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# Essential Requirements

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Division of Allied Health

Bossier Parish Community College

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*Rev 2/18/2019*

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## Medical Office Specialist Program

Allied health program admissions are based on academic achievement and additional program specific non-academic criteria that can be referenced in the catalog. Essential Requirements have been established by each program identifying the occupational specific technical standards required of students in the program. Decisions to apply for admission to the Medical Office Specialist Program should be made after considering the program Essential Requirements.

It is the responsibility of the program to be concerned with the rights of patients and clinical sites and to only place students in clinical education that are capable of providing safe, high quality health care. The following list represents reasonable expectations for the student enrolled in the Medical Office Specialist Program at Bossier Parish Community College.

It is the responsibility of the program applicants to carefully review the Essential Requirements and ask questions if not familiar with the standards and skills listed. Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with Medical Office Specialist training or clinical practice. Conditions that may lead to a high likelihood of student absenteeism should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. All applicants to the program must have the ability to meet the following standards and skills if accepted to the program in order to complete the educational requirements for the Medical Office Specialist Program.

If a student cannot demonstrate the following standards and skills without accommodation, it is the responsibility of the student to request an appropriate accommodation with the Coordinator for Section 504 and ADA by the application deadline. The College is committed to the principle of equal opportunity as defined in the catalog and will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not compromise patient safety or impose an undue hardship such as those that cause a significant expense or are unduly disruptive to the educational process.

## Essential Requirements for the Medical Assistant Program

Where applicable, use the following keys:

- **Listed indicators are required for proficient job performance or academic completion of the program**
- **Frequency indicators**
  - **O = Occasionally 1-33% F= Frequently 34-66% C= Constantly 67-100%**

<b>Mandatory Prerequisite Requirements</b>	<b>Freq</b>
Current AHA BLS Healthcare Provider certification	
Satisfactory Physical Exam	
Current OSHA & HIPAA education verification	
Completed Application Packet submitted by due date	
Health Insurance Maintained throughout Program Clinicals	
GPA 2.5 or better	
“C” or higher on prerequisite courses	
Absence of Criminal history or record	
Negative drug/alcohol screen (may also be performed randomly or ordered if student is under suspicion)	
<b>Immunizations</b>	
Hepatitis B series & titer	
Tetanus (within 10 years)	
2 MMR (only 1, if born before 1957)	
TB Test (Current for the year)	
Chicken Pox (Varicella Zoster) Titer	
Rubella Titer	
Influenza immunization (yearly)	
<b>Perceptual Requirements</b>	
<b>Sight</b>	
Near & far vision	C
Both eyes required	C
Depth perception	C
Distinguish colors and shades of color	C
See small type such as on medicine bottles, imprints on tablets, and syringe markings	C
See words on a computer screen and equipment monitors	C
See measurements markings	C
See small items, such as pills or tablets	C
Distinguish opacity of substances	C
Accurately observe demonstrations	C
Distinguish viscosity	C
<b>Touch</b>	
Ability to type or keyboard 35 wpm accurately	C
Tactile Sensory ability needed in tasks such as palpation and percussion performed during patient assessment	C
Repetitive hand and wrist movement	F
Fine motor abilities to manipulate small items, such as IV tubing, pills and needles	C
<b>Smell</b>	
Discriminate between odors	C
<b>Hearing</b>	

Auditory ability sufficient to hear coworkers, patients, or their representatives	C
Auditory ability to hear mechanical alarms and tones	C
<b>Intellectual Requirements</b>	
Process & communicate information in a timely manner	C
Read and understand typed, handwritten, verbal, and computer information	C
Able to problem solve, assess, analyze data and implement solutions	C
Able to think critically and distinguish relevant from irrelevant data	C
Able to memorize and categorize large quantities of information	C
Operate computers	C
<b>Written Communication Skills</b>	
Typing or word processing and data entry	C
Uses correct spelling, grammar, and punctuation	C
Writes legibly	C
Expresses thoughts of idea in written form	C
Concise and accurate documentation	C
<b>Clerical</b>	
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	C
<b>Perception</b>	
Spatial- ability to comprehend forms in space and understand relationship of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms	O
Form-ability to perceive pertinent details in objects or in pictorial or graphic material; to make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of line.	C
<b>Reasoning</b>	
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	C
<b>Mathematics</b>	
Simple Skills – Add, subtract, multiply and divide whole numbers, fractions, ratios, decimals, and percentages, calculate time and simple measurement	C
Complex Skills – Conversion between different weights, volume systems, applications of formulas	C
<b>Reading</b>	
Simple skills- Comprehend simple instructions and notations	C
Complex skills – Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules, reference and procedures and drawings.	C
<b>Oral Communication</b>	
Demonstrates respect for others with language	C
Instruction of others	C
Offers own thoughts and ideas with appropriate non-verbal expression	C
Uses correct grammar and expression	C
Communicate with people of different cultures and beliefs	C
Communicates with others in a respectful, confident and appropriate manner	C
Adjust for differences in age or education level	C
Capable of responsive empathetic listening	C
Capable of distinguishing between appropriate and inappropriate bedside conversation	C
<b>Environmental Factors</b>	

Indoor	C
Outdoor	O
Bright lighting	C
Machinery with moving parts	C
Exposure to blood and body fluids	F
Long or irregular hours	C
Exposure to sharp objects	C
Exposure to unpleasant biological odors	F
Exposure to dust, fumes, smoke, gases, odors, mists, or irritating particles	F
Exposure to toxic, caustic chemicals, or medications	F
Exposure to solvents, grease or oils	F
Working in confined spaces alone and with others	C
Exposure to graphic images or situations	O
<b>Physical Requirements</b>	
Good physical condition with ability to:	
Walk (at varying speeds)	F
Sit	O
Stand: prolonged position of standing	C
Twisting of body	C
Kneel	O
Bend forward	C
Pull: up to 50 lbs	C
Push: up to 50 lbs	C
Climb Stairs	O
Reach above shoulder level, below and in front of body	C
<b>Lift</b>	
Light: less than 15 lbs	C
Moderate: 15 to 20 lbs	C
Heavy: greater than 20 lbs	C
<b>Carry</b>	
Light: less than 15 lbs	C
Moderate: 15 to 20 lbs	C
Heavy: greater than 20 lbs	C
Maintain good balance with movement while performing tasks	C
Maneuver equipment safely	C
<b>Behavioral/Emotional Requirements</b>	
Ability to exercise sound judgement	C
Prompt completion of all tasks	C
Prioritize and manage multiple tasks	C
Able to manage stress effectively	C
Can function independently and unsupervised	C
Demonstrate time management	C
Follow directions	C
Organizational skills	C
Able to perform self-assessment	C
Able to recognize patient needs	C
Ability to receive and apply constructive criticism	C
Assumes responsibility and accountability for actions and outcomes	C
Effective use of resources	C

Maintains professional demeanor	C
Respects personal space of others	C
Recognizes limitations and seeks assistance	C
Maintains confidentiality	C
Establishes rapport and trust with patients and co-workers	C
Maintains composure during unpleasant or stressful situations	C

**Acknowledgement of Essential Requirements for the Medical Office Specialist Program**

I, \_\_\_\_\_, have been informed of the Essential Requirements of the Bossier Parish Community College Medical Office Specialist Program. I have carefully reviewed the Essential Requirements and have asked questions if I was unfamiliar with the standards and skills listed. If I believe I require accommodation, I will request an appropriate accommodation with the Coordinator for Section 504 and ADA by the application deadline. I am aware that certain chronic and recurrent illnesses and problems that interfere with patient care or safety may be incompatible with Medical Office Specialist training or clinical practice. I have also considered any conditions that I may have that may lead to a high likelihood of absenteeism. I have been informed that deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. I have the ability to meet the standards and skills listed in the Essential Requirements and agree to complete the educational requirements for the Medical Office Specialist program, if accepted to the program.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed