Patient Care Technology/Medical Assisting Information

September 2022
REVISED

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 Patient Care/Medical Assisting.

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 $42 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 <u>forfeit</u> the $42 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.

<u>Deadlines needed by July 18, 2022</u>:
- **TCAT Pulaski online application**
- **ACT or HESI score**
- **Signed Release of Information (ferpa form) (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.

Patient Care students are accepted based on a points system. Simply passing the HESI does not guarantee entry into the program. Acceptance into the Patient Care 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

Amy Key RN, BSN
Director of Nursing and Allied Health

ak/enclosures

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
PULASKI

Patient Care Technology/Medical Assisting Program

2022-2023

Important dates to remember:

- ☐ **Deadline July 18, 2022:**
  - o **Completed Online Application**
  - o **Release of Information Signed (Inside the packet)**
  - o **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
  - o **Medical Insurance copy**
  - o **Valid Driver License copy**
  - o **3 Letters of Recommendation (Inside the packet)**
  - o **Entrance Exam (HESI) with a score of 60 in both Reading and Math or ACT Scores. The ACT cannot be a composite score.**

- ☐ **Mandatory Information Session July 21, 2022 9:00 am**
  - o **Packets for acceptance will be distributed with the instructions for the Criminal Background Check, Drug Screen, Physical and Vaccinations.**
  - o **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 Associate	**424-4014**
Tabitha Barnett, Admissions/Dual Enrollment	**424-2428**
Carrie Gilbert, Financial Aid Clerk	**424-2406**
Amy Key, PN Director	**424-2437**
Pam Molnar, PCT/MA Instructor	**424-2439**
Emmy Williams, Recruiter	**424-2400**

September Patient Care/Medical Assisting Program
2022-23

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

Tennessee College of Applied Technology-Pulaski, all clinical affiliates, and the South Central Regional Practical Nursing Advisory Committee, 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 Practical Nursing program and attend clinical rotations at contracted agencies. Return directly to Mrs. Key by published date.

_____ _____ _____
        Please Print Name   **Please Sign Name**   **Date**

HOW TO APPLY FOR FINANCIAL AID

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

There are 3 ways to apply for financial aid. You will need to have your <mark>2020 tax returns and W2's</mark> 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 your 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.

Creating and Using the FSA ID

What's an FSA ID?

The FSA ID is a username and password combination you use to log in to U.S. Department of Education (ED) online systems. The FSA ID is your legal signature and shouldn't be created or used by anyone other than you—not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID every year you fill out a *Free Application for Federal Student Aid* (FAFSA®) form and for the lifetime of your federal student loans.

How do I get an FSA ID?

Visit **StudentAid.gov/fsa-id/create-account/launch** to create an FSA ID. You'll need your Social Security number, full name, and date of birth. You'll also need to create a memorable username and password, and complete challenge questions and answers so you can retrieve your account information if you forget it.

You'll be required to provide either your email address or your mobile phone number when you make your FSA ID. Providing a mobile phone number and/or email address that you have access to will make it easier to log in to ED online systems and allow additional account recovery options.

Important: A Social Security number, email address, and mobile phone number can only be associated with one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID.

FSA ID Tips

- If you need to provide information about your parents on the FAFSA® form, one of your parents will need an FSA ID to sign the form. Your parent can create an FSA ID and then sign the FAFSA form electronically using that FSA ID. Not sure whether you'll need to put your parents' information on the FAFSA form? Check out **StudentAid.gov/dependency**. **Remember**: You should create your own FSA ID, and your parent should create his or her own FSA ID. Also make sure to use the correct FSA ID when signing the FAFSA form electronically.

- When you first create your FSA ID, the use of your FSA ID will be restricted to completing, signing, and submitting an original (first-time) FAFSA form. You'll have to wait one to three days for your information to be confirmed by the Social Security Administration (SSA) before you can use your FSA ID for other actions, such as submitting a FAFSA Renewal or signing a *Master Promissory Note*. If you provided an email address, then you'll receive an email letting you know that your information was successfully matched with the SSA, and you can begin using your FSA ID.

- If you forget your FSA ID username or password, look for the "Forgot My Username" and "Forgot My Password" links on log-in pages. These links will direct you to web pages where you can request a secure code to be texted to your verified mobile phone number or emailed to your verified email address. The secure code will allow you to retrieve your username or reset your password. You can also retrieve your username or reset your password by successfully answering your challenge questions. **Remember**: If you verified your email address or mobile phone number during account creation, you can enter your email address or mobile phone number instead of your username to log in.

Learn more about how you can use your FSA ID at **StudentAid.gov/help-center/answers/article/how-can-i-use-my-fsa-id-username-and-password**. Find this fact sheet at **StudentAid.gov/resources**.

May 2021

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.nslds.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.
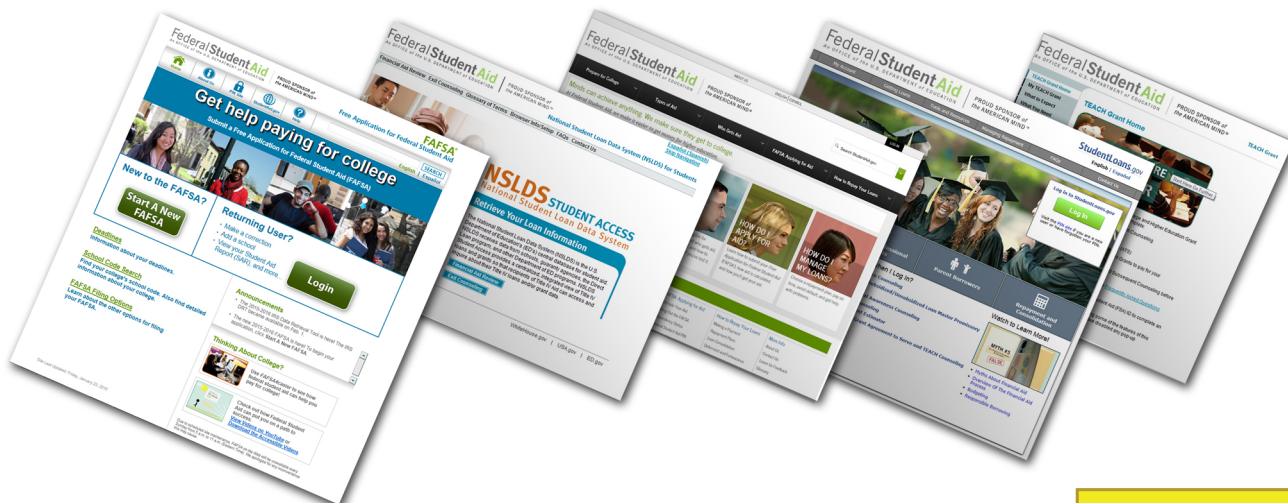
> **Tip: Important:** Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

Step 1 When logging in to one of the websites listed above, click the link to create an 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.

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

PROUD SPONSOR *of the* AMERICAN MIND®

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.

6/2021

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.

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.

HESI Points	ACT	
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

Hesi exam schedule 2022

Date	Time	Time	Date	Time	Time
January 10, 2022	9:30 AM	6:00 PM	July 11, 2022	9:30 AM	6:00 PM
January 24, 2022	9:30 AM	6:00 PM	July 18, 2022	9:30 AM	6:00 PM
January 31, 2022	9:30 AM	6:00 PM	July 25, 2022	9:30 AM	6:00 PM
February 7, 2022	9:30 AM	6:00 PM	August 8, 2022	9:30 AM	6:00 PM
February 14, 2022	9:30 AM	6:00 PM	August 15, 2022	9:30 AM	6:00 PM
February 28, 2022	9:30 AM	6:00 PM	August 22, 2022	9:30 AM	6:00 PM
March 14, 2022	9:30 AM	6:00 PM	September 12, 2022	9:30 AM	6:00 PM
March 21, 2022	9:30 AM	6:00 PM	September 19, 2022	9:30 AM	6:00 PM
March 28, 2022	9:30 AM	6:00 PM	September 26, 2022	9:30 AM	6:00 PM
April 4, 2022	9:30 AM	6:00 PM	October 3, 2022	9:30 AM	6:00 PM
April 11, 2022	9:30 AM	6:00 PM	October 10, 2022	9:30 AM	6:00 PM
April 18, 2022	9:30 AM	6:00 PM	October 24, 2022	9:30 AM	6:00 PM
May 9, 2022	9:30 AM	6:00 PM	November 7, 2022	9:30 AM	6:00 PM
May 16, 2022	9:30 AM	6:00 PM	November 14, 2022	9:30 AM	6:00 PM
May 23, 2022	9:30 AM	6:00 PM	November 28, 2022	9:30 AM	6:00 PM
June 6, 2022	9:30 AM	6:00 PM	December 5, 2022	9:30 AM	6:00 PM
June 13, 2022	9:30 AM	6:00 PM	December 12, 2022	9:30 AM	6:00 PM
June 20, 2022	9:30 AM	6:00 PM			

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 Practical Nursing 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 Practical Nursing Program conducted by the Tennessee College of Applied Technology in Pulaski. PLEASE RETURN THIS COMPLETED AND SIGNED FORM TO THE APPLICANT, *not TCAT PULASKI.*

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:**_____

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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:**_____

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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:**_____

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 |

If you have any questions, please give me a call 931-424-2428.

Sincerely,

Tabitha Barnett

Tabitha Barnett
Admissions