



Dear Prospective MEDICAL ASSISTANT student,

Thank you for your interest in SATC's MEDICAL ASSISTANT PROGRAM and congratulations!

You have made a good choice for a career path into the exciting and rewarding field of healthcare.

You will be working alongside primary care providers and nurses to deliver quality care to patients. In addition, as a medical assistant, you will be on your way if you want to further your career down the road. The program will prepare you for the job skill sets required of a medical assistant as well as preparation for your national credentialing exam. Through classroom interaction, lecture, hands on learning for skill sets and visits to clinics during your course of instruction you will be prepared to enter the field of healthcare.

Again, congratulations on your decision.

To prepare for the entrance into the fall classes you will need to complete the following:

1. Complete the Tuberculosis Questionnaire: Kansas law requires students to complete a TB Questionnaire. Please find this form on the SATC website.
2. Submit a complete health/immunization record. (**HARD COPY PLEASE**) This can be turned into **JENNIFER CALLIS**, Vice President of Student Services. This immunization record should include all childhood immunizations and any booster immunizations. You must have a series of three **HEPATITIS B and MEASLES, MUMPS, RUBELLA and VARICELLA** documentation to verify that you are up to date. If you have not had the **HEP B** series, you must have verification that you have at least had the first or the three-part series by the beginning of the fall classes.
3. Obtain a tuberculosis (TB) skin test between the dates of July 1 and August 25. Your provider will be able to provide the necessary form to be brought to the MED ASSIST instructor.
4. Obtain a flu vaccine when they come available to the public. (generally, by the 1<sup>st</sup> of Oct.). Your provider will be able to provide the necessary documentation which will be brought back to the MED ASSIST instructor.
5. Submit your high school transcript/GED record
6. Complete the Accuplacer placement exams: Math, Reading, Writing. **Suggested that you complete these exams early so that your admission process goes smoothly.** To prepare for these exams, you can go to the **Accuplacer website** for resources and practice exams. Placement exams can be taken more than one time if you scored low in one or all areas of testing. These scores will not necessarily prevent you from being able to come to Salina Tech. The scores will be used for class placement purposes. To schedule testing and/or learn more, visit [www.salinatech.edu/placement](http://www.salinatech.edu/placement). You can also contact Shonell Edwards, Learning Resources Lab to schedule testing dates and times.
7. Make sure that your financial aide is set up and in order. **It is imperative that you file and get your applications in early.** The first step is to file the FAFSA, go to [fafsa.ed.gov](http://fafsa.ed.gov). or contact Student Services- Anna Kreighbaum or Rachael Galvan, the financial aid specialists for assistance/or to set up an appointment on campus.
8. Be sure to submit a short essay/letter of why you want to go into the field of healthcare. The template can be found on our website. This essay can be submitted to Jennifer Callis, Vice President of Student Services.
9. Plan to attend the MED ASSIST orientation which is scheduled for August 6, 2018

10. Schedule a job shadow at a local medical office...this is NOT mandatory but gives you an idea of what you will be doing once you become a medical assistant. The steps for scheduling a job shadow and the template for your job shadow experience can be found on our website under programs/medical assisting

I am excited to welcome you to the MEDICAL ASSISTING program.

Please contact Salina Area Technical College for any questions on the admission process: **JENNIFER CALLIS**, Vice President of Student Services. Her contact information follows: Jennifer Callis: phone 785-309-3120 or email her @ [Jennifer.callis@salinatech.edu](mailto:Jennifer.callis@salinatech.edu).

Additional information can be found on our website under Medical ASSISTANT PROGRAM.

You can also contact me, Julie Allen RN/RMA (AMT)/ BSHM at [Julie.allen@salinatech.edu](mailto:Julie.allen@salinatech.edu) for questions that you may have.

I look forward to meeting you and facilitating your career and educational journey in the fall.

Best Regards,

The Salina Tech Admissions Team and

*Julie Allen*

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