Medical Assisting
Application Booklet
Fall Program
2027

Powered by

The School of Health and Human Sciences

(Rev. 6/2026)

IRSC OVERVIEW

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida's Treasure Coast region, each of the College's five campuses provide unparalleled educational environments.

IRSC serves approximately 30,000 students annually and offers more than 100 programs leading to Bachelor's degrees, Associate degrees, technical certificates and applied technology diplomas. Continuing a 60-year tradition of responsiveness to community needs, IRSC is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

IRSC was distinguished as the 2019 winner of the prestigious Aspen Prize for Community College Excellence, an honor that recognizes outstanding quality in the areas of completion & transfer, labor market outcomes, learning, equity and more. IRSC is one of the few colleges in the nation to earn the Achieving the Dream™ Leader College designation. The College is identified by the United States Department of Education as the most affordable college in Florida and the third-most affordable college in the country.

Accreditation

The Indian River State College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

9355-113th St. N., #7709, Seminole, Florida 33775 | 727-210-2350

EA/EO

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, Dean of Northwest Center,
Equity Officer & Title IX *Coordinator*
IRSC Massey Campus ■ 3209 Virginia Ave. ■ Fort Pierce, FL 34981
772-462-7101

TABLE OF CONTENTS

Medical Assisting Program 1

Application Checklist 1

Introduction 2

Application Procedures … 2

Process for Applying Online 2

Applicant Review 3

Acceptance into Program 4

Drug Screen/Background Checks 4

Non-Acceptance into Program 5

Program Expenses 5

Financial Aid/Scholarships 5

Program Completion 6

Florida Medical Practice Act Defining Medical Assistants 7

Transfer of Credit 7

Core Performance Standards 8

MEDICAL ASSISTING PROGRAM

The Indian River State College Medical Assistant program prepares the student for specific clinical, laboratory, and administrative roles as a Medical Assistant employed in a physician's office, clinic or other health care setting. Classroom theory and clinical practice prepare the student to perform a wide range of tasks ranging from examination room techniques to assisting with minor surgery, administering medications, educating patients, performing diagnostic procedures including drawing blood and electrocardiography, scheduling appointments, maintaining patient files and completing insurance forms. Practicum experiences include internships in a physician's office or other appropriate facility.

MEDICAL ASSISTING PROGRAM APPLICATION CHECKLIST

1. Complete the online Indian River State College Application for the Medical Assisting program at this link Medical Assisting and pay the $30 application fee. Fees are non-refundable.
2. Have earned a Standard High School Diploma or GED by application deadline date.

_____ 3. Submit **official and final** high school or GED transcript(s) and forward to the Office of Student Records. (Must be received by application deadline date.)

_____ 4. Activate RiverMail email account. All communication will be sent to RiverMail.

_____ 5. Meet with an Academic Advisor to review program requirements.

_____ 6. Review the Core Performance Standards (pg. 8).

_____ 7. Copy of active BLS or healthcare provider level CPR certification through the American Heart Association (AHA) will be required if candidate is provisionally accepted. Must remain active throughout the program.

_____ 8. **If TABE is required, applicant must take and meet the score requirements. Meet with an Advisor for TABE requirements and exemption.**

Do not proceed with drug/background screening or physical until notified.

_____ I. Mandatory drug screening and a national criminal background check (fingerprinting).

_____ II. Submit Physical Exam Form complete with immunizations documented

_____ III. Proof of Personal Health Insurance.

INTRODUCTION

Applicants should carefully review the application procedures outlined in this booklet. It is the applicant's responsibility to ensure that the application process is complete. **The Medical Assisting program is held at the Pruitt Campus, Port St. Lucie.**

APPLICATION PROCEDURES

Any candidate who wishes to be considered for the Medical Assisting program at Indian River State College must complete all items listed on the "**Application Checklist**". It is the student's responsibility to see that admission requirements are met. No notices will be sent. Additional program specifics are outlined in this booklet.

APPLYING TO THE MEDICAL ASSISTING PROGRAM

Prior to beginning the application process:

1. Read the Medical Assisting Application Booklet.
2. Complete and submit the online IRSC Application for the Medical Assisting program. ($30 fee; keep a copy of your receipt).

All applicants will be notified of their status approximately two to four weeks after the deadline date via the email address provided in the Health Science Application. No information is available by telephone. To finalize acceptance once notified of provisional acceptance, students will be required to have a completed IRSC physical examination form, a negative drug screen report and a FDLE background check.

APPLICANT REVIEW

Students are selected on a competitive basis and consideration for admission into the Medical Assisting program will be based upon the following criteria:

1. 18 years of age or over
2. High School diploma, GED or **Home School affidavit**
3. IRSC Application for the Medical Assisting program must be complete
4. Submit copy of active AHA BLS CPR Certification (after provisional acceptance)

GED® is a registered trademark of the American Council on Education (ACE) and administered exclusively by GED Testing Service LLC under license. This material is not endorsed or approved by ACE or GED Testing Service.

ACCEPTANCE INTO PROGRAM

Medical Assisting applicants are provisionally accepted on a first-come, first-served basis, pending successful completion of Application checklist items by the application deadline. Students will then be notified via RiverMail email or personal email provided in the Health Science Application to complete a drug screen, criminal background check, and a physical with immunizations documented for final acceptance. Details regarding these final requirements are outlined below.

Criminal Background Checks and Drug Screen

Refer to the Indian River State College website at **www.irsc.edu**. Click Academics, All Programs and select **Medical Assisting**. Scroll down the page and click on the **Background Check** and **Drug Screening Requirements** link.

All students must read this information carefully to understand what may disqualify them from entry into a program, clinical participation, licensure/certification and/or employment.

Health/Medical Record

After provisional acceptance a completed physical exam form must be submitted and approved. This physical examination form is to include results from a physical examination and laboratory tests including immunization records.

Applicants who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Science program after resolution of the health problem. An updated health record, verified by a licensed physician, physician's assistant or an ARNP must be submitted.

Indian River State College and partnering clinical sites require all health science students who register for clinical courses to have personal health insurance. Students will be asked to show proof of personal health insurance by presenting their insurance policy number, the name of the insurance provider and the telephone number of the provider to clinical preceptors or administrators. **If students do not provide proof of health insurance, they will not be eligible for clinic rotation which will result in termination from the program. The Health and Wellness Department has information regarding personal health insurance options. For more information, call 772-462-7825.**

Student Drug Screen, Background Check, and Medical Records

When completed, these records will become the property of the College, and will not be available for copying or for use to meet the requirements of outside employers. Students who are out of the program for six months or more must submit new records. Any changes in medical or criminal history must be reported immediately to the Program Director.

Grievance/Complaint Procedure

Refer to the online Indian River State College Student Handbook.

NON-ACCEPTANCE INTO PROGRAM

Applicants who do not initially qualify for the program will be notified, and should contact the Office of Health and Human Sciences for clarification on how to strengthen their application.

PROGRAM EXPENSES

Refer to the Indian River State College website at **www.irsc.edu**. Click Academics, All Programs and select **Medical Assisting**. Scroll down the page and click on the **Program Expenses** link.

FINANCIAL AID/SCHOLARSHIPS

Financial Aid is available to those who qualify. Complete the FAFSA application to determine eligibility. For more information, contact the Indian River State College Financial Aid Office at 772-462-7450.

Scholarships designated for students in the Health and Human Sciences programs may also be available. Click on the Foundation link to learn about scholarships at ***The River*** **https://irsc.edu/admissions/financial-aid/types-aid/scholarships/ .**

You may also contact the Scholarship Development Coordinator; Sherri Monds at smonds@irsc.edu .

PROGRAM COMPLETION

In order to obtain the certificate of completion, the student must meet the following requirements:

- Successfully complete program requirements.
- Students must not have any financial holds and all fees must be paid for by the student.
- **Students must comply with TABE requirements or have an A.A. Degree, A.S. Degree or higher degree or qualify for an exemption under Senate Bill 1720**.

Upon completing the specified requirements, the student is eligible to be granted a certificate of completion from Indian River State College and apply to take the Certification Exam. Information on the exam will be provided during the Medical Assisting program.

FLORIDA MEDICAL PRACTICE ACT DEFINING MEDICAL ASSISTANTS

458.3485 Medical Assistant.

(1) **DEFINITION.** As used in this section, "medical assistant" means a professional multi-skilled person dedicated to assisting in all aspects of medical practice under the direct supervision and responsibility of a physician. This practitioner assists with patient care management, executes administrative and clinical procedures, and often performs managerial and supervisory functions. Competence in the field also requires that a medical assistant adheres to ethical and legal standards of professional practice, recognize and respond to emergencies, and demonstrate professional characteristics.

(2) **DUTIES**. Under the direct supervision and responsibility of a licensed physician, a medical assistant may undertake the following duties:

(a) Performing clinical procedures, to include:
   1. Performing aseptic procedures.
   2. Taking vital signs.
   3. Preparing patients for the physician's care.

(b) Performing venipunctures and non-intravenous injections.
(c) Observing and reporting patients' signs and symptoms.
(d) Administering basic first aid.
(e) Assisting with patient examinations or treatments.
(f) Operating office medical equipment.
(g) Collecting routine laboratory specimens as directed by the physician.
(h) Administering medication as directed by the physician.
(i) Performing basic laboratory procedures.
(j) Performing office procedures including all general administrative duties required by the physician.

TRANSFER OF CREDIT

The Medical Assisting curriculum framework, approved by the Florida Department of Education, clearly defines the criteria for student entry into the program. It lists and defines multiple entry points for other health science education program completers.

Advanced placement and/or transfer of credit is discussed in the curriculum framework, school catalog, and course syllabi, and is done on an individual basis by the Program Director based on a review of evidence of prior education and training. Students must submit official transcripts and course syllabi, and certificates of program completion, for consideration of transfer of credit.

CORE PERFORMANCE STANDARDS*

Medical Assisting involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of certain functions. Therefore, in order to be considered for admissions or be retained in the program after admission, all students must be able to demonstrate the following abilities:

Issue	Standard	Examples of Necessary Activities (not all inclusive)
Critical Thinking/ Coping	Critical thinking ability sufficient for clinical judgment. Ability to make fast decisions in stressful situations in a professional manner.	Identify cause-effect relationships in clinical situations; display good coping mechanisms.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures; initiate health teaching; document and interpret clinical actions and patient/client responses; prepare and maintain records.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in exam rooms, workspaces, and treatment areas; administer cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective patient care.	Calibrate and use laboratory, medical, and office equipment; position patients/clients.
Visual	Visual ability sufficient for observation and assessment necessary in care of the client.	Observe patient/client responses. Read lab slips. Prepare and administer medication accurately.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, sense temperature change, assess pulses.
Hearing	Auditory ability sufficient to monitor and assess health needs, and perform office duties.	Hear blood pressure accurately, alarms, emergency signals, auscultatory sounds, answer phone.

* Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) guidelines for Nursing Education Programs.

American Association of Medical Assistants' Endowment – helps "to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."