



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
PULASKI

***Patient Care
Technology/Medical
Assisting Program***

September 2022



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

Dear Prospective Patient Care Technology student:

Thank you for choosing Tennessee College of Applied Technology Pulaski for your educational goals. We are excited about having you as a student and becoming a future medical assistant.

To be eligible for admission, you must either have an acceptable ACT score of 17 in reading AND a 17 in math or a HESI score of 60 in reading and 50 in math. The ACT cannot be a composite score. **Only those that have graduated high school within the last year can use their ACT.** To schedule the HESI exam and pay the \$40 fee, please call Melissa 931-424-4014 as soon as possible. You will need to pre-pay before the test date with cash, check or credit card to reserve a spot. If you fail to show on your scheduled date, you forfeit the \$40 and you must re-schedule and repay the fee. Passing scores are required by Monday, July 18, 2022.

You will need to complete a Tennessee College of Applied Technology application online at www.tcatpulaski.edu/apply/now as soon as possible and no later than July 18, 2022. Please see the instructions on the last page. If you do not have access to internet, you can apply at TCAT in Pulaski.

Enclosed in the packet, you will find a list of deadlines and important dates. Please read carefully and follow all directions.

Deadlines needed by July 18, 2022:

- TCAT Pulaski online application
- ACT or HESI score
- Signed Release of Information (inside the packet)
- Driver license (copy)
- Medical Insurance (copy)
- 3 References (inside packet)
- Proof of healthcare experience
- Current transcript/High School diploma or GED. (Upon graduation, you will be required to provide a copy of your high school diploma/HiSet/GED or final transcript).
- College transcripts
- Proof of military service

There is a *Release of Information* in your packet. Please sign and date. This form will need to be returned by Monday, July 18, 2022.

There are 3 *blank reference forms* that need to be completed and returned Monday, July 18, 2022. Please ask those providing your reference to put in a sealed envelope. These references can be provided by an employer, teacher, professional, etc... immediate family members and friends are not acceptable references.

Proof of any healthcare experience should be returned in your packet as well as proof of any Health Science classes taken in high school. This can be accomplished by a letter from the HOSA teacher, your transcript, or HOSA membership card. It is strongly encouraged that all individuals entering the PN program obtain some *healthcare experience* prior to enrollment.

Mandatory Information Session: July 21, 2022

For those that have submitted passing HESI scores or acceptable ACT scores, you are **required** to attend the **MANDATORY INFORMATION SESSION ON Thursday, July 21, 2022 @ 9:00 am**. The meeting will last until approximately 12:00 noon. CHILDREN are not allowed at this meeting.

Practical Nursing students are accepted based on a points system. Simply passing the HESI does not guarantee entry into the program. Acceptance into the Practical Nursing program is not automatic, even though an applicant may be academically qualified. Class size is limited by clinical sites and classroom space as well as faculty availability. Applicants will be notified by letter of acceptance contingent upon a **clear criminal background check and a negative drug screen**. We provide the instructions for these two items. The class hours are 8:00 a.m. until 2:30 p.m. Monday through Friday. Proof of CPR certification can be turned in at any time. CPR must be American Heart Association Basic Life Support for the Healthcare provider. If you do not have CPR certification, a class will be offered at a later date.

If you have any questions or would like to discuss the program further, feel free to call or visit our campus at any time.

Sincerely,



Amy Key RN, BSN
Director of Nursing and Allied Health

ak/enclosures

P.O. Box 614 – 1233 East College Street – Pulaski, TN 38478 – p (931) 424-4014 –
f (931) 424-4017 www.tcatpulaski.edu



Patient Care Technology/Medical Assisting Program

2022-2023

- Deadline July 18, 2022**
 - **Completed Online Application**
 - **Release of Information Signed (Inside the packet)**
 - **Current High School Transcript/High School Diploma/HiSET/GED (copy)**
(Upon graduation, you will be required to provide a copy of your high school diploma)
 - **Medical Insurance copy**
 - **Valid Driver License copy**
 - **3 Letters of Recommendation (Inside the packet)**
 - **Entrance Exam (HESI) with a score of 60 in Reading and 50 in Math or ACT Scores. The ACT cannot be a composite score.**

- Mandatory Information Session July 21, 2022 9:00 a.m.**
 - **Packets for acceptance will be distributed with the instructions for the Criminal Background Check, Drug Screen, Physical and Vaccinations.**
 - **Acceptance is contingent upon results of Criminal Background Check and Drug Screen.**

- July 25, 2022-Acceptance letters with instructions for Criminal Background Check, Drug Screen, Physical Exam and Vaccinations will be included. May take 2 weeks. Do not procrastinate!**

- Deadline August 10, 2022 Criminal Background Check and Drug Screen results, and Physical Exam and Vaccinations/Titers.**

- Class start date: September 4, 2022**

CONTACT INFORMATION

Below are some of the contacts that you may need while exploring and preparing for your education at Tennessee College of Applied Technology-Pulaski. Feel free to call, make an appointment or drop by and speak to those that may be able to assist you.

Melissa Banks, Administrative Support	424-4014
Tabitha Barnett, Admissions	424-2428
Carrie Gilbert, Financial Aid & VA School Certifying Official	424-2406
Amy Key, Director of Nursing and Allied Health	424-2437
Pam Molnar, PCT/MA Instructor	424-2439
Emmy Williams, Recruiter/Dual Enrollment	424-2400

**Tennessee College of Applied Technology Pulaski
Patient Care Technology/Medical Assisting Program**

Selection Process

Students applying for the PCT/MA program will be selected based on the total number of points the applicant has. Below is a summary of the points. The ACT will be accepted for those that have graduated within the past year. All other applicants must take the HESI exam.

<u>HESI Points</u>	<u>ACT</u>	
120-130	17-19	10 points
131-140	20-21	15 points
141-150	22-23	20 points
151-160	24	30 points
161-170	25	40 points
>171	>25	50 points

Reading and Math are the areas for HESI and ACT that the minimum score must be reached. Composite scores are not considered.

High School Diploma/HiSET/GED/Transcript 10 points
If not turned in you will receive no points

References Using TCAT Forms
(Family and friends not accepted)

0 References	0 points
1 Reference	5 points
2 References	10 points
3 References	15 points

Mandatory Information Session

Absent	0 points
Attended	10 points

Post Secondary Training 5 points

Military 5 points

Other

Release of Information Signed & Returned	
Copy of Driver License and Medical Insurance	<u>5 points</u>

100 Points Possible



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

1233 East College Street, Pulaski, TN 38478
931-424-4014 www.tcatpulaski.edu

Career Training

Administrative Office
Technology
Advanced Manufacturing
Education
Building Construction
Technology
CNC Machining Technology
Computer Operating Systems
and Network Technology
Electrical and Plumbing
Construction Technology
HVAC/R
Industrial Electricity
Industrial Maintenance
Technology
Patient Care Technology/
Medical Assisting
Pharmacy Technology
Practical Nursing
Residential/Commercial
Wiring and Plumbing
Welding Technology

Campus Locations

Lawrenceburg Instructional
Service Center
North Lawrence Instructional
Service Center
South Lawrence Instructional
Service Center

PATIENT CARE TECHNOLOGY/MEDICAL ASSISTING

This program is designed to include classroom study and supervised clinical practice in health care facilities. The patient care technology student must complete the prescribed program of study and clinical experience and pass the state certification for CNA and national certification for Patient Care Technology and Medical Assistant. Broad units of study include Nurse Aide, Anatomy and Physiology, Medical Terminology, ECG Technician, Phlebotomy, Dosage Calculations, Computer Concepts and Medical Assisting. Job duties: perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, and billing and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Applicants of this program should be aware that a mandatory criminal background and drug screening will be required. All applicants must take and pass the HESI exam with the minimum requirement to be considered for acceptance into the Patient Care Technology/Medical Assisting program.

Employment Opportunities:

- Hospitals
- Doctor's Offices
- Call Centers

Program Instructor:

Pam Molnar
pam.molnar@tcatpulaski.edu
931-424-2439

ENROLLMENT INFORMATION

Classes Offered:	Full-Time: Monday - Friday 8 to 2:30
Program Length:	1296 Hours (3 trimesters)
Program Location:	Pulaski Campus 1233 East College Street, Pulaski, TN 38478
Program Cost including Tuition, Fees plus Books/Supplies:	\$1,336 per trimester x 3 trimesters=4,008 \$1,220.43 Books/Supplies; Total Cost \$5,228.43* *These costs are subject to change.
Requirements:	Complete the Admissions Process Checklist
Financial Aid:	Available to those who qualify
For more information about our graduation rates, the median debt of students who completed the program, and gainful employment, please visit our website at www.tcatpulaski.edu .	

Tennessee College of Applied Technology-Pulaski does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Mike Whitehead; mike.whitehead@tcatpulaski.edu; P.O. Box 614; Pulaski, TN 38478; 931-424-2420.

PATIENT CARE TECHNOLOGY/MEDICAL ASSISTING COURSE OUTLINE

First Trimester	
Worker Characteristics	6 Hours
Nursing Aide	96 Hours
Anatomy & Physiology and Medical Terminology	120 Hours
Nurse Aide Clinical	24 Hours
Phlebotomy	150 Hours
Phlebotomy Clinical	36 Hours
Nurse Aide Certificate	432 Hours
Phlebotomy Certificate	186 Hours
Second Trimester	
Worker Characteristics	6 Hours
Electrocardiography	125 Hours
Electrocardiography Clinical	48 Hours
Medical Assistant I	253 Hours
Electrocardiogram Certificate	864 Hours
Patient Care Technology Diploma	864 Hours
Third Trimester	
Worker Characteristics	6 Hours
Math Meds	36 Hours
Clinical	311 Hours
Medical Assistant II	79 Hours
Medical Assistant Diploma	1296 Hours

Admission Requirements:

- * Applicants must be 18 years of age
- * Complete a TCAT-P application online
- * Provide a regular high school diploma or HiSet/GED transcript
- * ACT (current high school graduates) or HESI entrance exam score
- * Provide proof of 2 MMR and 2 Varicella immunizations/titers

T.B. Skin Test

Hepatitis B Immunizations

Flu Vaccination

Tetanus

- * Proof of Medical Insurance

- * Proof of Driver's License

Students are subject to drug screening, criminal background check, and possibly other vaccinations based upon clinical affiliation agreements.

For More Information, Please Contact
 Student Services Department
 P.O. Box 614, Pulaski, TN 38478
 931-424-4014

Accredited Member
 Commission of the Council on
 Occupational Education
 7840 Roswell Road, Building 300 Suite 325
 Atlanta, GA 30350
 Phone: (770) 396-3898 * (800) 917-2081

HOW TO APPLY FOR FINANCIAL AID

You must complete and submit the 2022-2023 FAFSA to apply for federal student aid and for state and institutional aid. The SCHOOL CODE for the Tennessee College of Applied Technology-Pulaski is 009464.

There are 3 ways to apply for financial aid. You will need to have your 2020 tax returns and W2's available in order to apply for any financial aid.

Option #1-Go to www.fafsa.ed.gov and apply online

Option #2-go to www.federalstudentaid.ed.gov to download and print a PDF version of the FAFSA

Option #3-Call 1-800-4-FED-AID (1-800-433-3243) and request a paper application by mail

If you choose to apply using *Option 1* listed above, you will need to create an FSA ID.

Please see attachment for further instructions on creating an FSA ID.

Select the option to "Fill out your FAFSA", and then select the "appropriate year FAFSA". At this point you will proceed and begin completing the FAFSA by answering each question that is asked. Do not leave any questions blank when completing the online FAFSA. If you fail to answer all the required questions, you will not be allowed to move on to the next screen. Once you have completed the entire application you will be asked to sign electronically. Be sure to submit the application completely, and do not close the web page until you receive a submission confirmation and get a confirmation number. If you do not get a confirmation number, then your application was not submitted correctly and will not be processed and sent to the school.

If you choose to apply using *Option 2 or 3* listed above, you will need to simply complete and sign the paper FAFSA form and mail it to the address listed on the FAFSA application, which is Federal Student Aid Programs, PO Box 7001, Mt. Vernon, IL 62864-0074.

If you complete the FAFSA online, please allow 7-10 days for processing. Allow 3-4 weeks for the paper applications to be processed. You may contact the school after allowing the appropriate processing time for your FAFSA to inquire about eligibility.

How to create an FSA ID

The FSA ID — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nsls.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.



Step 1

When logging in to one of the websites listed above, click the link to create an FSA ID.

Tip: Important: Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

Step 2

Create a username and password, and enter your e-mail address.

Step 3

Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

Step 4

If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

Step 5

Review your information, and read and accept the terms and conditions.

Step 6

Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid.

FSA ID Information		
	Student	Parent
FSA ID Username		
FSA ID Password		
Challenge? Answer #1		
Challenge? Answer #2		
Challenge? Answer #3		
Challenge? Answer #4		
Challenge? Answer #5		
Save Key Number		

Student Challenge Questions:

1.
2.
3.
4.
5.

Parent Challenge Questions:

1.
2.
3.
4.
5.

**Tennessee College of Applied Technology Pulaski
Patient Care Technology/Medical Assisting Program
2022-23**

I, _____, do hereby give permission to release information to
(Please Print Legibly Full Name)

Tennessee College of Applied Technology, all clinical affiliates, and the Patient Care Technology Advisors, related to any and all admission documents. This includes but is not limited to:

Criminal Background Check

9 Panel Drug Screen

Physical Exam and Immunizations

Proof of Medical Insurance

Proof of Citizenship

This information can and will be used as a requirement of eligibility to enter the Patient Care Technology/Medical Assisting program and attend clinical rotations at contracted agencies. Return directly to Mrs. Key the Coordinator of the program by the required date.

Please Print Name

Please Sign Name

Date



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

REFERENCE LETTER

TO WHOM IT MAY CONCERN:

I, the undersigned, request that the information requested on the Reference Form be released to the Tennessee College of Applied Technology-Pulaski's Patient Care Technology/Medical Assisting program. I understand, and agree, that this information will be treated as confidential by the instructors, and will not be available to anyone other than authorized personnel employed by this school or appointed to serve on the Selection Committee.

APPLICANT'S SIGNATURE: _____
First
Middle or Maiden
Last

I, _____, have applied for entrance into the Patient Care Technology/Medical Assisting Program conducted by the Tennessee College of Applied Technology in Pulaski. **PLEASE RETURN THIS COMPLETED AND SIGNED FORM TO THE APPLICANT, not TCAT PULASKI in a sealed envelope.**

EMPLOYMENT OR PROFESSIONAL REFERENCE

Employer or Business Name _____
 Employer Address _____
 Position Held _____
 Primary Duties _____
 Period of Employment: From _____ to _____
 Did applicant need more than normal supervision? _____
 Attendance during employment: average _____ excessive _____ none _____
 Reason for leaving? _____
 Would you rehire? _____

Please rate with regard to the following:

	Excellent	Good	Average	Fair	Poor
Attitude	_____	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____	_____
Ability to follow Directions	_____	_____	_____	_____	_____
Acceptance of Supervision	_____	_____	_____	_____	_____
Initiative	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Character/Honesty	_____	_____	_____	_____	_____

Additional Remarks: _____

NAME: (Please Print) _____ **Date:** _____
TITLE: _____ **Signature:** _____



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

Dear Prospective TCAT-Pulaski Student:

If you do not have access to the internet, then you can apply in person at TCAT-Pulaski.

To apply online:

1. Go to our website www.tcatpulaski.edu/apply/now
2. This will then take you to the Admission Login page. Click on First Time User Account Creation.
3. You will Create a Login ID, Create a Pin and Verify Pin. **(Please write it down! Do not lose it because you will need it later)**
4. You will then Login and it will take you to Select an Application Type.
5. Use the drop down box and pick whether you are a (A1) New College Applicant or (A2) Returning TCAT Applicant and hit Continue. (Note: If you select (A2) Returning TCAT Applicant, then you will have to fill out the entire Prior College Section).
6. It will direct you to Apply for Admissions where you will select your Admission Term **"Fall 2022"**. Enter your name and click Fill out Application.
7. *You will have an Application Checklist (blue icons). Please make sure you complete all fields.
8. Once you have successfully completed all icons they will each have a red check mark. Click Application is Complete.
9. Make sure you agree to the terms.

***Please note: Enter the phone number with no dashes or hyphens.**

931	4244014	This box is for extension only
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If you have any questions, please give me a call 931-424-2428.

Sincerely,

Tabitha Barnett
Admissions