



Medical Assistant Student File Checklist

Admissions:

- **Online Application** (Athenacareers.edu)
- **Information Session**
- **Wonderlic Assessment - \$25 Date:** _____
- **Financial Aid Appointment**
- **Sign Enrollment Agreement**
- **Government Issued Identification**
- **Signed Social Security Card** (No lamination)
- **High School/ GED Transcript**
(Must include student's name, school name and address, proof through the 12th grade, graduation/ test date, and a signature from a school representative, if possible)
- **Emergency Medical Form**
- **Orientation Attendance Receipt**

This checklist is to be used as a guide to help you with the enrollment process and is not to be considered a contract of any kind. Requirements and fees are subject to change.

*The following documents will be required for the externship assignment towards the end of the program.
DO NOT obtain these documents until you are instructed to do so by the Allied Health Director or designee.*

- CPR Card- Health Care Provider by the American Heart Association **ONLY**
- Complete a Physical (signed and dated by a physician or qualified medical representative) which must be less than 6 months from the start date of externship experience
- Complete and pass a drug screen (**May be required**)
- Complete and pass a BCI & FBI Background Check (**May Be Required**)
- 2-Step TB within one year of starting externship experience (Current 2-step which includes an injection in each arm 1-3 weeks apart or proof of original 2-step and up to date annuals or clear chest x-ray stating clear for TB)
- Hepatitis B Vaccination Series (3 injection series or titer-anytime in lifetime or signed Athena Hepatitis Vaccine Waiver)

All health records MUST be complete before attending the externship.

Start Date: _____

Enrollment Deadline: _____