

PORTLAND COMMUNITY COLLEGE
CASCADE CAMPUS, JACKSON HALL, ROOM 210A
TELEPHONE 503.978.5667
MEDICAL ASSISTING PROGRAM REQUIREMENTS

Admission to the Medical Assisting Program requires that applicant meet certain conditions. All applicants must provide or comply with the following:

-----1. PROGRAM APPLICATION

-----2. RECOMMENDATIONS

Two recommendations completed by previous employer, instructor, guidance counselor, or other professional qualified person.

-----3. TRANSCRIPTS

An official transcript from the high school you graduated from or a copy of your GED. Official transcripts from colleges you have attended other than Portland Community College. **Please mail all transcripts and/or GED copy to: Portland Community College 705 N Killingsworth JH/210 J. Pitz Portland OR 97217.**

-----4. DOCUMENTS

Upon acceptance into the Medical Assisting Program a satisfactory physical examination, Tuberculin Skin Test (Mantoux), signed form showing evidence of immunity to measles and evidence of initiating the immunization series to Hepatitis B or sign waiver is required. These documents must be completed and on file prior to Winter Term for the student to be eligible for Directed Practice. **These forms distributed at the Program Advising Session prior to September.**

-----5. TEST SCORES FOR WRITING, READING, AND MATH SKILLS

Telephone any Portland Community College Testing Center at the Campus of your choice to schedule an appointment. If you have taken the Compass Placement Test within the last three years it is not necessary for you to retest unless your scores do not meet our requirements. If you have a degree or have taken WR 115, RD 90 and/or Mth 20 in the last five years with a "C" or better, it is not necessary for you to retest. The Testing Centers are:

Cascade Campus 503.978.5234
Rock Creek Campus 503.614.7300

Sylvania Campus 503.977.4533
Southeast Center 503.788.6277

For provisional acceptance into the Program, the applicant must show readiness to enter WR 121, RD 115 and Math 60.

As this is a limited enrollment Program, we encourage you to complete and mail all of the above mentioned paperwork as soon as possible. You will then be contacted for an advising appointment. The mailing address is: Portland Community College, Cascade Campus, 705 N Killingsworth, Jo Ann Pitz JH/210A, Portland, OR 97217

It is recommended that applicants have a working knowledge of basic computer concepts including window applications.

To be successful in the required MA 134 Transcription Lab, it is recommended that applicants with keyboarding skills of less than 35 words per minute enroll in a keyboarding class.

