

can find assistance, health risks associated with the use of illicit drugs and the abuse of alcohol and / or marijuana and warning signals is available at the Counseling Department and Student Activities Office.

Classroom Etiquette (manners):

Due to the required changes in how coursework is delivered, most if not all, theory classes will be conducted through digital media, Primarily Zoom. For remote synchronous classes, the date & time of the class will be as listed in the quarterly class registration book (print/online). You will notice that the majority of the following policies apply to both in person and remote learning.

- ❖ Tardiness is disruptive to the learning environment and disrespectful to peers and the instructor, thus displaying unprofessional behavior. The student is expected to be settled in class when the class begins.
- ❖ Students should be prepared to remain in class until a scheduled break and/or class is dismissed. Urgent circumstances are the exception; generally, students should tend to washroom needs before and after class, or during scheduled breaks.
- ❖ When instructors, guest speakers or fellow students are presenting content, students are to display respectful attentive behaviors. Disruptive and/or rude activities or behaviors are unprofessional and will not be tolerated in the learning environment. Repeated incidents of any disruptive or discourteous behavior may lead to termination from the MA program. Smaller break out rooms will be offered on Zoom.
- ❖ Children are not allowed in the physical classroom, period. Safety concerns, content presented or discussed during class is often inappropriate for children; as well as, children can be distracting and disruptive to the overall learning environment.
- ❖ Cell phones should be “off” and out of sight during all in-class sessions (digital or in person) and clinical experiences. Violations and violators will be dealt with accordingly by the course instructor. Cell phones will be face down on the table top for all quizzes and exams. Violations will be dealt with by the course instructor or clinical supervisor. Some exams will be proctored digitally.

Any disruption of the class and/or the learning environment will not be tolerated. If such behavior continues after a student has been warned, he/she may be dismissed from the MA program, period.

Falsification of Records:

Falsification of any records, or false reporting, will not be tolerated. Students determined by faculty to have falsified either their own records (IE: history & physical, criminal record history, etc.) or any form of patient related records will be terminated from the program.

Violations of Patient Confidentiality:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

HIPAA Overview: *“The first-ever federal privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers took effect on April 14, 2003. Developed by the Department of Health and Human Services (HHS), these new standards provide patients with access to their medical records and more control over how their personal health information is used and disclosed. They represent a uniform, federal floor of privacy protections for consumers across the country. State laws providing additional protections to consumers are not affected by this new rule.”* (<http://www.hhs.gov/news/facts/privacy.html>, 2003).

Patient confidentiality is a professional, ethical, moral and legal responsibility. Patient confidentiality is an expectation for all healthcare workers and students. Examples of violations include but are not limited to, removal of any patient records that have possible identifiers, photos taken of patients or those that potentially include patient documents, sharing information about a patient on social media, and any patient related discussion that may be overheard by those without the *need to know* that occurs in any location other than the immediate patient-care or

classroom/learning environment. Students determined by program faculty and/or clinical site to have violated patient confidentiality will be terminated from the MA program without exception.

Understanding and signing the Confidentiality Form contained in the Handbook is required prior to beginning the clinical experience. The practicum site may require you to sign a facility specific confidentiality form also. Copies will be kept in your personal file on campus and at the clinical site.

PERSONAL HEALTH & PROGRAM SAFETY

PHYSICAL & MENTAL REQUIREMENTS

The requirements on admission hold true throughout the entirety of the medical assistant program. Students must have the physical, intellectual and emotional abilities to provide safe patient care; visual acuity, hearing, speech, manual dexterity (fine & gross motor skills), physical strength (ability to lift & move a minimum of 50 lbs) plus physical and mental stamina and endurance (ability to be mobile for 8-12 continuous hours with continued clarity of mind) must be maintained. Refer to the Technical Standards.

Students are to notify their lead instructor and Program Director/Practicum Coordinator of any condition or change in preexisting condition that interferes with the “physical, intellectual and emotional abilities to provide safe medical assisting care”. Instructor(s) and /or the program director are the final authority for determining a student’s ability to provide safe classroom participation or medical assisting care and therefore remain in the medical assistant program.

Please note: under certain circumstances, a physicians’ permission/release will be requested in order for a student to take part in certain classroom activities (IE: pregnancy, prescribed immunosuppressant drugs, for example)

STUDENT ATTIRE AND ID

Uniform & Dress Code

Students are required to wear the CCC medical assistant program uniform and lab jacket, including identification nametags and picture identification, to all clinical activities, as well as MA program courses; NO EXCEPTIONS. On campus, the classroom instructor will have the final say as to appropriate, professional and safe attire. In externship Student Medical Assistant will adhere to the dress code below, wearing the program uniform with student name tag, required clinic ID, continuously identifying oneself as a “student medical assistant”.

Professional Appearance: you are entering a career in which you provide a service to the community in which you live.

CCC Student Identification name-tags are worn on the outermost layer of uniform attire, e.g., scrub top and lab jacket, clearly visible/readable on the upper left torso. Medical assistant program emblem patch, purchased at the bookstore, must be worn on the left sleeve of both the lab jacket and uniform shirt (sewn 2" below the shoulder seam).

1. Shoe style is not standardized, but must be black leather athletic or black ‘nursing’ style shoes with non-slip, non-marking soles. Must meet OSHA criteria.
 - No crocs, dress shoes, canvas or mesh athletic shoes; purchase leather shoes with nonskid/non-marking soles.
 - Stockings are to match shoe color (black) and *cover the ankle* (no athletic sox).
 - Shoes are to be kept clean.
2. A ¾ length solid black or gray V-neck tee shirt may be worn under the uniform shirt if desired. No other shirt styles or colors are permissible.
 - No shirts with prints, visible logos, collars or hoodies
 - Skin, shirts, tee shirts or camisoles should not be visible under scrub top
3. Scrub pants must be hemmed to proper length.
 - Scrub pants should not be worn over jeans or sweat pants, etc Doing so

- compromises the professional look of the attire.
 - Be size wise! Scrub pants should cover all they are intended to!
4. Permitted jewelry includes watch (with second hand - required), engagement & wedding rings, and no more than 2 discreet (pierced) post style ear lobe rings per ear.
 - Brow bars, ear/neck bars, nose piercings, lip rings or bars, bling, dangling-styled or hoop earrings, etc ... all are a safety concern and thus are not permitted.
 - Necklaces and bracelets are not to be worn while in uniform
 5. 'Clinic hair' is hair that is pulled up / pinned away from the face, off the shoulders and does not have the ability to fall forward when bending, stooping or twisting.
 - Hair is to be clean, worn short or pulled back in a professional style so that it may be contained completely off the neck and shoulders assuring that it does not fall forward. Long bangs must be pinned away from the face while in uniform.
 - Hair color should be within the natural color range (blonde, natural red, brown, black, gray).
 6. All visible tattoos and body piercings will be covered while in uniform or representing the CCC MA Program.
 7. Sideburns, mustaches and/or beards are to be clean, short and neat. (OSHA N95 fitting)
 8. Fingernails are to be trimmed short and kept clean. Colored nail polish and artificial nails are strictly prohibited. Clear polish is acceptable.
 9. Make-up is to be *natural* looking. This means excessive eye liner, fake eyelashes, non-neutral eye shadows, excessive blush and lipstick, rhinestones and glitter are not considered natural looking. 'Club' style make-up, night wear make-up, or bling make-up is not professional.
 10. Smoking while in uniform is prohibited for the health and safety of peers, staff and patients that may be sensitive to cigarette smoke.
 - Harmony is a smoke free campus - Parking lot included.

A soiled, wrinkled and/or torn uniform will not be tolerated on campus or in the clinical setting as it is considered offensive and fails to demonstrate professionalism. Improper attire may result in being sent home for the day. An inability to comply may result in dismissal from the program.

WITHOUT EXCEPTION - Students will present themselves in appropriate professional attire during their medical assisting academic terms. In such attire, representation of the Clackamas Community College Medical Assistant program must be demonstrated in a positive, professional manner whether on or off campus, or in the clinical facility.

Noncompliant students' risk being sent home and receiving a zero for the day.

Again: *You are entering a helping profession, one of service to others, not a profession of individualization.*

- ❖ Fragrances and body odors are prohibited on campus and in clinical practicum, because of offensiveness and/or because they are medically dangerous to others. Fragrance Free is the healthcare standard. Some examples include:
 - ✓ Sprays : hair and body mist
 - ✓ Lotions, make-up and/or powders
 - ✓ Perfume, colognes and aftershave
 - ✓ Poor hygiene resulting in body/perspiration odors
 - ✓ Unkempt clothes and uniform
 - ✓ Halitosis (*ie:* poor dental hygiene, coffee/tea/garlic/onion/strong curry or other food odors, tobacco odors)

The following are considered unprofessional and are not allowed during a medical assisting classroom or externship activity:

- ❖ Jeans, sweatshirts, sweat pants, shorts, t-shirts and caps with inappropriate or unprofessional graphics.

- ❖ Hoodies, sweats or jeans under or over scrub uniforms.
 1. Layer with black/white tee and lab jacket for warmth and professional look
- ❖ Revealing styles and fabrics: Exposed midriffs, cleavage, undergarments or high slit skirts
- ❖ Adornment: Visible body piercing, except as noted for earrings. Necklaces, bangle brackets, broaches and rings other than wedding/engagement.
- ❖ Visible tattoos or body piercings
- ❖ Gum chewing
- ❖ Dental grilles
- ❖ Long or artificial nails
- ❖ Smoking or use of any tobacco products
- ❖ Alcohol use less than 12 hours before class or clinical shift

NOTE: Students not meeting the Uniform/Dress Code and Personal Appearance standards will be directed to leave the setting until properly attired. Repeated offences will be deemed noncompliance with professional standards and may result in dismissal from the MA program.

SELF CARE

Students are expected to take care of themselves in such a way that good choices and a healthy lifestyle become regular activities of daily living, and a positive model to our patients. The stressors of studying, family, varying class or externship schedules, plus the requirements surrounding course-work and clinical activities can lead to sleep deprivation and fatigue. This can take a toll on your physical, mental and emotional health; therefore interfering with your ability to learn. As such, inadequate self-care becomes both an academic and personal issue.

Good and adequate nutrition, time management, prioritization and organizational skills are of great importance to your success. *Once you get behind in your studies, it becomes even more challenging to 'catch up'.* Please note that CCC provides free of charge counseling services here on Harmony Campus. Counselors are available to assist you in this time of transition. <https://www.clackamas.edu/campus-life/student-services/counseling>

ACADEMIC AFFAIRS

Instructor as Final Authority on Academic Decisions:

Instructors retain final, non-negotiable decision-making authority for any matter that relates ultimately to academics, competencies, safety and professionalism. Students unable to meet core curriculum course requirements for any reason, will be terminated from the program.

Syllabus – Your Guide to Requirements:

The syllabus for each course guides the learning and identifies course requirements. Daily class topics are located in the syllabus, as are testing dates, evaluation criteria, and specifics regarding classroom participation and written requirements. If you need further clarification, please contact the instructor. Contact information is provided.

ACADEMIC STANDING

Students need to be aware of their academic standing at all times. Students are encouraged to meet with their instructors regularly to discern current academic standing in each of their courses. The majority of the program instructors use Moodle; in which the student has access to current academic standings, 24/7.

Students having concerns about an earned grade or academic standing within the MA program should meet with the appropriate instructor first to seek resolution. If satisfactory resolution does not occur, the student may meet with the Program Director, and then the Health Sciences Director, who will ultimately facilitate resolution of the matter with the instructor and student.

Student Learning Contract

A Student Learning Contract may be used to enable an instructor to bring deficiencies to the student's attention and enable the student to work on specified weaknesses that will prevent the student from moving forward if left unaddressed. It must be signed by both parties and the student must adhere to the agreed contract in order to continue with the MA program.

Dismissal from the Medical Assistant Program:

Dismissal from the CCC MA program is based on issues of professional / academic integrity or the student's inability to meet course and/or MA program requirements (including professionalism). *Please note: Anything that interferes with a student's ability to deliver safe and effective care for patients or peers, or puts his/her-self in jeopardy, will be grounds for dismissal from the MA program. Some, but not all, of the reasons for immediate dismissal are listed below. Refer again to the grading standard on page 10 of this document*

- **Per CAAHEP/MAERB requirements: 100% of the psychomotor and affective competencies must be passed successfully in order to pass core curriculum and move forward within the program.**

Clinical Agency's Refusal of Student for Externship Practicum.

A clinical agency's refusal of a student for clinical practicum participation or refusal to allow a student to return to the clinical site to complete practicum requirements will lead to the student's immediate suspension from all clinical activities and ultimate dismissal from the program. A student denied or dismissed from participation in a clinical agency may not be placed in an alternate clinical setting. Examples of potential reasons for dismissal from clinical site may include, but are not limited to:

*Student does not meet Oregon Health Authority (OHA) requirements
Occupational Safety & Health Administration requirements
Violation of Patient Confidentiality- HIPAA Regulations*

It is mandatory for healthcare professionals and students to maintain a patient's individually identifiable health information, PHI. Compromising PHI is prosecutable by law. In as such, violation of patient confidentiality issue(s) is grounds for immediate dismissal from the MA program and/or the clinical practicum.

Confidentiality compromised by social media:

- ❖ Students and healthcare workers must display professional, ethical behavior at all times. Unauthorized disclosure of patient information on social media is not only a HIPAA violation; it is a violation of TRUST between the patient and the healthcare provider. Students performing practicums/internships for program completion must demonstrate the high professional standards expected of healthcare workers by protecting patient privacy and report incidences of privacy breaches found on social media to their supervisor or clinical coordinator to determine the appropriate course of action. (AMT EVENTS, HIPAA Violations on Social Media: THINK Before You Post!; pg. 26, March 2015.) *American Medical Technologists*

Arrest and/or Conviction

Students arrested for any crime will be immediately suspended from all program courses until the CCC administration can investigate the incident and may lead to dismissal from the program. The student may request a hearing per the CCC Student Handbook guidelines. Please note that CCC cannot place student externs in clinical sites that are currently undergoing criminal investigations, or have recently been convicted of a criminal offense not yet noted on Criminal Background Check. This includes, but is not limited to: DUI / DUII / DWI or other criminal mischief.

Violation of Alcohol and Substance Abuse Policy (including marijuana use)

Any violation of the CCC Alcohol and Substance Abuse Policy will lead to immediate suspension from all classroom and/ or clinical activities, and dismissal from the program.

Demonstrated Inability to Provide Safe Medical Assistant Care.

A student who demonstrates repeated unsatisfactory medical assisting care, a significant unsafe event

jeopardizing patient or student peer safety, repeated lack of or inappropriate preparation for patient care, and/or inadequate physical or mental abilities to provide safe medical assisting care will be immediately suspended from all classroom or externship activities.

Based on the instructor and/or the externship preceptors' determination of the safety violation, the student may either be placed on learning contract or immediately terminated from the MA program. The course instructor(s), Program Director, Clinical Coordinator and/or the clinical site supervisor together, have the final authority for determining safe medical assisting practice.

Demonstrated unprofessional and/or unethical behavior

A student who fails to demonstrate satisfactory professional and/or ethical behaviors, attitudes and/or actions in the classroom, or while representing Clackamas Community College, Medical Assistant Program either on or off campus, on social media or during the externship experience may either be placed on a learning contract or immediately terminated from the MA program.

Interruption in Medical Assistant Program Sequence/Readmission Procedure.

Students in the MA program who do not meet the academic and/or competency requirements necessary for enrollment in the succeeding term; students who elect not to continue in the normal curriculum sequence; or students that have been exited from an academic course or the medical assistant program for any reason, will forfeit their position in the medical assistant program. Reapplication to the program will not be considered.

However, if extenuating circumstances beyond the student's control occur during the academic year, the student has the right to bring his/her case before the Allied Health Department Board of Review. The board will be comprised of Allied Health Department program directors and division administrators. The student may present his/her case, requesting special consideration for readmission to the Medical Assistant Program. Readmission, if considered as the appropriate resolution, will be granted on a space available basis; the student must then return to the program within one year. No further consideration will be made after that time.

PETITION TO GRADUATE

The prospective graduate must submit the *Petition to Graduate form* to the CCC Registrar's Office at least one full term before graduation to allow time for a graduation check to be completed. *Petition to Graduate forms* are available on-line.

CURRENT CONTACT INFORMATION

Students are required to submit address (and immediate notification of change name or address change), home and cell phone numbers, and email address to department secretary and their program director at the beginning of each term. Contact information must be kept current at all times throughout the program. Not only do clinical agencies require current phone numbers of all students participating in clinical activities, but also department faculty and staff must be able to contact students immediately related to class/externship matters.

APPOINTMENTS WITH INSTRUCTOR

Students should feel free to consult with instructors about academic or clinical concerns at any point in the educational process. Instructors' schedules and office hours are listed on course syllabi. Students are welcome and greatly encouraged to stop by during open office hours or contact the instructor for an appointment. On campus: Students will not be allowed access to any instructor's office if that instructor is not available.

PERSONAL MESSAGES

On Campus: Classes will not be interrupted except for emergencies. Students are not to receive phone calls in the classroom or clinical facilities unless it is an emergency. During an emergency, calls can be directed to the Health Science Department Administrative Secretary, who will notify the student in the classroom: (503) 594-6589. Disruption of class (or patient care) to answer a call or text is discourteous, potentially unsafe, and unprofessional. Cell phones and all electronic equipment are to be turned off during those times.

Core Curriculum for Medical Assistants ~ Medical Assisting Education Review Board (MAERB)

Foundations for Clinical Practice: Medical assistants graduating from programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession. They will incorporate the cognitive knowledge in performance of the psychomotor and affective domains in their practice as medical assistants in providing patient care.



Student Name : _____
 Date of Graduation : **11 June 2021**

Master Competency Checklist [2015] MAERB Core Curriculum

Psychomotor & Affective Competencies	Grade	Pass	Date	Int.
I Anatomy & Physiology				
I.P.1. Measure and record:				
a. blood pressure				
b. temperature				
c. pulse				
d. respirations				
e. height				
f. weight				
g. length (infant)				
h. head circumference (infant)				
i. pulse oximetry				
I.P.2. Perform:				
a. electrocardiography				
b. venipuncture				
c. capillary puncture				
d. pulmonary function testing				
I.P.3. Perform patient screening using established protocols				
I.P.4. Verify the rules of medication administration:				
a. right patient				
b. right medication				
c. right dose				
d. right route				
e. right time				
f. right documentation				
I.P.5. Select proper sites for administering parenteral medication				
I.P.6. Administer oral medications				
I.P.7. Administer parenteral (excluding IV) medications				

I.P.8. Instruct and prepare a patient for a procedure or a treatment				
I.P.9. Assist provider with a patient exam				
I.P.10. Perform a quality control measure				
I.P.11. Obtain specimens and perform:				
a. CLIA waived hematology test				
b. CLIA waived chemistry test				
c. CLIA waived urinalysis				
d. CLIA waived immunology test				
e. CLIA waived microbiology test				
I.P.12. Produce up-to-date documentation of provider/professional level CPR				
I.P.13. Perform first aid procedures for:				
a. bleeding				
b. diabetic coma or insulin shock				
c. fractures				
d. seizures				
e. shock				
f. syncope				
I.A.1. Incorporate critical thinking skills when performing patient assessment				
I.A.2. Incorporate critical thinking skills when performing patient care				
I.A.3. Show awareness of a patient's concerns related to the procedure being performed				
II Applied Mathematics				
II.P.1. Calculate proper dosages of medication for administration				
II.P.2. Differentiate between normal and abnormal test results				
II.P.3. Maintain lab test results using flow sheets				
II.P.4. Document on a growth chart				
II.A.1. Reassure a patient of the accuracy of the test results				
III Infection Control				
III.P.1. Participate in bloodborne pathogen training				
III.P.2. Select appropriate barrier/personal protective equipment (PPE)				
III.P.3. Perform handwashing				
III.P.4. Prepare items for autoclaving				
III.P.5. Perform sterilization procedures				

III.P.6. Prepare a sterile field				
III.P.7. Perform within a sterile field				
III.P.8. Perform wound care				
III.P.9. Perform dressing change				
III.P.10. Demonstrate proper disposal of biohazardous material				
a. sharps				
b. regulated wastes				
III.A.1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings				
IV Nutrition				
IV.P.1. Instruct a patient according to patient's special dietary needs				
IV.A.1. Show awareness of patient's concerns regarding a dietary change				
V Concepts of Effective Communication				
V.P.1. Use feedback techniques to obtain patient information including:				
a. reflection				
b. restatement				
c. clarification				
V.P.2. Respond to nonverbal communication				
V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients				
V.P.4. Coach patients regarding:				
a. office policies				
b. health maintenance				
c. disease prevention				
d. treatment plan				
V.P.5. Coach patients appropriately considering:				
a. cultural diversity				
b. developmental life stage				
c. communication barriers				
V.P.6. Demonstrate professional telephone techniques				
V.P.7. Document telephone messages accurately				
V.P.8. Compose professional correspondence utilizing electronic technology				
V.P.9. Develop a current list of community resources related to patients' healthcare needs				

V.P.10. Facilitate referrals to community resources in the role of a patient navigator				
V.P.11. Report relevant information concisely and accurately				
V.A.1. Demonstrate:				
a. empathy				
b. active listening				
c. nonverbal communication				
V.A.2. Demonstrate the principles of self-boundaries				
V.A.3. Demonstrate respect for individual diversity including:				
a. gender				
b. race				
c. religion				
d. age				
e. economic status				
f. appearance				
V.A.4. Explain to a patient the rationale for performance of a procedure				
VI Administrative Functions				
VI.P.1. Manage appointment schedule using established priorities				
VI.P.2. Schedule a patient procedure				
VI.P.3. Create a patient's medical record				
VI.P.4. Organize a patient's medical record				
VI.P.5. File patient medical records				
VI.P.6. Utilize an EMR				
VI.P.7. Input patient data utilizing a practice management system				
VI.P.8. Perform routine maintenance of administrative or clinical equipment				
VI.P.9. Perform an inventory with documentation				
VI.A.1. Display sensitivity when managing appointments				
VII Basic Practice Finances				
VII.P.1. Perform accounts receivable procedures to patient accounts including posting:				
a. charges				
b. payments				
c. adjustments				
VII.P.2. Prepare a bank deposit				
VII.P.3. Obtain accurate patient billing				

information				
VII.P.4. Inform a patient of financial obligations for services rendered				
VII.A.1. Demonstrate professionalism when discussing patient's billing record				
VII.A.2. Display sensitivity when requesting payment for services rendered				
VIII Third Party Reimbursement				
VIII.P.1. Interpret information on an insurance card				
VIII.P.2. Verify eligibility for services including documentation				
VIII.P.3. Obtain precertification or preauthorization including documentation				
VIII.P.4. Complete an insurance claim form				
VIII.A.1. Interact professionally with third party representatives				
VIII.A.2. Display tactful behavior when communicating with medical providers regarding third party requirements				
VIII.A.3. Show sensitivity when communicating with patients regarding third party requirements				
IX Procedural and Diagnostic Coding				
IX.P.1. Perform procedural coding				
IX.P.2. Perform diagnostic coding				
IX.P.3. Utilize medical necessity guidelines				
IX.A.1. Utilize tactful communication skills with medical providers to ensure accurate code selection				
X Legal Implications				
X.P.1. Locate a state's legal scope of practice for medical assistants				
X.P.2. Apply HIPAA rules in regard to:				
a. privacy				
b. release of information				
X.P.3. Document patient care accurately in the medical record				
X.P.4. Apply the Patient's Bill of Rights as it relates to:				
a. choice of treatment				
b. consent for treatment				
c. refusal of treatment				
X.P.5. Perform compliance reporting based on public health statutes				

I.P.9. Assist provider with a patient exam				
I.P.10. Perform a quality control measure				
I.P.11. Obtain specimens and perform:				
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c. nonverbal communication				

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VIII.P.4. Complete an insurance claim form				
VIII.A.1. Interact professionally with third party representatives				
VIII.A.2. Display tactful behavior when communicating with medical providers regarding third party requirements				
VIII.A.3. Show sensitivity when communicating with patients regarding third party requirements				
IX Procedural and Diagnostic Coding				
IX.P.1. Perform procedural coding				
IX.P.2. Perform diagnostic coding				
IX.P.3. Utilize medical necessity guidelines				
IX.A.1. Utilize tactful communication skills with medical providers to ensure accurate code selection				
X Legal Implications				
X.P.1. Locate a state's legal scope of practice for medical assistants				
X.P.2. Apply HIPAA rules in regard to:				
a. privacy				
b. release of information				
X.P.3. Document patient care accurately in the medical record				
X.P.4. Apply the Patient's Bill of Rights as it relates to:				
a. choice of treatment				
b. consent for treatment				
c. refusal of treatment				
X.P.5. Perform compliance reporting based on public health statutes				
X.P.6. Report an illegal activity in the healthcare setting following proper protocol				
X.P.7. Complete an incident report related to an error in patient care				
X.A.1. Demonstrate sensitivity to patient rights				
X.A.2. Protect the integrity of the medical record				
XI Ethical Considerations				
XI.P.1. Develop a plan for separation of personal and professional ethics				
XI.P.2. Demonstrate appropriate response(s) to ethical issues				
XI.A.1. Recognize the impact personal ethics and morals have on the delivery of healthcare				

XII Protective Practices				
XII.1. Comply with:				
a. safety signs				
b. symbols				
c. labels				
XII.2. Demonstrate proper use of:				
a. eyewash equipment				
b. fire extinguishers				
c. sharps disposal containers				
XII.3. Use proper body mechanics				
XII.4. Participate in a mock exposure event with documentation of specific steps				
XII.5. Evaluate the work environment to identify unsafe working conditions				
XII.A.1. Recognize the physical and emotional effects on persons involved in an emergency situation				
XII.A.2. Demonstrate self-awareness in responding to an emergency situation				

Additional Comments

What type of administrative duties did the student perform? What type of administrative duties did the student observe?

What type of clinical duties did the student perform? What type of clinical duties did the student observe?

Signature of individual completing this evaluation _____

Printed name & credentials _____

Title _____ Date _____

Facility _____

Date _____



CONFIDENTIALITY STATEMENT

Confidentiality of patient and employee medical information is a legal and ethical right. Actively safeguarding every patient's right is a responsibility that we all share. It is a responsibility that, if met, protects our own right to privacy. The patient confidentiality policy prohibits any unauthorized or indiscriminate access to or disclosure of patient information outside those with the 'need to know' within the medical setting.

No student should have access to or has the right to review or disclose personal information, medical, financial, or otherwise, except when necessary in the regular course of business.

Discussion, transmission, or disclosure in any form, of patient information, except in the regular course of business as it is conducted within the externship site, is prohibited.

Any violation of this policy will constitute grounds for immediate disciplinary action, including discharge from the MA externship and thus the MA program, without recourse.

I understand the Health Insurance Portability and Accountability Act (HIPAA) and the implications in the ambulatory care setting.

I have read and understand the meaning of this statement.

Signature of MA Student

Date

Printed name of MA Student

Signature of Clinical Site Director / Site Preceptor

Date

Program Clinical Coordinator

Date

This form must be signed by the student and the clinical site director/manager. The site is encouraged to keep a copy for their records. It is the student's responsibility to mail a copy of this agreement to the MA Program Director, within the first week of externship, 2021.



Medical Assistant Program

Medical Assistant Time Sheet

Name of Practicum Student being evaluated: _____

Name of medical facility: _____

Printed Name of supervisor responsible for timesheet approval _____

- Student to notify Program Director of weekend hours for on-call purposes

Week 1	Preceptors comments	Start time – end time of shift	Total hours (not including lunch)	Preceptor / Supervisor Signature & credential
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

Must have approval for Sun hours

Additional Comments:

Week 2	Preceptors comments	Start time – end time of shift	Total hours (not including lunch)	Preceptor / Supervisor Signature & credential
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

Must have approval for Sun hours

Additional Comments:

Week 3	Preceptors comments	Start time – end time of shift	Total hours (not including lunch)	Preceptor / Supervisor Signature & credential
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

Must have approval for Sun hours

Additional Comments:

Week 4	Preceptors comments	Start time – end time of shift	Total hours (not including lunch)	Preceptor / Supervisor Signature & credential
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

Must have approval for Sun hours

Additional Comments:

Week 5	Preceptors comments	Start time – end time of shift	Total hours (not including lunch)	Preceptor / Supervisor Signature & credential
Mon				

Tues				
Wed				
Thurs				
Fri				
Sat				

Additional Comments:

Additional hours: Interview, On-boarding: Orientation, EPIC training, etc

Date	Preceptors comments	Start time – end time of shift	Total hours (not including lunch)	Preceptor / Supervisor Signature & credential
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				

Additional Comments:

Total number of *on-site* clinic hours _____ (200 hours required)

Total number of orientation and EHR training hours *on / off site* _____ (maximum 20 hours)

- As the student extern, I attest to the accuracy of the hours as listed above:

Signature Printed name Date

- As the primary preceptor or supervisor, I attest to the accuracy of the hours as listed:

Signature Printed name Date



**ACKNOWLEDGEMENT OF RECEIPT OF
MEDICAL ASSISTANT STUDENT HANDBOOK
2021-2022**

&

I HAVE READ THIS DOCUMENT IN ITS ENTIRETY.

I acknowledge receipt of the *Medical Assistant Student Handbook for 2021-2022*. I agree to abide by the technical standards, program standards, policies, rules and requirements of the Medical Assistant program as identified in the *Handbook* and syllabi as provided for each course in the curriculum.

Student's Signature

Date

Printed name

2021-2022 Medical Assistant Handbook: After reading this document in its entirety, clarify any questions you may have with Program Director or appropriate faculty. Complete and sign this form. Submit this document into ACEMAPP before first day of classes Fall term 2021.

Note: There will be a quiz on the contents of this Handbook the first week of the MA program.