

Submit your completed application to:
Billings Adult and Community Education
415 N 30th Street | Billings, MT 59101
email: communityed@billingssschools.org
p. 406.281.5010



BILLINGS ACEd
ADULT & COMMUNITY EDUCATION

MEDICAL ASSISTANT PROGRAM

APPLICATION PACKET

We are excited to welcome you to our Medical Assistant Program! This program is the first step toward a rewarding healthcare career, one of the fastest-growing industries in Yellowstone County and across Montana. Our team is here to support you every step of the way, ensuring your success.

If you have any questions or need guidance, you can schedule an advising appointment at any time by calling **406-281-5010** or emailing **communityed@billingssschools.org**.

For more information, please contact:

Randy Russell
Adult and Community Education Director
russellj@billingssschools.org

Brenda Segna
Medical Assistant Instructor
segnab@billingssschools.org

General Questions
406-281-5010
communityed@billingssschools.org

TECHNICAL STANDARDS FOR THE MEDICAL ASSISTANT PROFESSION

Certified Medical Assistants (CMAs) help lift and transfer patients, supplies, and equipment, spend considerable time standing, interact with staff and patients, and complete paperwork. Your signature on this application indicates that you have no health or physical problems that would prevent you from completing the training or working as a CMA regularly. Below is a brief list of some of the functions.

Area	Functions (not inclusive) with or without reasonable accommodations
Physical Skills	• Bend, stretch, twist, reach with your body above shoulders, below waist, and in front • Transfer and position patients applying principles of safe body mechanics • Provide direct patient daily care • Manipulate, assemble, and move equipment • Document patient condition • Ability to lift 50 pounds unassisted
Sensory Skills	• Detect differences in body and environmental odors • Understand and respond to patient requests and needs • Detect environmental hazards • Detect warning signals on equipment displays • Detect subtle changes or differences (e.g. pulse, rash, temperature)
Communication Skills	• Ability to effectively communicate in English, both verbally and in writing • Respond to others in an accepting and respectful manner
Critical Thinking Skills	• Apply knowledge and skills learned in the classroom to a clinical setting • Comprehend and follow instructions • Follow processes from start to finish • Adapt decisions based on new information • Maintain focus in an environment with distractions • Making safe judgements
Professionalism	• Establish a professional working relationship • Demonstrate positive interpersonal skills • Demonstrate impulse control and a professional level of maturity • Maintain appropriate boundaries in relationships with patients and peers • Handle demanding and stressful situations • Maintain confidential health care information



Medical Assistant Course of Study

Our 10-month **combined certification pathway** in medical assistant provides practical, hands-on training and education to prepare you for the exams in ECG, phlebotomy, patient care technician, and medical assistant. You will learn pharmacology, laboratory procedures, medical law, and patient care, while exploring the health sciences. The program partners with Intermountain Health, Billings Clinic, and Riverstone Health to offer you an externship opportunity.

Foundations	
CASAS or TABE <i>Reading test required, Math test recommended</i>	
Prerequisites	
Keyboarding <i>Students have the opportunity to test out for a fee, A score of 30 wpm in 2 minutes is required</i>	\$150
Computer Fundamentals/Windows <i>Students have the opportunity to test out for a fee, A score of 85 % is required</i>	\$195+ Book \$35
Microsoft Word <i>Students have the opportunity to test out for a fee, A score of 85% is required</i>	\$150+ Book \$135
Medical Assistant Includes phlebotomy, ECG, and more Must complete prerequisites before starting	\$3,960

MEDICAL ASSISTANT PROGRAM APPLICATION

Name: _____

Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Do you have a High School Diploma or Equivalent? Y N

Have you attended Billings Adult & Community Education before? Y N

Desired Start Date: _____

Did you already register online? Y N

What is your highest level of academic achievement: _____

GENERAL PROGRAM APPLICATION REQUIREMENTS
• Completed application packet accompanied by a plan to complete the prerequisites. • A 250-word essay introducing yourself and outlining your interests and goals in pursuing a career in health care.

MEDICAL ASSISTANT PROGRAM PROCESS

Please read and initial each line

_____ I have included an essay along with this completed application to communityed@billingssschools.edu **and** segnab@billingssschools.org or have brought a paper copy to Room 107 at Billings Adult and Community Education in the Lincoln Center.

_____ I understand the program requires prerequisite computer fundamentals, keyboarding, and Microsoft Word courses. Test-out opportunities are available for a small fee.

_____ I understand I will take a CASAS assessment.

_____ I understand that attendance is required during the program, which is four hours on Tuesdays and Thursdays. Successful completion will require additional study.

_____ I understand the completed application must be received two weeks before the start of the medical assistant program. Late applications may be accepted, but all materials must be submitted at least two weeks prior to the start of classes.

I understand that I must complete a background check before starting clinical externships, and I will be responsible for any associated costs.

_____ I know that if I am selected for the program, clinical sites will require immunization records and 240 hours of experiential learning.

_____ I certify that all of the statements in this application and the documents submitted are true and accurate to the best of my knowledge. I acknowledge that I have read and understood the above statements. If accepted into the Medical Assistant program, I agree to manage my time and personal affairs effectively to meet the commitments necessary for success.

Student Signature: _____

Date: _____