

# Medical Assisting Enrollment Form

Welcome to the CEI Medical Assisting Program and the beginning of your healthcare career!

The Medical Assisting Program at CEI provides a comprehensive medical assisting education. The program prepares graduates to assist physicians in outpatient settings and perform administrative and/or clinical tasks. Medical Assistants are multi-skilled, allied health workers who show multidisciplinary skills while behaving professionally and ethically.

Prior to completing a medical assisting enrollment form, individuals should give careful thought and consideration to the physical and mental demands of the medical assisting program and the pressures involved in undertaking the responsibilities of being a healthcare student. Medical Assisting is a demanding discipline. We urge you to recognize the commitment essential to be successful in the program.

## Enrollment Deadline & Requirements

Completed enrollment forms are **due by July 1st** for acceptance into the following fall semester. Candidates for admission are selected based on available space. Meeting the minimum criteria for admission does not guarantee admission into the program. Those not selected for the current enrollment period will need to submit a new enrollment form in the next application period.

Complete the following application steps as early as possible:

- Submit [CEI application](#) and all required enrollment documentation. Speak with an advisor to determine if you require a placement exam.
- Review, sign, and upload [all pages](#) of the Medical Assisting Enrollment form in the supplemental section of the CEI application.

Accepted students must attend a **mandatory orientation** on the last Monday in July from 9-10 am. More information will be provided upon acceptance into the Medical Assisting program.

## Length of Program

The MA program is 2 semesters and starts each fall. There is an optional 3rd semester if you choose to complete the externship in the summer rather than the spring.

## Program Progression

All core and program specific courses must be passed with a minimum C+ (77%) grade and completed consecutively before continuing to the next semester's courses.

## Degree

Upon successful completion of the program, students will receive an Intermediate Technical Certificate (ITC).

## Program Costs

In addition to tuition fees, students can expect to spend approximately \$2000 on books, supplies, and miscellaneous fees. Graduates must sit for the national proficiency exams at the program's end. Information regarding costs and dates for the exams will be available from the program instructor.

## Post Acceptance Requirements

After acceptance into the Medical Assisting program, proof of the following additional requirements will be due by **August 1st**. More information and directions will be provided after acceptance.

### Immunization Records

You may need to provide the records that you currently have to Eastern Idaho Public Health Department. If you are not obtaining immunizations at EIPH, you will be charged a \$10.00 fee to complete your IRIS. Note: Titer results must be added to the IRIS form. You can have blood drawn and submit a copy of the results demonstrating immunity. Once the records are complete, you may request a printout of your records. A copy of your IRIS record must be received by the July 1<sup>st</sup> deadline. (Immunization cards will not be accepted).

- MMR (2 shots) or positive/reactive titers
- Hep A (2 shots)
- Hep B (3 shots) or positive/reactive titer
- Hep B Titer showing positive/reactive (**Required in addition to immunizations**)
- Varicella (2 shots) or positive/ reactive titer
- Tdap
- COVID immunization – We follow current CDC (Centers for Disease Control) guidelines and immunization protocol.
- Flu Shot – current yearly shot

You may need to provide your records to Eastern Idaho Public Health Department (EIPH) to obtain an IRIS report. If you are not obtaining immunizations at EIPH, you will be charged a \$10.00 fee to complete your IRIS. EIPH is located at 1250 Hollipark Drive, Idaho Falls, Idaho 83401.

### Background Check

Copy of completed background check from Pre-Check dated after January 1st of application year. All student background checks are done through Pre-Check to ensure we meet clinical site requirements. No other background checks accepted. [Instructions](#) to complete the background check are available on the CEI Medical Assisting webpage under the “Resources” tab.

Acceptance into the program is contingent upon the results of your background check. Any student with a felony conviction within the past seven years will not be admitted to the medical assisting program. Convictions greater than seven years will be reviewed on a case-by-case basis in accordance with clinical site policy.

Individuals who have been convicted of a misdemeanor related to, but not limited to battery, assault, substance/alcohol abuse, or theft within the last three years will not be admitted to the medical assisting program. Any other misdemeanor convictions greater than three years will be evaluated case-by-case, considering the type of misdemeanor and repetitive offenses. CEI Medical Assisting program will utilize the Background Check, Idaho Repository, and clinical institution standards to evaluate these convictions. Students must meet all standards required by CEI and clinical institutions to be admitted and to remain in the Medical Assisting program.

Individuals who have been convicted of a misdemeanor related to, but not limited to battery, assault, substance/alcohol abuse, or theft within the last three years will not be admitted to the medical assisting program. Any other misdemeanor convictions greater than three years will be evaluated case-by-case, considering the type of misdemeanor and repetitive offenses. CEI Medical Assisting program will utilize the Background Check, Idaho Repository, and clinical institution standards to evaluate these convictions. Students must meet all standards required by CEI and clinical institutions to be admitted and to remain in the Medical Assisting program

Enrolled students are **required** to disclose any new misdemeanor or felony convictions, other than minor traffic violations while in the Medical Assisting program. These current charges must be reported to the Program Manager within five business days of occurrence and may result in dismissal from the program.

## TB Test

A TB test, dated after January 1st of the application year, is required. TB results are good for one year. If it expires during the program, you will need to complete a new test before the one-year mark. The following are accepted TB tests:

- QuantiFERON-TB gold Plus Test
- Chest x-ray (**ONLY for previous positive TB results.**)

## Proof of Health Insurance

Provide proof of health insurance coverage. If coverage lapses while in the program, you will not be eligible to perform clinical procedures and/or externship. **Students are responsible for their own insurance and all medical costs during the program.**

## Physical Exam

Print the CEI [MA Program Physical Form](#) and have it completed by your physician.

## BLS CPR & First Aid Certification

Must be one of the 2 options below:

- American Heart Association BLS provider and First Aid
- American Red Cross BLS provider and First Aid

## **Certifying Statement**

I acknowledge that I have read and understand the information in the Medical Assisting Enrollment form and the program requirements outlined above. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from the Medical Assisting program. I understand that felony convictions, misdemeanor convictions, and impaired driving (alcohol, drugs, etc.) charges while in the program may prevent me from continuing in the program.

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**Printed Name**

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**Signature**

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**Date**