Medical Assistant Handbook: 2016 - 2017

RANDOM USER
WELCOME TO THE COCC MEDICAL ASSISTANT PROGRAM

Central Oregon Community College is pleased to welcome you. A career in the health professions is challenging and rewarding. The field is in a state of constant growth and change. We look forward to working with you to achieve your goal of successfully completing the program requirements and gaining skills and competencies in your chosen field of study.

We designed this handbook to serve as your guide to general information, concerning the standards and policies of the Medical Assistant Program.

A CAREER AS A MEDICAL ASSISTANT

Medical Assistants are multi-skilled, allied health professional, whose practitioners work in a variety of health care settings. They are an integral part of the outpatient health care delivery team, with training in both administrative and clinical procedures.

Medical Assistants work primarily in medical offices and can be responsible for both clinical and administrative functions. Clinical duties include infection control, taking patient histories and vital signs, preparing patients for medical examinations and procedures, assisting physicians with examinations and treatments, and administering selected diagnostic tests and medications as directed by the health care provider. Administrative duties include scheduling and receiving patients, preparing and maintaining medical documentation and handling oral and written correspondence. Medical Assistants must be knowledgeable in the areas of coding, billing, and insurance. A Medical Assistant may also be responsible for equipment maintenance and supply inventories, as well as managing financial records.

THE PROGRAM

The Central Oregon Community College Medical Assistant Program is a certificate program, which can be completed in five to six quarters. Students may elect to complete some of their coursework over a longer timeframe, if needed, and should work with a faculty advisor to determine a plan for successful sequencing and completion of coursework.

ACCREDITATION

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org
Upon satisfactory completion of the coursework, students may apply for a Certificate of Completion that is issued by Central Oregon Community College. COCC is accredited by The Northwest Commission on Colleges and Universities. Refer to http://www.nwccu.org/ or you may contact them at the following address:

- Northwest Commission on Colleges and Universities
  8060 165th Ave. NE, Suite 100
  Redmond, WA 98052
  Phone – 425-558-4224

Program Level Goals and Outcomes

Goal: The primary goal of the COCC Medial Assisting Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains (as defined by the Commission for Accreditation of Allied Health Education).

Related Program Outcomes:

1. Apply concepts of anatomy, physiology, pathophysiology, pharmacology, mathematics, infection control and nutrition to provide evidence-based, quality care to patients. (FOUNDATIONS FOR CLINICAL PRACTICE: Anatomy & Physiology, Applied Mathematics, Nutrition, Infection Control)

2. Implement effective communication techniques to optimize patient care and promote positive interactions in the professional environment. (APPLIED COMMUNICATIONS: Concepts of Effective Communication)

3. Utilize knowledge of administrative functions, financial practices, third party reimbursement and medical coding in the provision of patient care and services. (MEDICAL BUSINESS PRACTICES: Administrative Functions, Basic Practice, Finances, Third Party Reimbursement, Procedural and Diagnostic Coding)

4. Demonstrate legal and ethical behavior in the application of medical assisting practice. (MEDICAL LAW AND ETHICS: Legal Implications, Ethical Considerations)

5. Implement protective practices in the course of patient care delivery and outpatient practice. (SAFETY AND EMERGENCY PRACTICES: Protective Practices)

6. Display characteristics key to the provision of safe, quality patient care including dependability, accountability, social perceptiveness, cooperation, ability to accept feedback and ability to follow instructions. (Program Standards: Student Handbook and syllabi)
CERTIFICATION

The American Association for Medical Assistants [AAMA] administers the Certified Medical Assistant (C.M.A.) exam at different times during the year. Only individuals who hold a certificate from a CAAHEP or Accrediting Bureau of Health Education Schools [ABHES] accredited program may sit for these exams. Upon passing the certification exam, a medical assistant can claim the credential of Certified Medical Assistant, C.M.A., a title recognized nationwide. Effective January 1, 2003, all Certified Medical Assistants, employed or seeking employment, must have current, certified status to use the C.M.A. credential. Certification is not currently required for initial employment by all local employers, but it is quickly becoming the standard for the medical community at large. The C.M.A. is one of the most widely recognized certifications by employers.

PROFESSIONAL ASSOCIATION

The AAMA [http://www.aama-ntl.org/as] is a professional association for medical assistants. The purpose of the AAMA is to promote the professional identity and stature of its members and the medical assisting professional through education and credentialing. Certified Medical Assistants are required to accumulate continuing education credits, as specified by the AAMA, to maintain accreditation.

ADVISORY BOARD

Our advisory board is composed of member(s) from the community, local medical facilities, the physician/provider community, practicing medical assistant(s) and current or recent medical assisting students. The committee meets at least once each academic year. This is an excellent opportunity for student input. Please notify the program director if you have questions or information you would like discussed at these meetings.
ADMISSION INFORMATION

The Medical Assisting program allows for admission to core medical assisting classes once per year, beginning with each fall term. Admission is on a first-come, first-served basis for all applicants who have:

- met basic competencies in math, reading, writing and computers
- a high school diploma or equivalent
- completed the prerequisites
- initiated required immunizations, drug screen and background check by the established due date

Currently enrolled COCC students may enroll through the early pre-registration process spring term for fall courses. New students enroll on the standard admission dates. New students should contact Enrollment Services - Admissions (383-7500) for additional information.

Students must be registered in prerequisite classes by spring or summer term and pass with a “C” or better for them to count towards entrance into fall medical assisting classes.

Students who leave or drop the Medical Assistant Program, must receive permission from the program director to re-enter the next fall. Students who are given permission to re-enter the following fall, will be required to enroll in, and successfully complete, all core medical assisting with their new cohort no matter what term they leave the program.

SUBMITTING TRANSCRIPTS

All transcripts from other institutions should be forwarded directly to the COCC Records Office, with a request for evaluation and articulation, prior to an advising and registration session. Currently enrolled students, who have taken the placement test, must be assigned to a program advisor prior to program admission. If a registered student withdraws from the program, students on the waitlist are automatically moved into available seats in the order of their placement on the waitlist.

ADVANCED PLACEMENT AND CREDIT FOR EXPERIENTIAL LEARNING

The COCC Medical Assistant Program does not provide for advanced placement into the core MA classes or give credit for experiential learning, relative to skills taught and measured in the core MA classes. These are classes in which critical competencies, designated by CAAHEP, are taught and measured. Transfer credit is awarded for other classes required for the Medical Assisting Certificate according to the COCC transfer credit policy which can be found at [http://www.cocc.edu/future-students/transfer-students/transferring-to-cocc/](http://www.cocc.edu/future-students/transfer-students/transferring-to-cocc/).

ENTRANCE REQUIREMENTS

Students must be 18 years of age or older to participate in program classes (those beginning with the letters MA). Documents required for entry into the Medical Assisting Program must be submitted after students register for the program classes. A letter of instruction is e-mailed to all registered and waitlisted students at the end of spring term with an assigned documentation due date. Failure to submit the required paperwork by the assigned date will result in administrative withdrawal from the program. The following documents are required prior to entry into the Medical Assistant program:

- High school diploma (or high school transcript noting successful graduation) or GED
• Completion of all pre-requisite classes with a grade of “C” or higher.

• Criminal History Check as a condition of acceptance into the program.

• 10 panel drug screen completed as a condition of acceptance into the program.

• Documentation of current immunizations [CDC adult schedule]
  o MMR, Tdap, Varicella, Hep B, Flu, TB blood test

All prerequisite courses must be passed with a “C” or higher by the end of summer term to register for the Medical Assistant Program classes. Classes starting with the letters MA are considered core program classes.

• Prerequisite classes:
  ◦ MTH 95 Intermediate Algebra or higher [4 credits]
  ◦ AH 111 Medical Terminology I [3 credits]
  ◦ AH 112 Medical Terminology II [3 credits]
  ◦ BI 121 Human Anatomy and Function I [4 credits]
  ◦ BI 122 Human Anatomy and Function II [4 credits]  BI 231, BI 232 and BI 233 can be substituted for BI 121 and BI 122
  ◦ CIS 120 Computer Concepts or computer competency test [0-4 credits]
  ◦ AH 113 Introduction to Study of Disease [5 credits]
  ◦ WR 121 English Composition [4 credits]
  ◦ SP 218 Interpersonal Communication [3 credits]
  ◦ CIS 10 Computer Keyboarding [1 credit] (may be taken prior to entry or at any time during the program)

Background Check
A positive criminal background check, which prevents clinical attendance, will disqualify the student from the Medical Assistant Program until the DHS specified review period has passed or the record has been expunged. A current list of potentially disqualifying crimes and their review period is accessible at http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_407/407_007.html (scroll down to the potentially disqualifying crimes and then scroll down farther to potentially disqualifying confictions).

Drug Screen
A positive urine drug screen will not prevent a student from reapplying for the program the following year; however, students must submit to a 10-panel drug screen each time they apply to the program.

CPR/First Aid
Students must earn qualifying CPR and First Aid cards in MA 140 or earn American Heart Association or American Red Cross, "Basic Life Support (BLS) for Healthcare Providers, and a First Aid card at their own expense prior to the end of spring term.

Immunizations

Copies of current immunization records must be presented to the Allied Health Department Administrative Assistant no later than the due date indicated on the pre-registration packet. Students will be administratively withdrawn from the class if all required items are not turned in by the due date indicated on the pre-registration packet.
EXPECTATION:

1. The following immunizations are required for Medical Assistant students:
   a. **Hepatitis B Vaccine**: 
      i. Provide official documentation of three Hepatitis B vaccinations and the results of a Hepatitis B surface antibody test [titer] showing immunity drawn one month after the third vaccine -OR-
      ii. Results of Hepatitis B surface antibody test [titer] showing immunity no later than due date indicated.
         A. If a titer remains negative after the Hepatitis B series is complete, another series of three Hepatitis B vaccines must be completed with a titer drawn one month after the series is completed.
         B. If the second titer is negative the student will be deemed a non-responder and will require no further Hepatitis B vaccines. –OR-
      iii. Hepatitis B Vaccine series in progress: First dose must be completed no later than the due date set by the Allied Health Department Administrative Assistant and the second dose received one month after first dose;
      iv. If due, the third Hepatitis B vaccine dose or titer must be done prior to clinical attendance.
   b. **MMR Vaccine (measles, mumps, rubella)**: 
      i. Provide official documentation of two Measles, Mumps, Rubella (MMR) vaccinations, at least 4 weeks apart; -OR-
      ii. Vaccine series in progress:
         A. Provide documentation of first dose completed no later than the due date set by the Allied Health Department Administrative Assistant and the second dose received one month after first dose AND completed prior to clinical component of program; -OR-
      iii. Provide laboratory evidence of immunity:
         A. A dated copy of the report, with the results of a measles, a mumps and a rubella titer must be included in documentation packet.
      iv. If one component of MMR titer is negative, the student must complete the MMR series.
   c. **Varicella (Chickenpox)**:
      i. Provide documentation of 2 doses of Varicella vaccine, 4 weeks apart; -OR-
      ii. Serological evidence of immunity [titer] to Varicella; -OR-
      iii. Documentation of the 1st vaccine and documentation of the second dose within the first 4 weeks of the term.
   d. **Tetanus, Diphtheria, Pertussis**: 
      i. Provide documentation of a one-time dose of Tdap as an adult age 18 years or greater.
      ii. Documentation of Td vaccine received 10 years after the Tdap or last Td.
   e. **Tuberculosis - Quantiferon Gold or T-Spot blood draw (IGRA)**
      - Provide documentation of a blood test (IGRA), either Quantiferon Gold or T-Spot, within the past the past 12 months.

      **If your test is positive:**

      Provide documentation of the TB blood draw, a chest x-ray and an evaluation by a physician.

      –OR–

      Students with a past positive TB test must provide documentation of the positive TB test and, if not already completed, provide documentation of a baseline chest x-ray prior to the deadline.

   f. **Influenza vaccine:**
      - An influenza vaccine is required for students who will be attending the Medical Assistant clinical practicum fall or winter quarter [Sept. 01 – March 31].

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g. **Medical or Religious Exemption:**

- If you have had a life-threatening allergic reaction to a vaccine or any component of a vaccine, you must provide documentation, on letterhead, from your health care provider.
  
  A. For documentation of immunization exemption for medical or religious reasons:
  
  1. See the Allied Health Department Administrative Assistant. -OR-
  2. Download from Verified Credentials website.

- Healthcare providers are under no obligation to accept a waiver of immunizations for religious purposes and may refuse clinical placement.
  
  1. Alternative clinical placements may not be available.
  2. The TB screening cannot be waived.

Facilities used as practicum sites will be informed that these are the standards employed by the Medical Assistant Program. Keep in mind that individual facilities may request that you provide a copy of your background check, immunization records and /or drug screen for verification. The Program may request a urine drug screen, at any time, for cause at the student’s expense. Facilities may require additional testing, background check or immunizations at the student’s expense.

**SATISFACTORY COMPLETION OF COURSE STUDY**

Grading policies, class schedules and course objectives will be presented in each class, typically through the syllabus. Please direct questions regarding these policies to the appropriate faculty member or the Program Director. Courses will be graded in accordance with the grading guidelines as outlined in the current COCC catalog and the class syllabus. To maintain enrollment, students must maintain an overall grade of 75% in each core MA class each term, a 75% average on exams in each core MA class each term and a 75% average on lab check-offs each term. Students must successfully complete 100% of all required psychomotor and affective competencies specified by CAAHEP.

Students must pass a drug calculation competency exam with a 90% prior to entrance into practicum (by the end of winter term). Students will have two chances to pass a drug calculation exam. Students who do not pass the exam will not be able to continue into subsequent MA classes.

Students re-entering program classes, must start at the beginning even if it means repeating classes in order to demonstrate continuing competency in key CAAHEP required competencies prior to entering practicum. Students must have the program director’s permission to re-enter program classes. Students who have reason to believe that they may not be able to pass a program class are encouraged to discuss dropping from program classes as early as possible. This limits the need to repeat more classes than necessary. Students need to be aware that a poor completion rate and taking an excessive number of credits to complete their certificate can affect their eligibility for financial aid.

Students must maintain an overall 2.0 GPA and a “C” grade or better in all other courses required to complete the certificate.

Core MA classes must be taken in sequence in the designated terms. Core courses are the Clinical and Administrative Medical Assisting courses, designated by the letters “MA” before the course number (example: MA 110):

*Course numbers may be subject to change.*

*Practicum: the practicum is pass/fail*
Courses Required for MA Certificate completion:

Prerequisite classes:
- MTH 95 Intermediate Algebra or higher [4 credits]
- AH 111 Medical Terminology I [3 credits]
- AH 112 Medical Terminology II [3 credits]
- BI 121 Human Anatomy and Function I [4 credits]
- BI 122 Human Anatomy and Function II [4 credits] $\overset{\text{BI 231, BI 232 and BI 233 can be substituted for BI 121 and BI 122}}{\text{BI 231, BI 232 and BI 233 can be substituted for BI 121 and BI 122}}$
- CIS 120 Computer Concepts or computer competency test [0-4 credits]
- AH 113 Introduction to Study of Disease [5 credits]
- WR 121 English Composition [4 credits]
- SP 218 Interpersonal Communication [3 credits]
- CIS 10 Computer Keyboarding [1 credit] (may be taken prior to entry or at any time during the program)

• Program classes: MA core classes are taken together and sequentially after students have registered for the Medical Assistant Program.

Fall
- MA 110 Introduction to Clinical Medical Assisting [7 credits]
- MA 111 Introduction to Professional Medical Assisting [5 credits]
- MA 150 Pharmacology for Medical Assistants [3 credits]

Winter
- MA 120 Clinical Medical Assisting II [7 credits]
- MA 121 Administrative Medical Assisting [5 credits]
- MA 140 *Nutrition, CPR and First Aid for Medical Assistants [3 credits]

Spring
- MA 137 Application of Professional Medical Assisting [4 credits]
- MA 147 Medical Assistant Practicum I [5 credits]
OTHER STUDENT EVALUATION CONSIDERATIONS/PROGRAM STANDARDS

Accountability

- Responsibility
  - Does the student familiarize themselves with each course syllabi, the student handbook, procedure manuals or facility materials in order to understand program or facility expectations
  - Does the student accept responsibility for arranging adequate time to complete the reading, review, practice and class attendance needed to meet program expectations
  - Does the student accept responsibility for updating knowledge through current, evidence-based resources?

- Confidentiality and Safety
  - Is the student’s behavior consistent with the professional obligation to protect patient confidentiality and privacy
  - Is student’s behavior consistent with professional guidelines for safety and infection control
  - Does the student demonstrate an appropriate level of knowledge when responding to or working with patients
  - Does the student ask questions of the practicum site team when necessary to assure accuracy of information supplied to the patient
  - Does the student ask questions of the practicum site team when necessary to assure safe patient care
  - Does the student present to the lab and the practicum site physically and mentally able to perform safely when providing patient care.

- Due Dates and Alacrity
  - Is the student able to track assignment due dates and turn in assignments on time
  - Does the student turn in required elements for practicum participation on time
  - Does the student plan ahead in order to complete program elements and assignments on time
  - Does the student practice skills in order to be able to perform his/her functions with sufficient speed based on the level of experience
  - Does the student come to class having completed reading and practice needed to follow discussions and complete skills without disrupting flow

Dependability

- Punctuality, Participation and Attendance:
  - Is the student ready to participate in practicum or class at the appointed time
  - Does the student fulfill the entire work, class or lab shift and break when appropriate
  - Does the student notify the supervisor or instructor in case of absence or delay
  - Does the student participate in class respectfully and without disruptive behavior

- Appearance and Grooming:
  - Does the student appear for duty or lab in appropriate uniform, neat and well groomed
  - Does the student bring required equipment to class and lab
  - Does the student have his/her student identification when participating in practicum

Ability to Follow Instructions

- Ability to follow instructions and learn from verbal instruction or demonstration:
  - Does the student listen quietly and carefully when instructions are given
  - Does the student take notes regarding instructions when appropriate
  - Is the student able to demonstrate skills and behavior consistent with instructions
o Does the student take steps to retain knowledge and skill consistent with instruction

• Clarification
  o Does the student seek clarification when needed to complete task
  o Does the student seek clarification in a specific and respectful manner
  o Does the student seek clarification in appropriate environments at appropriate times

Ability to Accept Feedback
• Response to instruction and feedback:
  o Can the student accept constructive criticism without becoming defensive
  o Can the student integrate feedback to improve performance
  o Is the student willing to accept supervision from licensed personnel
  o Is the student willing to accept the limitations of their scope of practice
  o Is the student willing to perform within a hierarchical team setting
  o Does the student approach point loss or grading standards specified in syllabi with a professional attitude

Cooperation
• Attitude:
  o Does the student maintain a positive attitude
  o Does the student accept change and/or assignments willingly

• Teamwork:
  o Does the student demonstrate a willingness and ability to interact with co-workers effectively and pleasantly?
  o Does the student show respect for fellow students, faculty, staff and facilities in verbal and written communication

• Initiative:
  o Does the student demonstrate initiative to undertake new or additional duties?
  o Does the student notice things that need to be done and begin to do them without need for specific direction (within the limitations of training and team role)?

Social Perceptiveness
• Rapport with Patient:
  o Does the student demonstrate a mature and understanding demeanor with the patient
  o Does the student demonstrate the ability to put the patient at ease
  o Does the student treat the patient with dignity and respect
  o Is the student responsiveness to patient inquiry

• Rapport with staff, instructors and fellow students
  o Is the student self-aware regarding behaviors that imply disrespect or create conflict
  o Is the student able to take instruction and moderate behaviors that create conflict within a team environment

ATTENDENCE

Because the Medical Assisting Program is a competency based program it is imperative that students participate in class and labs. After more than 20% absences in a term from clinical lab classes for any reason, students will be subject to dismissal from the program. After missing more than 20% of lectures for any reason, students will be subject to dismissal as well.

PROFESSIONAL CONDUCT
Professional behavior is expected from students during lectures, labs and clinical practicum sites. Lab competency check-offs will be graded as a percentage(%) for completion and thoroughness as well as a pass/no pass for professionalism, critical steps and some demonstrations. As representatives of the program, students will be expected to dress in professional attire and speak in a professional manner when going on field trips, entering clinical settings or referring to facilities for any reason.

To eliminate inadvertent disclosure of confidential information discretion should be used at all time as to when and where privileged information is discussed. Specifically, students should not:
- post any patient information on social media websites even if not using the patient’s name.
- post information about office staff or physicians, even if they are not identified by name. This information may become public and cause damage to the individual or the medical facility.

Similarly, students should be careful about hallway or elevator conversations about patients, physicians and staff. These are areas where breaches of confidentiality may occur. Additionally, lab or lecture may involve discussion sensitive topics or situations involving personal information or situations shared by students. As a result, pictures and recordings are not allowed, and students are advised to use the same discretion when utilizing social media as with patients. Violations can result in dismissal from the program.

**PRACTICUM**

After completing the required critical Medical Assisting Program coursework and competencies, students will begin their practicum experience. Students will participate in a practicum consisting of a minimum of 160-hour clinical placement for program completion. The purpose of the clinical practicum is to apply the clinical, administrative and general knowledge gained during the formal coursework. Satisfactory performance during the practicum is as important as student achievement in the classroom/lab setting for completion of the program.

**PRACTICUM STUDENT EVALUATION:**

The clinical experience is graded on a Pass/No Pass basis. A Pass grade is required for student to successfully complete the program. Evaluation of the student in the off-campus clinical setting is based on the preceptor’s (clinical supervisor/mentor) assessment of the student’s performance.

Competencies given priority in off-campus clinical evaluation are: safety, asepsis, organization, communication, confidentiality, professionalism, clinical procedures, patient care, front office procedures and the ability to work as an affective team member.

Contact will be maintained with the student and the site members throughout the practicum. A summary evaluation conference will be held at the end of practicum completion to determine whether the student has met the practicum objectives with a “satisfactory” rating which results in a passing grade for the term. If it appears, during practicum, that standards are not being met, faculty and the facility preceptor will develop a plan to address the inadequacy whenever possible. Unresolved issues will result in a failing clinical grade and failure of the course. Additionally, behaviors during the practicum that indicate a serious breach of standards in regards to safety, professionalism or competency, including requests by a practicum site for removal of a student, can result in dismissal from the program.

**RESPONSIBILITIES OF CENTRAL OREGON COMMUNITY COLLEGE:**
• To maintain contact with the practicum site administration, physicians and preceptors for regular and urgent/emergent correspondence throughout the student(s) clinical placement.
• To assume full responsibility for the Medical Assisting Program planning and execution.
• To abide by the rules of the practicum site and enforce those rules with student placed at the sites.
• To work with the student(s) and the site to schedule student assignments.
• To cover non-paid student(s) with Worker’s Compensation, liability and malpractice insurance under Central Oregon Community College Policies.

RESPONSIBILITIES OF THE CLINICAL SITE:

• To express a genuine interest in the program and the student’s educational experience.
• To agree that the student does not replace a regular employee.
• To allow the student to participate in clinical duties within the confines of the care and procedures rendered by the specific practice/facility.
• To allow the student to participate in administrative duties within the confines of the limitations of the specific practice/facility.
• To observe, direct and supervise the student.
• To evaluate the student’s performance.
• To recognize that the practicum is a supervised, unpaid learning experience.
• To alert the COCC director(s) of any problems, concerns or issues the physician/staff believe warrant discussion (whether positive or negative in nature) as soon as possible.
• To communicate with COCC director(s) in the event of any accident or blood borne pathogen exposure incident.
• To assist the student and COCC program personnel in plan development to correct inadequacies whenever possible.
• To adhere to accepted standards of infection control and occupational safety.
RESPONSIBILITY OF THE MEDICAL ASSISTANT STUDENT:

- To conduct himself/herself in a professional manner and reflect a positive image.
- To understand that they are representing COCC, the program and the facility they are in at all times.
- To be prompt and present for all clinical assignments and call the supervisor at the practicum site if an absence is necessary.
- To be available when practicum sites and hours are available and to understand that additional practicum hours may not be available (resulting in inability to complete the program) if assigned practicum hours are missed.
- To make up all time missed due to an absence at the convenience of the facility when make-up sessions can be arranged.
- To arrive in the proper attire and with their student identification.
- To honor and protect the patient's right to privacy and confidentiality.
- To make the most of their clinical assignment and to be open to learning new and different procedures and protocols.
- To maintain a current and accurate record of practicum hours.
- To adhere to all COCC and Medical Assisting Program regulations during the clinical practicum.
- To adhere to the requirement that the clinical practicum is not to be a paid position.
- To alert the COCC director(s) of any problems, concerns or issues the student believes warrant discussion (whether positive or negative in nature) as soon as possible.
- To assist the practicum preceptor and COCC program personnel in plan development to correct inadequacies whenever possible.
- To maintain contact with the COCC directors during the practicum experience.
- To adhere to all safety standards, infection control standards and occupational safety standards.
- To alert both the supervisor at the clinic and the COCC director(s) if any accident or blood borne pathogen exposure incident.
- To comply with the policy that no psychomotor and affective domain objectives are performed in practicum prior to demonstration of competency in classroom or lab.
- To comply with OSHA regulations concerning use of personal protective equipment, biohazard disposal and other hazardous material/chemicals.

UNIFORM REQUIREMENTS:

Uniforms consist of the lab coat and/or scrubs as specified by the practicum site. Shoes are to be clean with flat non-skid soles. No open toed shoes are allowed. Hose or socks must be worn at all times. Lab coats should be removed before leaving the practicum site, placed in a plastic bag and laundered separately at home. Students must adhere to the program and facility dress codes.

GROOMING and HYGIENE:

Good grooming and hygiene are an important part of professional behaviors. Student must maintain a well turned out, clean and fresh appearance at all times. This includes oral hygiene. Smokers must take particular care to prevent offensive breath and body odors.

- Hair must be clean and kept back from the face.
- Hands must be clean; finger nails short and clean.
• Modest jewelry is acceptable. Visible body jewelry is not permitted. Students may wear nude or clear plugs to maintain piercings.
• No perfume, heavy makeup or highly scented creams, lotions, hair spray, etc.
• No gum-chewing while on duty.
  *Note- Please see detailed dress code for specific requirements. Individual practicum sites may have their own dress codes which students are required to follow.

ACCIDENT REPORTING PROCEDURES:

The goal in healthcare is to prevent all accidents and transmission of disease. Unfortunately accidents and injury can and do occur. In the event of accident or injury, it is imperative to respond quickly and safely. Report all accidents and/or injury to the practicum site preceptor/supervisor and the COCC instructor immediately. Students must file an incident report for any of the following:

• Physical accident or injury incurred by the student
• Physical accident or injury incurred by a co-worker when the student is present
• Physical accident or injury incurred by the patient or someone accompanying the patient
• Damage to property of any kind

If injured contact Office of Risk Management: Human Resources can assist the injured student to fill out the Report of Job Injury or Illness; Form 801 and the Form 801 Cover Sheet.

  Sharla Andresen: Risk Management Officer
  Newberry Hall, Room 203
  Phone: 541-383-7208
  Email: sandresen@cocc.edu

The health care provider rendering care to the student should be informed that the injury is job related and will send the Form 827 to SAIF Corporation.

INSURANCE DISCLAIMER:

Students are not covered by medical insurance while on campus or involved in college classes and activities. Students are responsible for their own medical and dental insurance coverage.

ESTIMATED FEES AND ASSESSMENTS

Due to the rapidly changing nature of health care and associated costs, the following are only estimates.
Cost of Program

In addition to tuition, the estimated costs for students to complete the entire program are:

Stethoscope $30
Blood pressure cuff $20
Uniform $60
Books $500 per term
Course and lab packets $60-$100 per term
Lab fees $650-$765
Immunizations & titers $600
Immunizations Tracking $10
Criminal Background Check $55
Urine Drug Screen $45

I have read the above Medical Assisting student handbook and agree to the terms, which are described within.

Student Name [print]___________________________________________________________ Date:_____________________

Student Signature: _____________________________________________________________