



**SOUTH CENTRAL TN REGIONAL
PATIENT CARE
TECHNOLOGY/MEDICAL
ASSISTING PROGRAM**

September 2023-2024



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 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 \$50 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 \$50 and you must re-schedule and repay the fee. Passing scores are required by Monday, July 18, 2023.

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, 2023. 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, 2023:

- 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, 2023.

There are 3 *blank reference forms* that need to be completed and returned Monday, July 18, 2023. 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, 2023

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, 2023 @ 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
Director of Nursing and Allied Health

ak/enclosures

Tennessee College of Applied Technology Pulaski

PCT/MA Class 2023-2024

- **Deadline Tuesday, July 18, 2023 TCAT Application Due**
- **Deadline Tuesday, July 18, 2023 ACT Scores or HESI Exam Scores**
- **Deadline Tuesday, July 18, 2023:**
 - TCAT Online Application
 - ACT or HESI Score
 - Signed Release of Information
 - Copy of High School Diploma/HiSET/GED or Transcript
 - Copy of Medical Insurance
 - Copy of Valid Driver License
 - 3 Letters of Recommendation
 - Proof of Healthcare Experience(s)
 - Proof of Military Experience
 - Proof of Post-Secondary Training or Degree
- **Mandatory Information Session @ TCAT Pulaski Friday, July 21, 2023; 9:00-12:00; all required documentation is absolutely due by this date.**
- **Acceptance contingent upon background check and drug screen results.**
- **Criminal Background Check and Drug Screen forms with instructions are given to you at the July 21 mandatory info session. This process could take 2 weeks.**
- **Deadline of July 11, 2023 for Physical Exam including vaccinations and titers.**
- **Tentative Class start date: Tuesday, September 5, 2023.**

***Students are selected using a point system. A copy of this is provided to you for your review. It is imperative that all items required be submitted by due dates. Do not procrastinate!**



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
Heating, Ventilation, Air
Conditioning and
Refrigeration
Industrial Electricity
Industrial Maintenance
Technology
Patient Care Technology/
Medical Assisting
Pharmacy Technology
Practical Nursing
Residential/Commercial
Wiring & Plumbing
Welding Technology

Training Locations

Main Campus (Pulaski, TN)
Lawrence County
Instructional Service Center
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.

Employment Opportunities:

- Hospitals
- Doctor's Offices
- Call Centers

Program Instructor:

Doug Rutherford
douglas.rutherford@tcatpulaski.edu
931-424-2960

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: Christa Williams, VP Student Services; christa.williams@tcatpulaski.edu; 931-424-2404; P.O. Box 614; Pulaski, TN 38478.

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**
- * **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



Dear Prospective TCAT-Pulaski Student:

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 save this information because you will need it.)
4. You will then Login and it will take you to Select an Application Type.
5. Use the drop-down box and choose (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 2023". 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 and you must agree to the terms.
9. If you do not have access to the internet, you can apply in person at TCAT-Pulaski.

*Please note: You will need to enter your phone information without dashes or hyphens and leave the extension box blank.

If you have any questions, please give a student services representative a call at (931)424-4014.

TCAT Pulaski Admissions

HOW TO APPLY FOR FINANCIAL AID

You must complete and submit the **2023-2024 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 **2021 tax returns and W2's** available in order to apply for any financial aid.

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

Option #2-go to <https://studentaid.gov/sites/default/files/2022-23-fafsa.pdf> to 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.

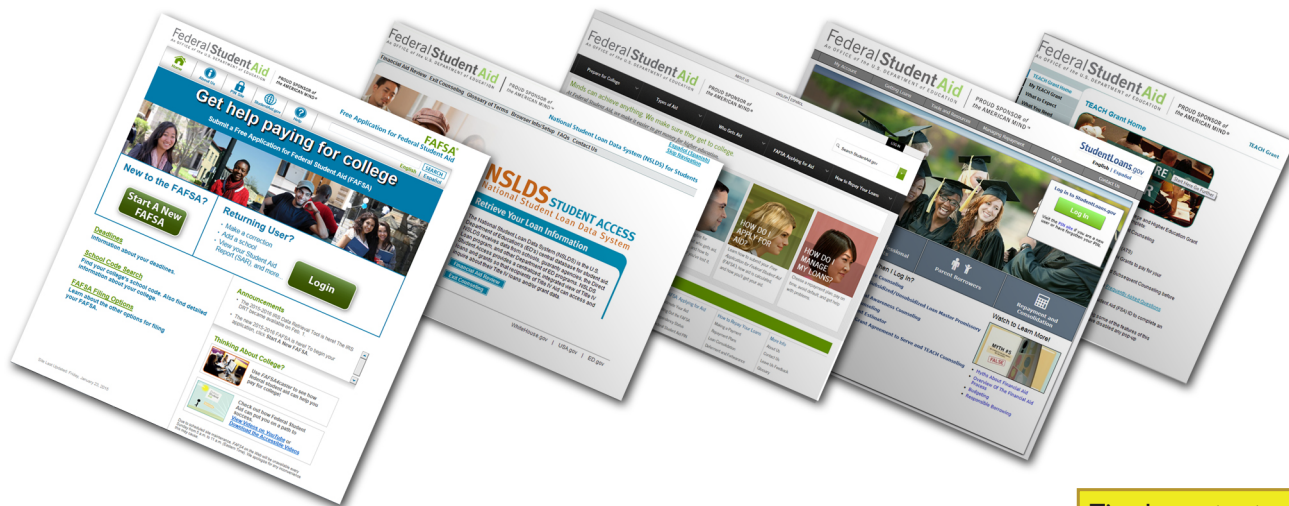
Select the option to “Fill out your FAFSA”, and then select the “appropriate year FAFSA”. At this point you will proceed and begin completing the FAFSA by answering each question that is asked. Do not leave any questions blank when completing the online FAFSA. If you fail to answer all the required questions, 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 7650, London, KY 40742-7650.

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.



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.

Hesi exam schedule 2023

Date	Time	Time
January 9, 2023	9:30 AM	6:00 PM
January 23, 2023	9:30 AM	6:00 PM
January 30, 2023	9:30 AM	6:00 PM
February 6, 2023	9:30 AM	6:00 PM
February 13, 2023	9:30 AM	6:00 PM
February 27, 2023	9:30 AM	6:00 PM
March 13, 2023	9:30 AM	6:00 PM
March 20, 2023	9:30 AM	6:00 PM
March 27, 2023	9:30 AM	6:00 PM
April 3, 2023	9:30 AM	6:00 PM
April 10, 2023	9:30 AM	6:00 PM
April 17, 2023	9:30 AM	6:00 PM
May 8, 2023	9:30 AM	6:00 PM
May 15, 2023	9:30 AM	6:00 PM
May 22, 2023	9:30 AM	6:00 PM
June 5, 2023	9:30 AM	6:00 PM
June 12, 2023	9:30 AM	6:00 PM
June 19, 2023	9:30 AM	6:00 PM

Date	Time	Time
July 10, 2023	9:30 AM	6:00 PM
July 17, 2023	9:30 AM	6:00 PM
July 24, 2023	9:30 AM	6:00 PM
August 7, 2023	9:30 AM	6:00 PM
August 14, 2023	9:30 AM	6:00 PM
August 21, 2023	9:30 AM	6:00 PM
September 11, 2023	9:30 AM	6:00 PM
September 18, 2023	9:30 AM	6:00 PM
September 25, 2023	9:30 AM	6:00 PM
October 2, 2023	9:30 AM	6:00 PM
October 9, 2023	9:30 AM	6:00 PM
October 23, 2023	9:30 AM	6:00 PM
November 6, 2023	9:30 AM	6:00 PM
November 13, 2023	9:30 AM	6:00 PM
November 27, 2023	9:30 AM	6:00 PM
December 4, 2023	9:30 AM	6:00 PM
December 11, 2023	9:30 AM	6:00 PM

**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.

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

<u>Post Secondary Training</u>	5 points
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<u>Military</u>	5 points
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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

**September Patient Care/Medical Assisting Program
2023-2024**

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

