Second 8 weeks

- AAP.255 Medical Office Procedures 3 credits
- *ALH.230 Laboratory Procedures for the Medical Office 4 credits
- *ALH.250 Medical Assisting Office Externship 4 credits
- ALH.290 Medical Assistant Exam Preparation 2 credits

Other courses required for completion of the Associate in Applied Science: Medical Assistant 28 CREDITS

- ENG.111 Freshman English Composition 3 credits
- COM.101 Fundamentals of Communication 3 credits
 - or COM.257 Public Speaking
- CIS.100 Introduction to Information Systems 3 credits
- HES.100 Human Lifespan Development 3 credits
- SOC.101 Principles of Sociology 3 credits
- ENV.200 Environmental Biology 3 credits
- HUM.200 Modernity and Culture 3 credits
 - or HUM.242 Studies in Compassion 3 credits
- ACC.201 Financial Accounting 4 credits
- AAP.164 Business Communications I 3 credits