Medical Assistant Program

1355 West Highway 10
Anoka, MN 55303
763-576-4894
Fax: 763-576-4772
Website: www.anokatech.edu

2019-2020
Welcome to the Anoka Technical College (ATC) Medical Assistant Program! We are excited that you have chosen to pursue your health career with us. The ATC Medical Assistant Program prepares you to become a multi-skilled professional who assists in patient care management. The program will help you to develop the critical skills needed to perform clinical, laboratory and administrative duties in clinics, urgent care facilities and other health care agencies. You will also participate in a 320 hour, unpaid clinical externship under the direct supervision of a physician. Upon graduation, you are eligible to take the certification exam of the American Association of Medical Assistants (AAMA).

The Anoka Technical College Medical Assistant Student Handbook has been prepared to help you learn about the structure and expectations of the program. It also provides the framework for the academic and clinical laboratory policies and requirements in order to maintain an effective and efficient Medical Assistant program.

The Anoka Technical College Student Handbook addresses the policies for all students enrolled in the College, including Medical Assistant students. Medical Assistant students are to refer to the Anoka Technical College Student Handbook for all information that is NOT specific to the Medical Assistant program.

Please take the time to read and familiarize yourself with the Medical Assistant Program Student Handbook. It is your responsibility to know the content of the Anoka Technical College Medical Assistant Program Student Handbook and Anoka Technical College Student Handbook. Please be sure to save BOTH handbooks so that you may refer to them in the future. You may request an appointment with the Program Director or your advisor at any time to clarify information in the handbook.

Again, I want to say Welcome to Anoka Technical College’s Medical Assistant program! We look forward to partnering with you to assist in achieving your academic goals.

Sincerely,

Lisa Sailor, MS, CMA (AAMA)
Program Director
763-576-4084
LSailor@AnokaTech.edu
Disclaimer

Every effort has been made to assure the accuracy of the material in this handbook. All policies, procedures, clinical information, documentation and program information are formulated on the most recent regulations, laws, information and dates available. All handbook and documents are subject to revision by state and federal agencies, which are beyond the control of Anoka Technical College, such as alterations may supersede the information in this handbook. Any additions or changes to this handbook will be provided to the students in writing.

You may request an appointment with the Program Director or your medical assistant (MAST) advisor at any time to clarify information in the handbook.

Anoka Technical College
Mission, Vision, Values, and Goals

Mission- Provide innovative career and technical education to help out students and communities live and learn well.

Vision- A vital student-and community-focused institution, providing the finest career and technical education in Minnesota.

Values-
- Learning
- Respect
- Openness
- Diversity
- Innovation
- Excellence
- Integrity

Goals-
- Goal 1. Commit to Student Success
- Goal 2. Promote Academic Excellence
- Goal 3. Foster a Vibrant, Sustainable Organization
- Goal 4. Establish a Strong Identity and Reputation for Excellence
- Goal 5. Strengthen and Extend meaningful Partnerships

Anoka Technical College
Medical Assistant Mission, Philosophy and Goals

Mission
The mission Medical Assistant program at Anoka Technical College is to provide a career together with technical education and excellence to assist our students and communities to live and learn well.

In accordance with the mission and values of Anoka Technical College, the Medical Assistant program is committed to
excellence, integrity, and respect in addressing the health care needs of the community by supplying competent, employable graduates.

The Medical Assistant Program is committed to the advancement of teaching strategies and technology, student development along with community service. The Medical Assistant Department believes in the practical value of higher education as a means of economic and personal advancement in society. The Medical Assistant Program respects and cares for students as individuals and as members of diverse groups, supporting their aspirations for a better life.

**Philosophy and values of Medical Assistant Education**

The Medical Assistant faculty of Anoka Technical College believes that:

- Support the mission and vision statements of the college as well as a commitment to life-long learning and a belief in educational mobility and accessibility
- Students are admitted to the Medical Assistant program with varying educational and life experiences and from diverse backgrounds which enriches the learning environment and promotes cultural competence
- The purpose of the Medical Assistant education is to provide instruction for students to become safe, competent, technically-skilled Medical Assistants
- Medical Assistant education should reflect holistic, evidence-based, and culturally competent curriculum
- The standards of practice and educational competencies of Medical Assistants which form the foundation of curriculum development and the selection of learning experiences for students is made by the American Association of Medical Assistants (AAMA) and Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Safe, competent, technically-skilled Medical Assistant practice is identified by professional behaviors, communication, data collection, planning and caring involvements
- Evaluation is a critical part of this process, occurring by design throughout the program and determining whether a student has achieved competency in technical skills or content
- It is the responsibility of Medical Assistant faculty to employ professional and legal standards in determining safe and qualified Medical Assistant practice and to practice within the “scope of practice”

**PROGRAM GOALS:**

- Competently perform as entry level Medical Assistants in the cognitive (learning), psychomotor (skills), and affective (behavior) learning domains
- Continue to provide quality graduates to support the needs of our community and area employers
- Help students and communities live and learn well
- Foster an environment of critical thinking, effective communication, personal responsibility and initiative

**Medical Assistant Program Learning Outcomes**

The goal of the Anoka Technical College Medical Assistant Program is to produce graduates who:

- Demonstrate knowledge of clinical procedures, laboratory and medication administration in a medical practice utilizing critical thinking skills.
- Apply knowledge of medical laboratory techniques to accurately collect specimens, perform Clinical Laboratory Improvement Amendments (CLIA) waived testing, and report lab results appropriately.
• Communicate effectively with individuals, families, groups, and/or colleagues of diverse sociocultural backgrounds through the use of verbal and non-verbal skills, written abilities, active listening, and information technologies within ambulatory care settings.
• Identify, interpret, and apply ethical, legal and social issues associated within the field of a medical assistant scope of practice.
• Employ a variety of administrative policies, procedures and techniques in a medical practice to deliver cost effective and quality healthcare.
• Professionally demonstrate confidentiality, communicate effectively, collaborating within teams along with professionalism.
• Use computer literacy skills and the ability to maintain electronic health records.
• Illustrate a caring and empathic approach to all people and cultures when interacting with a diverse patient population in the healthcare field.
• Reinforce healthy lifestyles through health promotion education of teaching individuals, families, and the community.
• **Successful completion of the AAS degree will provide transferable credits that allow students to continue their higher education. (AAS Degree students only)**

### Medical Assistant Program: Accreditation

The Anoka Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

**Address:** 25400 U.S. Highway 19 North Suite 158 Clearwater, Florida 33763  
**Phone number:** (727) 210-2350  
**Fax:** (727) 210-2354  
**Website:** www.caahep.org  
**E-mail:** mail@caahep.org

### Accreditation Outcomes

1. **Performance on Certified Medical Assistant (CMA) American Association of Medical Assistants (AAMA) Certification Exam:**
   a. Anoka Technical College Medical Assistant graduates will achieve a pass rate for the CMA (AAMA) exam which will be equal to or greater than the national average for the first time test takers.
2. **Job Placement Rate:**
   a. Graduated from Anoka Technical College who successfully pass the CMA (AAMA) exam and seek employment in the medical assisting as a CMA will obtain positions within one year of graduation.
3. **Program Satisfaction:**
   a. Graduates who respond to a **graduate follow-up survey** will state that the ATC Medical Assistant Program prepared them adequately for an entry level position as a CMA.
   b. Clinical hosting sites who respond to a **practicum evaluation of student** will state satisfaction in hosting clinical faculty and students.
   c. Employers who respond to an **Employer Survey** will state satisfaction with over-all performance of graduates of the ATC Medical Assisting Program.
4. Graduation Rate:
Students admitted to the Medical Assistant program will complete the program within four (4) consecutive semesters of admission if part-time. Full-time students will complete the program within two (2) consecutive semesters. **Please see your MAST advisor for advising.**

**Note: There may be restrictions that prevent course continuation. This will be addressed on an individual basis.**

**Anoka Technical College Medical Assistant Program Plan**

The Medical Assistant AAS and Diploma program’s curriculum is based on a **two-year planner (four semesters)** for full-time students. **Part-time** students have **five years** to successfully complete all required program coursework. **Please see your MAST advisor for advising.** **Note: There may be restrictions that prevent course continuation. This will be addressed on an individual basis.**

An essential part of a Medical Assistant Program is student participation in a practicum experience. In these experiences, students care for patients at a variety of health care facilities within an approximately 50 mile radius from the campus site. Anoka Technical College contracts with local and regional health care facilities to provide these experiences. The practicum coordinator will arrange the clinical sites for each student. This will be discussed at both advising and in Medical Assistant (MAST) courses. Students are responsible for arranging their own transportation to and from the clinical site.

The Anoka Technical College Medical Assisting Program prepares students to take the CMA (AAMA) certification exam upon successful completion of classroom and clinical coursework.

Copies of the Program Plans and Course Descriptions are available on the ATC website: http://anokatech.edu/ProgramsCourses/HealthScienceTech/MedicalAssistant.
Medical Assistant Program: General Policies and Procedures

Data Practices and Informed Consent

Health information collected is private data. Facilities may impose additional requirements regarding the health of persons working in their facilities and may require that health information be available to them prior to the externship. ATC may ask students to provide this health information to determine whether the student meets a clinical site’s health requirements for care providers.

Students are not legally required to provide this information to the college. However, refusal to provide the information requested could mean that a clinical site may refuse to accept the student at its facility. The Medical Assistant Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the externship requirements of the program and, therefore, is unable to progress in the ATC Medical Assistant Program.
Clinical Requirements

In order to participate in practicum experiences, students are required to submit the following items:

1. Background Study (MN)
2. A complete immunization record that is set in place by the Minnesota Department of Health and the Centers for Disease Control and Prevention (see below)
   a. Annual flu injections for fall and spring term.
3. Documentation of negative QuantiFERON®-TB Gold test (QFT-G), QuantiFERON®-TB Gold In-Tube test (GFT-GIT) OR T-SPOT®
4. Medical Information Release form
5. Liability Insurance (provided by the college)
6. Current card through the American Heart Association BLS Provider
7. Health Insurance (strongly recommended)

**The above information will be discussed further at the mandatory externship meeting that is held each semester during Clinical Procedures II or Laboratory II.**

**These documents must be submitted to the Practicum Coordinator prior to the registering of externship. Students who fail to provide the required documentation are not eligible to participate in the practicum experience.**

Criminal Background Studies

Minnesota State laws require that any person who has direct contact with patients and residents at health care facilities licensed by the State Department of Health must have a state criminal background check completed. Results of the study are to be on file in the Medical Assistant department before students begin their clinical experiences. Any student who does not pass (cleared with no disqualifications set aside) the criminal background check will not be permitted to participate in clinical experiences, thereby rendering the individual ineligible to progress in the Medical Assistant program. Criminal background studies are completed yearly.

If the student refuses to cooperate with the either of the criminal background checks, the clinical facility will refuse to allow the student to enter into the clinical experience. This will result in the student not moving forward with the program requirements.
Students having questions about the process or results should direct questions and appeals to the following state agency:

**Minnesota Department of Human Services**  
Licensing Division Office of Legal Council  
444 Lafayette Boulevard  
St. Paul, MN 55155-3842  
Phone (651)296-3971  
Web address: [www.dhs.state.mn.us](http://www.dhs.state.mn.us)

ATC reserves the right to run criminal background checks at any time during the course of the Medical Assistant Program should information be brought forward indicating that the student’s background study would no longer be cleared. The Practicum Coordinator will contact the student to complete another background study.

Students must remain in good legal standing before, during, and after completing the clinical portions of the Medical Assistant Program. If there is an incident that could potentially deem any student inappropriate for clinical practicum, it is the legal and ethical responsibility of the student to report potential issues to the Program Director and the Practicum Coordinator immediately.

If, at any time during the Medical Assistant Program, a student is determined to be in violation of the law, and a recheck of the criminal background study finds the student to be ineligible to provide direct patient contact, the student will be exited from the program. In addition, administration reserves the right to evaluate any current charges and/or convictions. If administration deems that further action is necessary, it will be handled on an individual basis.

Some medical corporations may require Federal Background checks to be completed prior to starting the clinical experience.

- **Immunization Records/Student Health Records**

  A completed immunization form must be on file prior to registering for the practicum. These forms will be provided to students accepted into the programs. The immunizations required are standards set by the Minnesota Department of Health and the Centers for Disease Control and Prevention. Students will be required to have a copy of their immunizations records to the Medical Assistant office prior to starting Clinical Procedures II (MAST 2700) and Laboratory II (MAST 2600).

  **If a student fails to provide the required immunization data:**
  - Student will be dropped from Clinical Procedures II and Laboratory II. Student will not be able to re-register for these courses until all required immunizations OR proof of immunity is completed/shown (see below).
  - The practicum site will refuse to accept the student at its facility.
This includes students who are conscientious objectors to immunizations. Anoka Technical College Medical Assistant Programs do not guarantee an alternative facility placement. If no alternative practicum site is available, the student cannot fulfill the practicum requirements of the program and, therefore is unable to graduate.

**Students are responsible for keeping a copy of the immunizations for their personal records.**

**Recommendation for Hepatitis B vaccinations**

In December of 1991, the Federal Rule on Occupation Safety Hazard Administration (OSHA) *(define)* for blood borne pathogens passed. This put into law employer and employee responsibilities for the education and management of all potential individuals who may have occupational exposure to blood borne pathogens. Although your role as a student in medical assisting does not fall under this legislation, ATC feels it is in the best interest of our students to complete the Hepatitis B vaccine series.

Students may be exposed to the blood or body fluids of persons with acute or chronic Hepatitis B virus (HBV) infection while performing procedures.

Students must have documentation of Hepatitis B immunity or documentation of two Hepatitis B immunizations prior to starting *Clinical Procedures I and Laboratory I.*

Students must have documentation of Hepatitis B series immunity or documentation of completed Hepatitis B series prior to starting *Clinical Procedures II and Laboratory II courses.*

**TUBERCULOSIS TESTING**

- Documentation of negative QuantiFERON®-TB Gold test (QFT-G), QuantiFERON®-TB Gold In-Tube test (GFT-GIT) or T-SPOT®.

**Documentation Requirements**

*If the test is positive, the individual must have the following:*

- A negative chest x-ray within six months prior to beginning of the clinical experience. This test may be required more frequently by clinical site requirements.
- Documentation from a medical provider will be required to work with patients

**Other required vaccinations are listed below.**

- **Liability Insurance**
  Medical Assistant liability insurance is required. The cost of this insurance is covered by course tuition. Liability insurance does not cover in the case of personal injury or illness.

- **Medical Authorization (Physical, Cognitive, and Psychosocial Requirements)**
  In order to provide safe and competent care for ill and vulnerable patients and meet the psychomotor and cognitive objectives of a clinical course, students participating in clinical experiences must meet the physical, cognitive, and psychosocial requirements as guided by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Medical Assistant Education Review Board (MAERB).

Some facilities may impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical site programs be made
available to them. The college may ask students to provide health information which will be used to

determine whether a student meets a clinical site’s health requirements. Failure to have the

required physical exam completed, a clinical site may refuse to accept the student at its facility.

Anoka Technical College Medical Assistant Program does not guarantee an alternative facility
placement. If no alternative clinical placement is available, the student cannot fulfill the clinical

requirements of the program and therefore is unable to progress in the Medical Assistant Program.

Upon graduation from the program, all immunization records and other medical information on the

student is destroyed. Students are responsible for keeping a copy for their personal records. Students

with psychomotor and/or cognitive limitations that prevent them from independently performing

psychomotor and/or cognitive skills required should contact the college disability counselor

prior to the start of the academic school year to explore services available to them. Please see the

section on reasonable accommodations. The student may not be able to progress in the program

until the limitations have been resolved.

- **Authorization for the Release of Student Information**

  Students are required to sign an authorization for the release of information to clinical agencies. Copies of background check(s), CPR card and immunizations/immunity, is kept in the students medical assistant file and available for agencies to review, if requested.

- **CPR Certification**

  Students in the Medical Assistant Program must successfully complete BLS for Health Care Provider (EMED 1076) course prior to registering for theExternship (MAST 2050) and/or must maintain certification while enrolled in the externship. The student may choose to renew the CPR in either CPR for Healthcare Provider offered through the American Heart Association. A copy of the student’s current CPR card must be on file in the medical assistant office prior to registering for Externship (MAST 2050) course.

**Health Insurance and the responsibility for Health Care Costs**

Any health care costs incurred during the time period in which the student is in the Medical Assistant Program will be the student’s responsibility. Health insurance information is available in the Student Affairs Office. Though this is not a requirement for clinical or program participation, it is recommended that students have basic health insurance. College fees do not cover this fee or premium. Independent student health insurance is available. See Student Affairs for more information.

- **Typical Physical Demands**

  The Industry standards for a Medical Assistant are to have a full range of motion. This includes handling and lifting patients, stooping or stretching and hand-eye coordination. The job will require a Medical Assistant to stand 6-8 hours a day with occasional sitting. Students must be able to carry 40-50 pounds.

**Drug and Alcohol Policy**

The Anoka Technical College Medical Assistant Program is committed to maintaining an environment that is free from the influence of alcohol, misuse of prescription medications, over the counter (OTC)
medications and illegal drugs. In order to ensure student, employee, faculty, and patient safety in the classroom, lab, and clinical setting, ATC upholds the drug-free campus policy in the ATC Student Handbook and extends this policy to clinical sites off campus.

Due to the nature of the medical assistant profession, should concerns arise in this area, faculty and/or administration reserve the right to address situations on an individual basis.

**Email and Technology**

In order to prevent viruses and other malicious software from attacking computers, Anoka Technical College (ATC) email will be used as the form of official communication (my.anokatech.edu). The Medical Assistant Program faculty receives and read emails sent to their ATC accounts on a regular basis. Due to the potential for viruses and other malicious software, faculty may delete emails originating from other accounts without review.

Student must check their student (@my.anokatech.edu) email frequently for official communications, potential course updates, assignments, etc., from college staff and/or Medical Assistant faculty. Students are responsible for information sent to them via their ATC email account. Please be reminded that email is considered to be part of professional and appropriate communication between faculty, administration and fellow peers. **Unprofessional or inappropriate use** of this is in violation of the Anoka Technical College Student Handbook.

Students will be required to use computer technology in the medical assistant program. Many medical assisting courses use some component of Desire 2 Learn (D2L), a web-based instruction management system. Medical assistant courses may be web-enhanced. It is the students’ responsibility to check the D2L site on a regular basis for course communication.

It is strongly recommended that students have access to a computer, printer, and the internet in order to meet the academic demands of the medical assistant program. At a minimum, computers should be equipped with Word, Adobe Acrobat Reader and Microsoft Office. Computers and printers are available for student use at the Academic Recourse Center (ARC). Students requiring assistance with computer-related concerns should contact a staff member of the ARC.

**Name Badges**

Anoka Technical College ID badges are a required piece of uniform to be worn and visible during all working hours of the practicum experience. Please see staff in the Library for name badge/ID cards. The phone number is 763-576-4820.

**Personal Health Risks**

Medical assistant students have learning experiences in health care facilities and provide Medical Assistant care for clients who are ill. It is likely that clinical experiences will include caring for clients with infectious diseases. It is the responsibility of the student medical assistant to meet the health requirements and to practice standard precautions to minimize the risks to one’s personal health. By enrolling in the medical assistant program, the student acknowledges these risks.

**Program Advising and Planning**

Students are encouraged to attend individual advising sessions *each semester* to obtain updated or necessary program information with their program advisor or one of the Medical Assistant faculty.
If the student is not taking classes in the medical assistant department during a semester, it is the responsibility of the student to maintain contact with an advisor so as to receive critical information prior to the upcoming semester.

If a student elects to complete the program either on a full-time or part-time basis, it is important that each student meet with his/her advisor and review:

1. A schedule that meets the individual needs of the student.
2. A schedule which allows the student to complete the program courses of the Medical Assistant Program.
3. The necessary program requirements.

Because of the timing and sequencing of courses, it may not be possible for a student progressing on a part-time basis to carry the exact number of credits he/she desires.

If a student elects to add, drop or withdraw from a course(s) during the semester, it is essential the advisor be consulted. This will change the sequence and progression through the program. *Conferring with a medical assistant faculty allows for a smoother progression.*

**Reasonable Accommodations**

There are conditions for which reasonable accommodations may be appropriate under the Americans with Disabilities Act (ADA). The Medical Assistant Program will make all reasonable accommodations required by law for qualified individuals. All students are, however, required to perform at a safe level in all areas required for completion of the medical assistant program. Individuals who have any disability, either permanent or temporary, which may affect their ability to perform as a Medical Assistant, must contact the Anoka Technical College disabilities office at the start of the program. *The Disabilities Office is located in the Student Success Center and can be reached at (763)-576-4700.*

**Additional Costs**

At times in the program, additional costs will occur for which the students will need to plan. These items may include:

1. Costs of supplies for presentations, small projects or other group projects
2. Uniforms and shoes
3. Stethoscope and blood pressure cuff
4. Safety glasses
5. Other minimal costs associated with coursework
6. Costs associated with travel to and from clinical and school (gas and associated car maintenance and repairs).

If financial hardship prevents students from being able to incur these costs the students should meet with Student Affairs to seek assistance.

**Food and Beverages**

The general consumption of food and beverage is prohibited in any lab settings. Syllabi for each course will include specific food and beverage consumption guidelines.
**Workers’ Compensation**

For purposes of Workers’ Compensation insurance, the position of the clinical facilities and Anoka Technical College is that, as a medical assistant student, one is not an employee of either the clinical facilities to which the student is assigned or the College.

**Transfer of Credits Policy**

Student transferring credits must follow the Anoka Technical College transfer policy (See Student Handbook). Courses taken at an educational institution other than Anoka Technical College and are not a part of Minnesota Transfer Curriculum (MnTC) will be evaluated by the Admissions and/or the Medical Assistant Program in order to determine whether or not the courses are equivalent to required prerequisite courses.

Each medical assistant course uses a unique standard to evaluate student competency, therefore any medical assistant courses in which such standards are used will not be accepted for transfer from other institutions.

Transfer courses will be evaluated by the Medical Assistant Program Director for the following:

- comparable to ATC prerequisite course in content and credits
- completed within the past five (5) years (exception is General Education courses)
- completed credits at time of application and graduation

**Progression in the Program**

To ensure medical assistant students maintain satisfactory progress in the program and to meet college responsibilities, the medical assistant faculty has established academic progression/graduation requirements.

- it is the college’s responsibility to graduate safe entry-level Medical Assistant professionals
- it is the college’s responsibility to provide evidence when students are failing
- it is the college’s responsibility to use resources wisely
- it is the college’s responsibility to monitor student progress

The following policy has been developed based on the above responsibilities. Students earn an academic exit from medical assistant courses for the following reasons:

- Earned unsatisfactory grades in the same medical assistant course two times (MAST courses only)**see below for explanation of unsatisfactory grades
  (Forced withdrawal due to not meeting co-requisites is not counted).

**Unsatisfactory grades are defined as ‘D’, ‘F’, ‘NC’, or ‘W’.

Students must earn a minimum grade of ‘C’ in all courses that are in the medical assistant program plan to continue moving forward with the program. Also, students must satisfactorily complete all required program and course objectives (80% or better) in order to progress in the program and graduate.

Students are apprised of progress throughout coursework. Refer to individual instructor course syllabus and schedule for details.

Each student is expected to track his/her own academic progress throughout each semester. The medical assistant faculty will work with students and/or provide referral if needed to Student Affairs for academic counseling. Please see the ATC Student Handbook for grade appeal procedures.
Courses in the medical assistant curriculum are sequential, i.e. successful completion of first semester medical assistant courses is required before a student can progress to second semester courses. Therefore, students who have not successfully passed (below a “C”), failed or withdrawn from a Medical Assistant course(s) may not register for Medical Assistant course(s) the following semester(s) without permission and/or meeting with the Program Director. Options for progression in the designated Medical Assistant Program as a result of course failure or withdrawal will be provided to the student by the Program Director after all final grades have been calculated at the end of each semester. Please also see the procedure on repeating of coursework.

If a student has been unsuccessful in a medical assistant course(s) or has withdrawn from a course(s) because of academic, personal or medical issues, the student must meet with the Medical Assistant Program Director. All progression appeal forms may be obtained from the Medical Assistant Program. Students may repeat medical assistant courses on a space-available basis. Students who have failed or withdrawn from a course(s) must repeat the entire course (lab / lecture courses are considered one course) and complete all required assignments in the course. If there are more medical assistant students who must repeat the same course during the same semester than space available, students will be ranked according to prerequisite residency and medical assistant courses GPA. See ATC Student Handbook regarding “Incomplete” grades.

**Graduation Requirements**

Complete required program plan credits in the Medical Assistant Program with a minimum ‘C’ (80%) grade in each course that is stated in the program guide.

**Dismissal from the Program**

It is the process of the Medical Assistant Program that a student may be placed on probation or dismissed from the program if certain violations occur in the clinical setting (on or off campus). These violations include, but are not limited to:

- Cheating
- Plagiarism
- Breach of confidentiality (HIPAA)
- Inappropriate or unprofessional behavior
- Disrespectful behavior to staff, faculty, patient(s), or students
- Pattern of tardiness and/or lack of preparation for clinical
- Compromised patient safety
- Demonstration of lack of integrity
- Incomplete or erroneous documentation

Any and all violations will be documented and will be managed on an individual basis. If a student incurs a violation, the student will meet with faculty and/or administration to discuss the situation. Following the discussion, it will be determined if a corrective action plan or dismissal from the program is warranted.

Students have a right to appeal disciplinary action regarding student conduct violations. See the ATC Student Handbook for grievance policies and procedures.

**Dropping Medical Assistant Courses**

It is possible for Medical Assistant students to drop any Medical Assistant course within the first five days of the semester and not receive a ‘W’ (see the Anoka Technical College Handbook regarding the
Add, Drop and Withdrawal policy time lines). Withdrawals after the drop date are recorded as a ‘W’ and will be considered an unsatisfactory attempt.

Students whose progression has been postponed due to academic failure, poor clinical skills, or personal reasons may continue where they left off within one (1) year of withdrawing. The usual application paperwork, fees, and admitting process will apply.

Students whose progression has been postponed due to academic failure, poor clinical skills, or personal reasons for a time greater than one (1) year must meet with the Medical Assistant Program Director and start from the beginning, repeating all the requirements for graduation.

Any student interested in readmission must meet with the Medical Assistant Program Director to discuss the readmission process. To be eligible for readmission, the student must submit written documentation to the Medical Assistant Program Director including evidence to support readmission.

The documentation should include a plan of action that identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success in the Medical Assistant Program. This written plan of action must be received four (4) weeks prior to the first day of class for the semester in which readmission would occur. The student will be notified in writing of readmission status.

The following outlines the re-admission criteria:

1. Students who have withdrawn, stopped or stepped-out of the Medical Assistant Program for one year may opt to reapply for re-admission one (1) time and begin the program again with a new cohort of students. Continuing evaluation of the Medical Assistant Program curriculum results in yearly revision, and classes and/or clinical courses are updated in order to include current content/material or be re-sequenced. Therefore, courses that have been taken greater than two years from the re-entering semester are not considered valid for program completion and must be retaken.

2. All Medical Assistant courses (MAST), health courses (HLTH) and biology (BIOL) does have an expiration date of five (5) years. This means that the student must graduate from the program before the five (5) year expiration date. If the course(s) are expired before the student graduates, the student must repeat these courses prior to the externship.
Course Evaluation Criteria

The following is the grading scale that is used for all courses in the medical assistant program which are awarded a letter grade.

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<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>GPA</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>94.0% to 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>87.0% to 93.9%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>80.0% to 86.9%</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>73.0% to 79.9%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>72.0% and below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

A grade of ‘C’ (80%) is required for successful completion of each core course and MAST course; any grade less than 80% is not acceptable. Grades will not be rounded up.

All assignments must be written and presented according to professional writing standards using APA (American Psychological Association) format. Course syllabi may detail greater guidelines for assignments and evaluations. In general, the following is expected:
- Free of spelling errors, grammatical and punctuation errors
- Complete sentences
- Double spaced, typed and stapled
- No frayed edges
- Documents sent electronically must be in compliance with the Technology Agreement

Written Evaluation (Exams and Quizzes) Criteria

Students are expected to take examinations and quizzes when scheduled. Exams and quizzes are not given early. If a student is unable to take their exam at the scheduled time, they must notify the instructor of the absence as soon as they are able.

Exams and/or quizzes must be made up with in three (3) business days. If the make-up cannot be completed in three (3) business days the grade will be recorded as a zero (0) and can no longer be made up. It is the student’s responsibility to arrange the make-up of an exam or quiz with the medical assistant instructor. In extreme circumstances a student may be unable to complete the required exam or quiz within the three (3) business days. The student then may complete an academic petition from Student Affairs requesting an exception due to the extreme circumstances. Each petition will be considered and responded to in accordance with the Anoka Technical College Student Handbook.

Please always have a backup plan for daycare, transportation, and work. Documentation of excused absences must be provided prior to the class, exam or quiz starting.

Project and Assignments Evaluation Criteria

Information regarding evaluation criteria for projects and assignments will be detailed on course syllabi, schedules or individual assignments/projects.

NOTE: Processes related to late assignments, examinations and quizzes were written to protect the student who is consistently on time with assignments, examinations and quizzes. Exceptions to the policies above may be granted at the discretion of the medical assistant faculty.
Competency Evaluation Criteria

Laboratory and clinical competencies are practiced on campus. Competencies that require successful demonstration will be identified in course syllabus. Competency evaluation tools will be made available for students prior to the evaluation for competency.

All competencies learned and evaluated in coursework are expected to be maintained throughout the program even after the course has already been successfully completed. Periodic assessment of these skills will occur throughout the program. Continued skill competency is necessary to ensure safety of the patients.

Skill competency testing will include:
1. To perform as an entry level Medical Assistants in the cognitive (learning), psychomotor (skills) and affective (behavior) learning domains at 80% or higher.
   **Please see Competency Grading Policy-this policy is discussed and signed the first day of the semester**

Documentation of Classroom Performance

Each medical assistant course identifies the grading method used to evaluate progression through the course. Grading methods may vary with each course and will be outlined in course syllabi.

To objectively and clearly identify student behavior that may hinder maximum professional growth and competency, documentation of unsatisfactory behavior will occur. Documentation will be reviewed by instructor and student; a copy will be placed in the student file. Faculty believes students benefit from feedback related to performance and/or behavior.

Behaviors deemed as unsatisfactory for students in the medical assistant program include but are not limited to:

- Unprofessional behavior (texting, sleeping, talking, etc.) during classroom lecture and/or guest presentations from outside industry partners
- Failure to prepare for specified coursework assignment
- Any breach of integrity, honesty, or confidentiality
- Discussion of patient information in a public area
- Failure to provide for patient/student physical safety
- Failure to provide psychological safety
- Failure to maintain medical and surgical asepsis
- Failure to obtain supervision from instructor when necessary
- Failure to maintain therapeutic communication techniques
- Pattern of using language and mannerisms that are offensive to others in the classroom area
- Failure to notify instructors in case of illness or anticipated tardiness
- Failure to assess and make adjustments based on their own mental, physical and emotional ability in the classroom area such as fatigue or illness

Situations which require review and which may cause the student to fail the course or be dismissed from the program include, but are not limited to:

- When two unsatisfactory incidents occur in the same academic semester
- When the same type of unsatisfactory behavior is documented more than once in the same or previous semester
• When medical clinic supervisor and/or staff has expressed grave concern to the practicum coordinator regarding a student’s clinical performance
• When the medical corporation/clinic refuses to allow a student to be present in their facility
• When an unusual incident occurs or when a single unsatisfactory behavior is of such magnitude that dismissal from the program is considered

Attendance Policy

Regular attendance in the medical assistant classroom settings is essential to ensure that the students have acquired the necessary knowledge and skills to be successful in practice. Students are held to the same professional standards as those expected within the work environment. Therefore, students are expected to arrive on time to all classes including practicum. Medical assistant students are allowed 2 (two) excused absences per semester.

Excused absences are defined as the following:
1. Medical provider- note (on script paper or letterhead) indicating appointment, emergency or hospitalization. Hospital discharge papers will also be accepted.
2. Scheduled Court appearances- (must bring court papers as documentation to instructor). Dropping off paperwork at the courthouse/lawyer for a future court date does not qualify as an excused absence.
3. Funeral – must be an immediate family member or arranged with the instructor.

If the student must be absent, he/she will be responsible for notifying the medical assistant instructor by leaving a message either by phone or e-mail prior to class/lab time. If the student is ill, the student must notify the instructor as soon as possible. Recurring absences and tardiness will be reviewed by faculty and may result in the courses objectives not being achieved. If the course objectives are not achieved, the student cannot be successful in the course. Specific course requirements and consequences related to attendance are outlined in the attendance policy that will be discussed the first day of each medical assistant course.

If a student will be gone for an extended time due to a medical condition, surgery or other medical reason, a Return to Work/School note is required when the student return. The written Return to Work/School note from a medical provider on script paper or letterhead must include the following:
1. May return to Classroom.
2. May return with restrictions – lifting, standing, walking, stairs, etc.
3. MUST also include an end date to the restrictions.
4. May return with no restrictions – must state “no restrictions”.

Students must meet all course objectives to pass the course. Please note that there may be restrictions that prevent course continuation. This will be addressed on an individual basis.

NOTE: If a competency was completed while the student was gone from class, that would be the students first attempt. The student will be allowed to take the competency at the end of the semester and will be allow one final attempt.

Practicum Attendance

Regular practicum attendance is as important as it is on-the-job. Prospective employers expect future graduates to be reliable and dependable. These skills are demonstrated by student attendance records and participation in the course. It is not possible to “make up” clinical experiences in the same way that one might “make up” a written test. If the student is absent from practicum, “real life” experiences have
passed by and may not be available the following day or week. Each student will be given and will be explained the practicum attendance policy during Clinical Procedures and/or Laboratory II course.

**Required Practicum Meetings**

All students are **required** to attend two mandatory practicum meetings prior to their practicum. The first meeting is generally held during Clinical Procedures or Laboratory II. Review course syllabi for these dates. The second mandatory practicum meeting is held the first day of the semester (exception for summer rotation- this meeting will be held the last week of spring semester). Failure to attend the mandatory practicum meetings will result in delay of practicum placement and/or being dropped from the practicum. This will also result in delay of graduation.

Many practicum sites require students to attend orientation and/or complete pre-clinical requirements. Some facilities may not allow the student to attend clinical or make-up the orientation and/or pre-clinical requirements. **Failure to attend clinical orientation will result in failing the practicum.** This will also result in delay of graduation.

A reliable means of transportation is required. Gas, car repairs, car insurance, etc. are the responsibility of the student. If the student is having financial concerns, they may contact school counselor in the Student Success Center for resources which may be available.

**Uniform Requirements**

Uniforms and school identification are required in multiple school related settings. This includes, but is not limited to: clinical sites, on-campus lab setting, volunteer settings, etc.

Clinical partners prohibit body art such as tattoos, piercings, etc. Piercings must be removed, with the exception of two small earrings in each ear. Tattoos must be completely covered. No jewelry other than wedding ring.

Medical facilities are non-smoking, including the parking lot. Clients, patients, cohorts, staff, etc., may be sensitive to odors, especially that of tobacco. Students are expected to follow the clinic protocols on smoking.

Many of our clinical partners are “Scent Free” facilities. This means that no odor is to be present on the student or faculty. Scents include: clothing or hair that smells of smoke (tobacco or wood smoke), perfumes, colognes, scented body lotions, scented powders, body odor, breath odor (tobacco or halitosis), laundry detergent, or scented hair products. Students may be asked to leave the clinical site if odor is present.

**Examples of Appropriate Appearance:**

- Designated style, color and make for uniform tops and bottoms required
- Clean, white or black closed toed shoes (standard nursing or white vinyl/leather tennis shoes)
- NO colored shoelaces
- Clean scrubs, non-wrinkled, appropriate length and non-tight fitting or to baggy.
- Make-up with discretion
- Neat, short fingernails; clear nail polish is acceptable (no artificial nails)
- Clean hair, long hair should be pulled off neck: pinned, braided, or in a bun.
- Ponytails should not come into contact with clients or equipment
- Mustaches, beards and sideburns must be kept neatly trimmed
- Body piercings removed
- Tattoos covered completely
Necessary Uniform Items:

- No jeans, Capri, knit pants or skirts, no stretch or stir-up pants, no pinned or rolled up pant legs tucked into socks
- Scrubs clean, non-wrinkled, appropriate length and non-tight fitting or to baggy
- Printed or colored undergarments are not acceptable under white or light colored uniforms
- Clean, white or black closed toed shoes (standard nursing or white vinyl/leather tennis shoes)
  No open-toed shoes are accepted
- NO colored shoelaces
- Nursing clogs are acceptable if they fit properly (NO flopping noise).
- ATC photo ID badge with appropriate title
- Watch with second hand
- Stethoscope
- Black ink pen
  **Individual facilities may have additional requirements

Examples of Appropriate Behavior:

- Use of quiet tone of voice throughout health care facility
- Use designated areas for charting and discussions
- Display respectful, considerate behavior
- Place coats, purses and electronics in designated area
- Prepared with adequate sleep and nutrition prior to arriving to class and to the practicum
- Abide by HIPAA regulations
- Any behavior or appearance which may impact professionalism, patient safety, or the educational experience (such as lack of sleep, social stress, illness, etc.) as determined by the instructor will be addressed. Consequences will be determined on an individual basis.

Medical Assistant Policies and Procedures within the Classroom

The policies and guidelines established for the Anoka Technical College Medical Assistant Program have been developed for the following purposes:

- To create a realistic environment for clinical and educational practice
- To provide a safe, clean and well-maintained environment and equipment
- To protect and maintain costly equipment
- To provide hands-on learning experiences specific to course objectives as guided by medical assistant curriculum
- To accommodate unique learning needs of students with diverse backgrounds, abilities, and educational experiences
- To assist with the development of critical thinking skills necessary for health care related fields

General Policies of the Medical Assistant Classrooms

It is the intent of the medical assistant faculty and administration at Anoka Technical College (ATC) to provide a safe learning experience for all students, faculty, and staff. The following guidelines maintain safety while using the medical assistant laboratory and clinical classrooms. It is expected that all involved in medical assistant classrooms will adhere to these guidelines. The medical assistant faculty will update the contents of this manual as needed. All learners, staff and faculty will be advised of revisions.
1. The term “student” refers to anyone that is utilizing the Medical Assistant lab/clinical classroom as a learner or participant in a simulation/lab activity.
2. The term “faculty” refers to anyone that is serving in the instructor role.
3. No food or drinks are allowed in any designated classroom areas.
4. Anoka Technical College is a smoke-free building. Smoking is only allowed in designated areas away from the building and its entrances.
5. All electronic devices, including cell phones, PDA’s, cameras, camera phones, and video recorders are to be turned off unless prior approval by faculty was given. These items must be kept in your backpack, coat or purse and switched off or to silent.
6. Learners shall report any physical limitations to faculty as soon as possible so that necessary precautions may be taken. A medical clearance is required before learners with physical injuries, illness, surgery, pregnancy or communicable disease will be allowed to practice or return demonstration in the Medical Assistant classrooms. It is the responsibility of the faculty to determine whether a learner with physical limitations is capable of safely performing the necessary skills.

**Access to Lab**

No students are to be in the Medical Assistant Lab without a staff member present. Unsupervised or unauthorized learners are not allowed in the lab or clinical classrooms. Room 152 is available to students for students to practice their non-biohazard skills.

**Attire**

Full clinical uniform attire is required for all scheduled activities in the Medical Assistant courses. Students not dressed in uniform may be asked to leave. The faculty/instructor will give details on expectations of attire for their course. Exceptions or specifics will be at the discretion of faculty/instructor. See uniform attire requirements for more information.

**Conduct and Behavior**

All users of the medical assistant lab and clinical classrooms will be expected to display professional conduct at all times. This includes no use of foul language and/or remarks or behavior that could be considered offensive or unsafe. Students may be dismissed from the medical assistant program as a result of conduct that is unsafe, unethical, inappropriate or unprofessional.

Learners should be knowledgeable in the care, handling and proper use of the equipment.

**Inventory and Supplies**

The Medical Assistant Faculty is to be notified when supplies are running low. Return all supplies to their designated place within the lab/clinical classroom where it was found. Many supplies can be re-used for practice.
Lab Equipment and Computers
No equipment, computers or supplies may be removed from the Lab. Any damage to equipment or supplies should be reported immediately to the faculty. Learners may be held responsible for damaged equipment so handle it carefully! Any malfunction of laboratory computers should be reported immediately to the faculty. NO items are to be removed from drawers, shelves or storage unless instructed to do so or permission from the faculty is granted. If found stealing from the classrooms, discipline actions will be taken.

Lab Preparedness
All students are expected to come to class prepared by having read the chapter and power points, and completed the assignments. Students are to have all supplies necessary for class in their possession (ex. stethoscope, text(s), and a watch with second hand, writing utensil, etc.) prior to class starting.

Medical Assistant Clinic and Lab Absences/Tardiness
Students are expected to arrive on time for classes. All scheduled classes will begin at scheduled start time. In case of an emergency that will require a student being late or absent from the classroom experience, the student must contact the medical assistant faculty prior to the scheduled class. Calling a classmate to relay a message regarding absence or being late is not acceptable. It is the belief of the ATC Medical Assistant faculty that notification of absence or tardiness is a major part of professional accountability.

Scent Free
To provide a safe, healthy environment for all learners, the classrooms are scent free. You are asked to refrain from using any scented products while in the lab for any reason. This includes, though is not limited to: hairspray, colognes, perfumes, smoke, body odor or heavily scented medications. If your clothing is heavily scented with odors, you may be asked to leave class to change and possibly loose points for that day.

Safety in Laboratory Settings
Physical Safety
- Learners will be instructed in safe patient handling techniques prior to practice and demonstration
- A First Aid Kit is located in the both lab and clinical classrooms. If you cannot locate a First Aid kit and are in need of one, seek faculty immediately
- Fire extinguishers are located in each laboratory and exits are mapped out and posted on the laboratory wall.
- All accidents and injuries should be reported immediately to faculty. Any student or faculty must complete an incident Report of Injury form and submit it to the appropriate college individual(s).

Hazardous Waste Disposal
- All sharps used at Anoka Technical College labs are to be disposed of in the approved receptacles (SHARPS containers) which are located in several areas in both lab and clinical classrooms and NEVER into the trash
- If a SHARPS container is full, please notify faculty or the student on lab duty that day
- A contracted transporter will dispose of the full SHARPS containers
• NO trash will be disposed of in the SHARPS containers

Infection Control
Students will be informed of Standard Precautions and Transmission specific precautions (droplet, airborne, contact). All equipment, utensils, dressings, etc. that come into contact with a client’s body fluid are considered contaminated and need to be handled accordingly.

*The following are basic guidelines to follow:*  
• Wash hands before and after “patient” care  
• Use barrier protection (eyewear, masks, gloves, gowns) when indicated  
• Dispose of equipment and other materials appropriately (for example, SHARPS containers)  
• Report presence of open lesions or infections to the instructor  
• Universal precautions are to be utilized in medical assistant lab procedures at all times

Latex Warning
Anoka Technical College attempts to maintain a Latex Free environment; however it is imperative that anyone with a latex allergy or severe sensitivities notify the faculty prior to any activities. It should be noted that the laboratory, clinical along with practicum environments are NOT 100% latex free. Students/faculty must consult with their own health care provider about allergy risks and treatments. Latex-free gloves are provided for use within the clinical and laboratory classrooms.

Moral and Ethical Responsibilities
Integral to the profession of medical assisting is a concern for the welfare of the sick, injured and vulnerable and for social justice. Therefore, the students enrolled in medical assistant courses at Anoka Technical College accept the moral and ethical responsibilities that have been credited to the profession of medical assisting and are obligated to uphold and adhere to the medical assistant profession Code of Ethics (see below).

The Medical Assistant faculty at Anoka Technical College has an obligation to teach, uphold and enforce professional, moral and ethical principles of the profession of medical assisting. These behaviors are adhered to in each medical assistant course. Students who engage in behavior that violate moral and/or ethical standards described in the Anoka Technical Colleges Student Handbook, the ATC Medical Assistant Program Handbook have failed to meet behavioral progression requirements; the consequences of which may range from course failure to program dismissal.

Behaviors that violate professional, moral, and ethical standards include, but are not limited to:

• Academic dishonesty (cheating, plagiarism)  
• Knowingly furnishing false information  
• Falsifying written information or documentation  
• Theft  
• Behaviors that violate Student Code of Conduct (see examples outlined in college handbook)  
• Transgression of professional boundaries  
• Breaching of confidentiality  
• Unsafe behavior in a clinical setting  
• Social Media
Students who have been dismissed from the program for these reasons are not eligible to apply for re-admission to the medical assistant program at ATC.

**Statement of Integrity**

Integrity is crucial to the practice of medical assisting. Therefore, behavior of medical assistant students shall demonstrate moral, ethical and legal values as is stated in the Medical Assistant Code of Ethics and adhere to the Anoka Technical College Student Conduct Code found in the ATC Student Handbook and Medical Assistant Program Handbook.

**AAMA Medical Assistant Code of Ethics**

The Code of Ethics of the American Association of Medical Assistants shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of AAMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- Render service with full respect for the dignity of humanity.
- Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- Uphold the honor and high principles of the profession and accept its disciplines.
- Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
- Participate in additional service activities aimed toward improving the health and well-being of the community.

**AAMA Medical Assistant Creed**

- I believe in the principles and purposes of the profession of medical assisting.
- I endeavor to be more effective.
- I aspire to render greater service.
- I protect the confidence entrusted to me.
- I am dedicated to the care and well-being of all people.
- I am loyal to my employer.
- I am true to the ethics of my profession.
- I am strengthened by compassion, courage and faith.
Revised 5/19

- Student Handbook Receipt Acknowledgement
- Authorization for Release Student Background Study Information
- Acknowledgement of Program Manual and Confidentiality Agreement
- Acknowledgement of Competency Grading Policy
- Hazardous Body Fluid Exposure
- Program Attendance Policy
- Use of Supplies
- Immunization Information
Print your name in the space provided. Sign and return to Medical Assistant Department. Form must be fully executed before the first day of the starting semester.

I, __________________________, hereby acknowledge that I have received a copy of the Anoka Technical College's Medical Assistant program Handbook. I further attest that I have read and understand the policies contained therein and agree to abide by them. I have made every attempt to have items of misunderstanding clarified.

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Received by

Date

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Revised: 5/19/2019
An integral part of the Medical Assistant Program is the care of patients/clients in clinical settings. To provide this experience, the College contracts with local clinical facilities. All facilities licensed by the Minnesota Department of Health require criminal background checks for anyone working at their facilities, including students.

By signing below I have read and agree to the terms outlined in the Background Study portion of the Anoka Technical College Medical Assistant Program Student Handbook. The information gathered will be shared, as requested or required, by all clinical hosting sites.

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Revised: 5/19/2019
MEDICAL ASSISTANT PROGRAM
STUDENT ACKNOWLEDGEMENT OF PATIENT CONFIDENTIALITY

I, ________________________________,
PRINT FULL NAME

Hereby recognize that medical records, patient care information, personnel information, reports to regulatory agencies, and conversations between or among any health care professionals regarding patient matters are considered confidential, and should be treated with utmost confidentiality. If it is to be determined that a breach of confidentiality has occurred as a result of my actions, I can be liable for damages that result from such a breach, and possible termination from the program.

I UNDERSTAND AND AGREE TO THE ABOVE STATED POLICY

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THE MEDICAL ASSISTING EDUCATION REVIEW BOARD (MAERB) REQUIRES STUDENTS TO PROVE COMPETENCY IN SPECIFIC SKILLS BEFORE THEY CAN PASS EACH COURSE.

- All students will be allowed 2 attempts to pass each competency.
- If the student is absent on the day of the competency—for any reason—it will count as their first attempt.
- Second attempt score can be no higher than 80%
- If you pass a competency the first time, you cannot take it again to try and improve your grade. Only students who fail will be allowed a 2nd attempt.
- If you fail a competency TWICE you will be required to take that ENTIRE course again.
- Medical Assistant students must pass 100% of the cognitive, 100% of the psychomotor and 100% of the affective competencies in the course in order to pass the course. Medical Assistant students must pass 100% of the program/s competencies in order to graduate.

I UNDERSTAND AND AGREE TO THE ABOVE STATED POLICY

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Revised: 5/19/2019
I understand that it is my right to refuse to see a physician. It has been explained to me that because I have been exposed to possible hazardous body fluids, or have exposed someone to my body fluid, it would be in my best interest to see a physician.

I will in no way hold Anoka Technical College, any instructor, hospital, clinical site, liaison, patient or student responsible for any complications that I may develop from the exposure to body fluid.

I UNDERSTAND AND AGREE TO THE ABOVE STATED POLICY

Print Name
Signature
Date

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Revised: 5/19/2019
Purpose: In order to prepare the Medical Assistant student to be successful in industry, the following attendance policy will be enforced in ALL Medical Assistant Program courses. This policy is based on recommendations from representatives from industry serving on the Medical Assistant Advisory Committee.

Policy: Absences and tardiness will not be tolerated in the Medical Assistant Program. The attendance policy is as follows:

a. The student will be allowed two absences per semester. At the time of the second absence, the student will be put on a Plan of Assistance. The third absence may result in suspension from the class.

b. Three times tardy will count as one absence. The class will start according to the classroom clock. The student will be considered late any time after the start of class.

c. Written verification of physician appointments will be necessary before the student will be excused from class.

d. Leaving class early will count as a time tardy. The student will be charged with one absence for each three times they leave early. Leaving early is defined as leaving at any time prior to class dismissal by the instructor.

e. All missed classes due to student or family illness will require written verification of a doctor visit from the physician.

f. Other absences such as funerals, etc. will be evaluated by the instructor on an individual basis.

The above information has been explained to me and I understand all the consequences of being absent or tardy from Medical Assistant classes.

I UNDERSTAND AND AGREE TO THE ABOVE STATED POLICY

Print Name
Signature
Date

Student ID Number

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Revised: 5/19/2019
Print your name in the space below.

I ___________________________ agree to abide by the understanding that all items purchased for Clinical Procedures I, Clinical Procedures II, Laboratory I, Laboratory II and EKG are for educational use only and are not to be used outside of the classroom setting.

I UNDERSTAND AND AGREE TO THE ABOVE STATED POLICY

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Revised: 5/19/2019
The following immunization requirements have been set in place by the Minnesota Department of Health and the Centers for Disease Control and Prevention.

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<th>Vaccination</th>
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| Measles (Red Measles, Rubella) | **If born before 1957:**  
- Date of two (2) measles or MMR vaccine or  
- Report of immune titer proving immunity  
- Documentation of immunity is **REQUIRED**  

**If born in or after 1957:**  
- Physician diagnosis of disease or  
- Dates of two (2) doses of measles or MMR vaccine after one year of age  
  OR  
  - Report of immune titer proving immunity  
  - Documentation of immunity is **REQUIRED** |
| Mumps                        |  
- Date of two (2) mumps or MMR vaccine  
  OR  
- Documentation of immunity is **REQUIRED** |
| Rubella (German Measles)     |  
- Date of one (1) MR or MMR vaccine  
  OR  
- Report of immune titer proving immunity  
  - Documentation of immunity is **REQUIRED** |
| Tetanus/Diphtheria (TD)      |  
- Date of booster vaccination, **REGARDLESS OF DATE OF BIRTH**. This must have been received within the last ten (10) years.  
  - **One dose of adult Tdap** |
| Hepatitis B                  |  
- Date(s) of vaccination(s). The Hepatitis B vaccine is given in a series of three doses. The first two are given one month apart followed by the third dose five months after the second  
  OR  
  - Signed declination letter  
  OR  
  - Report of positive antibody (if secondary to disease, a signed declination letter is required)  
  - Documentation of immunity is **REQUIRED** |
**Tuberculin Test**

**REQUIRED by medical corporations**

**TB blood tests**
- Either the QuantiFERON®-TB Gold test (QFT-G), QuantiFERON®-TB Gold In-Tube test (GFT-GIT) or T-SPOT®.
- Documentation of negative QuantiFERON®-TB Gold test (QFT-G), QuantiFERON®-TB Gold In-Tube test (GFT-GIT) or T-SPOT®.

**Documentation Requirements**
- *If the test is positive, the individual must have one of the following:*
  - a negative chest x-ray within six months prior to beginning clinical experience. This test may be required more frequently by clinical site requirements.
  - a negative blood test as is listed above
- A negative chest x-ray within six months prior to beginning of the clinical experience. This test may be required more frequently by clinical site requirements. Documentation from a medical provider will be required to work with patients.

| Chicken Pox (Varicella) | History of positive titer (Documentation of immunity is REQUIRED)  
                        | or  
                        | Date of two (2) Varicella injections |

| Influenza | Annual vaccination or declination |

**Special Notes**
- County Public Health Departments offer low cost vaccination if a student is concerned about the cost of vaccinations.
- If documentation of chicken pox, measles, mumps, and rubella or Hepatitis B vaccination/disease is unavailable, a titer may be drawn to verify immunity at your doctor’s office. Check with your clinic to verify exact costs.

By signing this form I acknowledge that I have received and understand the immunization information.

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