

# GRAYS HARBOR COLLEGE



## **MEDICAL ASSISTANT PROGRAM**

STUDENT HANDBOOK

2018 - 2019

# **Grays Harbor College Medical Assistant Program**

## **Program Introduction**

Grays Harbor College offers a program in the dynamic and challenging field of Medical Assistant. As a member of the health-care team, a Medical Assistant is prepared to perform a broad range of administrative and clinical tasks under the delegation of a physician or an ARNP with legal prescriptive authority.

Our Medical Assistant Program; an Associate in Science Degree is designed to prepare students for entry-level employment as Medical Assistants in medical offices and related medical facilities.

## **Mission Statement**

The mission of the Medical Assistant Program at Grays Harbor College is to provide educational and clinical experiences that are current with medical practice standards for entry level Medical Assistant competencies and to instill in the student professional goals of safe and ethical practice with the individual responsibility of continuing education.

## **Philosophy**

Medical Assistants have moral and ethical standards to serve their patients, their employers and their coworkers with honesty, confidentiality, respect and use of professional boundaries. It is the responsibility of the Medical Assistant student to obtain these attributes as well as knowledge and technical skills through the education and training offered in the Medical Assistant Program. It is also the responsibility of the student to gain personal and professional growth while in the program and a commitment to continue their education, and personal and professional growth while practicing the Medical Assistant profession.

## **Education Goal**

The ultimate educational goal of the Medical Assistant Program of Grays Harbor College is to provide the community with well-prepared, well-informed, professional Medical Assistants who are capable of providing quality patient care under the delegation of a physician or an ARNP with legal prescriptive authority.

Program curricula are designed and maintained for students to achieve entry level competencies as set forth by the *CAAHEP 2015 Standards and Guidelines for the Accreditation of Medical Assistant Educational Programs*. CAAHEP accreditation focuses on reviewing programs based upon their outcomes.

## **Accreditation, Standards & Guidelines**

Grays Harbor College is accredited through the Northwest Commission on Colleges and Universities (NCCU).

The Medical Assistant Program is applying for accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assistant Educational Review Board (MAERB).

Address:

Commission on Accreditation of Allied Health Education Programs,  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

CAAHEP accreditation qualifies program graduates to sit for the national certification examination to obtain the Certified Medical Assistant (CMA) credentials.

GHC's Medical Assistant Program is in accordance with the standards, guidelines, and/or essentials of:

≈ **Grays Harbor College**

≈ **Washington State Laws, rules, and regulations** relating to the registration and certification of health-care assistants (HCA Law) governed by the Department of Health (DOH)

**Department of Health; Health Care Assistants Law**

PO Box 47869

Olympia, WA 98504-7869

(360) 236-4942

[www.doh.wa.gov](http://www.doh.wa.gov)

≈ **The American Association of Medical Assistants (AAMA)**

Medical Assisting Educational Review Board (MAERB).

20 N. Wacker Drive, Suite 1575

Chicago, Il 60606

(800) 228-2262

[www.aama-ntl.org](http://www.aama-ntl.org)

≈ **The Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

(727) 210-2350

[www.caahep.org](http://www.caahep.org)

≈ **Northwest Commission on Colleges and Universities**

8060 165<sup>th</sup> Avenue NE, Suite 100

Redmond, WA 98052-3981

Phone (425) 558-4224

[www.nwccu.org](http://www.nwccu.org)

# Grays Harbor College Medical Assistant Program

## Advisory Board Committee Members and Program Faculty

The Medical Assisting Program Advisory Board consists of individuals from the medical community, the public, and the college who are involved with and knowledgeable about the profession of medical assisting and health care.

### Program Academic Advising

Student Academic Faculty Advisor and Program Director for the Medical Assistant Program:

Program Director: Chrissie Erickson  
Office Location: Manspeaker Building 2109  
Phone: (360) 538-4119  
Email: Chrissie.Erickson@ghc.edu

### Faculty Hours and Appointment Schedules

Faculty members post a quarterly schedule of office hours and availability for appointments. These hours are reserved for advising, assisting, counseling and meeting with students. Please schedule appointments for meeting with faculty.

### Current Faculty Contact Information

Program Director: Chrissie Erickson, CMA  
Office Location: Manspeaker Building 2109  
Phone: (360) 538-4119  
Email: Chrissie.Erickson@ghc.edu

MA Instructor: Andrea Conley, CMA  
Office Location: Manspeaker Building 2109  
Phone: (360) 538-4120  
Email: andrea.conley@ghc.edu

Twin Harbor Faculty: Lindsey Kargbo, RN MSN  
Office Location: Aberdeen High School  
Phone: (360) 292-8690  
Email: lkargbo@asd5.org

## **GHC Facilities and Services**

### **Counseling and Advising**

The primary goal of GHC's Counseling Services is to provide the necessary academic and personal support to enable students to succeed at college. Short-term personal counseling is available to students who are experiencing difficulties that may be interfering with their educational progress. Counseling emphasis is on providing support, clarifying choices, handling difficult situations, and accessing community resources. Confidential assistance is available for a variety of concerns including:

- College transition
- Career planning
- Academic success strategies
- Problem solving and decision making
- Support for problems resulting from chemical dependency
- Referral to community support services

### **Financial Services**

Financial aid is available to students based on demonstration of need. The types of financial assistance available are outlined in the GHC catalog. Students can call or contact the Financial Aid Office at (360) 538-4018 or the 100 Building.

### **Services Available to Students**

#### **Library**

Many assignments will require the use of the college library. Medical Assistant students should become familiar with the services offered by the library, which is located at the 1500 Building.

#### **Learning Center**

The college Academic Skills Center offers skills development and tutoring in a variety of subjects, such as math and writing.

#### **Writing Center**

Writing skills are required throughout the Medical Assistant Program coursework and are necessary throughout the profession of medical assisting. The college offers free services at the Writing Center to improve writing skills.

#### **Math Center**

Math skills are required for the bookkeeping course and calculating medication doses as well as other areas within the Medical Assistant Program. The college offers free services at the Math Center to improve math skills. Medical Assistant students are encouraged to take advantage of this service.

## **Policies and Procedures**

### **Student Rights and Responsibilities**

Personal and professional ethics are qualities essential in the practice of medical assisting and expected of each student attending the Medical Assistant Program.

Medical Assistant Program students are expected to demonstrate these qualities and abide by following the expectations as outlined in the "Student Rights and Responsibilities" section 407 of the GHC Catalog. In addition, Medical Assistant Program students are expected to demonstrate

leadership among their peers by assisting others to follow the policies. Confidential and private reporting of violations to the program director is encouraged.

Violations may result in disciplinary action up to and including probation or dismissal from the program. Medical Assisting is an extremely ethical profession and no persons with unethical behavior and attitudes should enter into the profession. Violations are taken very seriously.

Any student violating college policy dealing with cheating, plagiarism and forgery or alteration of records will be subject to the following disciplinary actions:

- ❖ Any student giving and/or receiving unauthorized assistance from any person, paper, or object on any test, quiz, lab competency check, or assignment, or who fails to use proper documentation of sources/references in written assignments will receive a grade of zero for the quiz, test, competence, or assignment, regardless of the value/weight of the grade, and will be placed on program probation.

## **Equal Opportunity**

The Medical Assistant Program strives to uphold the Equal Opportunity Policy of the college. Please see the GHC Catalog under College Policies for further information. While discrimination of students and faculty is discouraged, all persons involved with the Medical Assistant Program are expected to uphold the standards set forth by the college and the program.

## **Professional Activities**

Membership in the American Association of Medical Assistants (AAMA) is recommended but not required as a requisite for program enrollment. The second year of the Medical Assistant Program students will be required to obtain membership. The AAMA is instrumental in providing professional development for the Medical Assistant after graduation from the program by providing networking resources and continuing education for certification requirements.

## **Dress Code and Appearance**

Attire while attending classes is expected to be casual to professional. Clothes must be clean and appropriate for a professional setting. Open toed shoes are not allowed in the lab at any time.

Scrub uniforms must be obtained and must be worn on the designated lab days and competency test days. Each student will be issued a name badge, which is to be worn as a part of the uniform. In addition, the name badges should be worn to any program related professional meeting, seminar, workshop, or activity or whenever guest speakers are presenting.

Appearance is an important part of a professional image and safety in a medical setting. Hair must be clean and controlled (tied back during labs); fingernails must be clean, in good shape and of reasonable length. Polish is discouraged due to sanitation concerns.

Tattoos must be covered and facial jewelry removed during competency test days and during the externship.

During labs, excessive jewelry must not be worn. Watches, wedding rings, and small non-dangling earrings may be worn. These restrictions are for both student and "patient" safety and are good habits to establish for workplace preparation.

## **Smoking and Other Strong Odors**

Body odor, either from smoking or perfumes, is difficult, if not impossible for many people to tolerate. If a complaint arises about your odor you will be counseled and an appropriate action will be implemented. Smoking is strongly discouraged due to health concerns, as well as odor.

## **Personal Hygiene**

Cleanliness is a must. Body odor, malodorous breath, poor oral care, unclean nails, skin, or hair are all symptoms of poor hygiene. You will be counseled if lack of cleanliness is a concern.

## **Written Warnings**

Professionalism is a requirement in health care. If noncompliant with the handbook requirements of the program or professionalism standards of a clinical site, students may receive a written warning. The program director and the Dean of Workforce will keep a copy of these warnings in a temporary student file. Repeated offense and/or safety violations will require a corrective action plan and may receive disciplinary action, including up to dismissal of the program.

## **Attendance, Tardiness & Leaving Class Early Requirements**

Excellent attendance is critical to your success in the program and part of a good work ethic. **Outside appointments should be scheduled during non-class times.** Students should have emergency back-up plans to avoid missing class.

Should you have to miss a class, you will need to contact the instructor for handouts, assignments and information missed. The instructor should be notified 48 hours prior to the class/day you will be missing to make arrangements for make ups. You are to contact the instructor via email. **(See syllabus for “How to Email College Instructor”).** GHC has established that good attendance is instrumental in helping to develop your professional responsibilities and you must be aware of the need for excellent attendance while employed as a Medical Assistant.

### **Excusal Passes**

Students will receive two (2) excusal passes per quarter. Students can use passes for pre-arranged absences and appointments 48 hours before their absence. Passes can also be used for unplanned family emergencies, sick days, tardies, early releases or unplanned events. Once redeemed, the pass will be given to the instructor and no points will be deducted from students' grade.

If a student has their passes remaining at the end of the quarter they are allowed to turn in for five additional points per pass.

### **Absences, Tardies & Leaving Class Early**

Attendance is an integral element of your final grade evaluation. Roll will be taken at each class meeting session. Tardiness/Leaving Class Early is a poor work habit and is disruptive to the class. When entering a class late or leaving early, you must be respectful of the students that have arrived on time and be quiet when entering/leaving the class. Class begins promptly at the time designated and ends as scheduled. Students who arrive after the designated time will be marked tardy. Students who leave before class is scheduled to end will be marked as leaving early. GHC encourages responsible time management and we urge the student to establish good work habits.

Two (2) absence(s)/tardies/leaving class early during the quarter will not affect your final grade; however, more than two (2) pre-arranged and/or not pre-arranged absence(s)/tardies and/or leaving class early will result in the loss of a grade of one level per absence/tardy/leaving class early.

### **Deductions**

If a student is absent or tardy on an exam/competency day, the student will need to arrange a time to make up the exam/competency. 10% will be deducted from all exams and 50% from all competencies when student makes up.

### **Non-Compliance**

More than the two allotted pre-arranged absences, tardies or leaving class early will require a counseling session with the program director, will be reflected in your grade and a Written Warning given to the Dean of Workforce at GHC. Continued absences, tardies or leaving class early may result in probation or dismissal from the program.

### **Sickness, Family Emergencies, Other Unplanned Events**

Sicknesses, family emergencies and other unplanned events resulting in absences greater than two (2) will require written documentation to return to class. Each situation will be evaluated by the Program Director and the Dean of Workforce.



### **Competencies/Skill Testing**

All lab competencies/skill testing must be completed by the end of the course. Failure to properly learn lab skills may result in a failing grade.

### **Phone Use**

Personal use cellphones should not be turned on in the classroom or visible. If you are expecting an emergency call; notify the instructor and you will receive permission to have your phone on vibrate during class. If you receive a call, please step out of the room. Outgoing calls/texts are not to be made in the classroom or in the lab. Emergency calls are available at no charge by dialing 9-911 from any classroom phone.

In the event that a cellphone is being used during designated class time the student will receive a verbal warning. The next offense will result in a formal Written Warning and given to the Dean of Workforce. **The second offense will result in a grade deduction.** *For example: B+ to a B grade.*

### **Use of the Medical Assistant Lab**

Safety is a major concern in the lab and therefore the rules will be strictly enforced. More specific rules regarding blood borne pathogens will be provided as part of your clinical courses. Here are some general rules:

- ❖ Open toed shoes will not be allowed during lab classes. We are often working with needles, surgical instruments and other sharp tools that could be dropped and chemicals, which could be spilled.
- ❖ Children are never allowed in the lab at any time. Even on non-lab days, we have many sharp items, electrical equipment, chemicals, and other potentially dangerous types of supplies and tools as well as biohazard waste.
- ❖ Non-program adults are allowed in the lab by invitation (permission) only. Of course, college employees, such as maintenance, administrators, faculty and staff are permitted with appropriate college business.
- ❖ College equipment and supplies are not for personal use. Please respect our property. No supplies or equipment may be removed from the lab. Some equipment and references may be checked out with permission from the Program Director; check-out forms are provided for that purpose.
- ❖ Drinks are allowed on the main tables only **during certain times**. This includes water bottles, coffee cups, etc. Drinks must have non-spill lids on at all times.

### **In Class Participation**

Participating in class discussions is an important part of your learning experience. You will be called upon in random order and you will be expected to participate. During group activities, equal participation among all members on the group is required.

Lab participation means being prepared, making good use of lab time and staying on task. If you do not attend your schedule labs and/or do not make effective use of lab time, you cannot expect to be provided additional time to complete your competencies. All competencies must be completed in the quarter in which they are assigned.

## Program Supplies

- Scrubs and appropriate nonskid shoes
- Generic school supplies (pen, paper, assignment book, etc)
- Book carrier (back pack or case on wheels)
- Stethoscope
- Watch with a second hand
- Optional: Flash drive or other storage media

## Externship Requirements

Prior to Externship, students must have completed all required program courses with “B-” or better grade. A physical exam and required immunizations must be up to date (including PPD), CPR and First Aid Certificates must be current, and seven hours of Hepatitis and HIV/AIDS certification (this is covered in the MEDAS 132 Medical Office Safety and Emergencies, and in MEDAS 135 Medical Lab Procedures I courses). Students are placed into medical facilities as arranged by the extern coordinator. A current criminal background check is also required. Placement decisions are based on student personality and abilities and clinic preferences. All students are required to apply skills in both administrative/clerical/front office and in the clinical/back office. At least half the Externship hours should be applied to a family practice or similar general setting. The other half may be spent in a specialty practice. Student references are considered if appropriate. Out of area placement is possible with special arrangements.

## Graduation Requirements

Students should apply for graduation during the quarter **prior to your expected date of completion**. All courses must be completed with a C or better grade prior to graduation. Other requirements may be found in the GHC Catalog under “Graduation Requirements”. It is the responsibility of the student to file an application for graduation.

## **Student Health Services, Health Requirements, and Occupational Hazards**

Although many faculty and staff are trained in emergency CPR and First Aid, please note that routine and urgent medical services are not available for students on campus. Emergency medical care is available through our city EMS 911 services.

Grays Harbor College is located within five miles of a full service hospital and many medical facilities and services.

- Occupational Exposures - The medical assistant may be exposed to various chemicals used in disinfecting and sterilization, laboratory testing reagents, biohazard waste and blood borne pathogens, and communicable diseases. While in the Medical Assistant Program students have similar occupational exposures. Refer to the *Informed Consent for Coursework Requiring Human Subjects* document in this packet for specific information. Safety issues and concerns when dealing with occupational exposures are a major focus within the Medical Assistant Program curriculum. OSHA and WSHA Standards are strictly adhered to at all times in the laboratory and/or clinical settings.
- Immunizations and tuberculosis screening are required in accordance with CDC recommendations for health care workers. Refer to the *Immunization Policy* document in this packet for specific immunization and tuberculosis screening requirements.
- While a physical exam is not required for admission into the Medical Assistant Program, students must be physically capable of accurately and safely performing the tasks within the program and within the profession. The student should self-assess these abilities prior to entering the Medical Assistant Program and recognize that any limitations may directly affect their ability to succeed in the program and in the profession. While attending Grays Harbor College, students who wish special support services are expected to self-identify. Students with disabilities requiring auxiliary aids, services, or other accommodations should contact the Disability support Services. See the GHC catalog for further details.

### **Body Mechanics and Mobility**

Medical assistants should be able to lift and/or carry a minimum of 20 pounds and have the ability to stand, sit, and bend over, squat, and walk for prolonged and intermittent periods. The medical assistant may be required to sit at a reception desk and/or at a computer terminal for prolonged periods of time and to reach a computer keyboard or phone while sitting. Prolonged and intermittent use of the telephone and keyboard may also be required. Adequate range of motion of joints for the safe and competent performance of duties is required.

### **Vision, Hearing and Sense of Smell**

The senses of vision, hearing and smell should be within normal ranges. Corrective devices may be utilized as needed for the safe and competent performance of duties.

## **Professional Characteristics**

### **Communication Skills**

The medical assistant must be able to read, write, and clearly speak English. You are also required to be able to understand verbal instructions. These communication skills as well as the ability to communicate with people who do not speak English, people from diverse cultures, people with compromised abilities to communicate, and people who are developmentally delayed and/or disabled are further developed within the Medical Assistant program. Verbal and nonverbal communication skills must be sufficient to effectively instruct/teach patients, participate in team discussions, deliver and receive information to physician employers and patients, respond appropriately to questions and instructions. Clear communication skills are critical to student success within the program and the profession.

## **Multi-Tasking Ability**

The ability to accomplish multiple tasks simultaneously, accurately, and safely is a necessary skill for Medical Assistant. Multi-tasking requires the ability to organize and prioritize tasks, manage time, and arrange the work area for maximum efficiency. The ability to be flexible in attitude and adapt to change is also necessary.

## **Confidentiality, Honesty and Trustworthiness**

Medical assisting requires the ability to handle sensitive personal and business information with utmost confidentiality. In addition, Medical Assistants also need to be completely trustworthy and honest with money, medications, and property.

## **Behavior, Social and Interpersonal Skills, Professionalism and Boundaries**

Medical Assistants must be emotionally healthy and stable and be able to practice sound judgment. Stressful situations must be handled on a daily basis in a professional manner. Interpersonal skills must be adequate to acknowledge and respect individual values and opinions and maintain good working relationships with employers, co-workers, supervisors, staff and patients. Individuals must be able to evaluate their own abilities, needs and limitations. Professional boundaries must be understood and respected. **While these professional characteristics and skills are reinforced continually within the Medical Assistant Program, the inability to obtain these attributes may lead to probation, dismissal, loss of employment opportunities, and may even have legal consequences.**

## **Critical Thinking and Problem Solving Skills**

Critical thinking abilities are important as well as the ability to problem-solve a variety of situations. You will be taught to think through situations and come up with viable solutions. Many of you already have this ability and some of you will learn and/or improve on your problem solving skills. You will recognize the critical thinking exercises when your questions are sometimes reverted back to you for further insight, perhaps you will be asked to work through a set of options, most often your instructors will facilitate a dialog that will help you examine various solutions/options and the benefits or drawbacks of decisions. This can be a frustrating learning process at first because you might just want a quick answer, but it will become easier and more natural as you utilize these skills more.

## **Washington's Health Care Assistant Law**

The Health Care Assistant Law of Washington State regulates invasive procedures performed by non-licensed health care professionals. Medical Assistants are covered under this law as well as many other health care professionals. The law contains specific education requirements in order to qualify for each category. Links to the Health Care Assistant Law are provided through the Washington State Society of Medical Assistants official website at [www.wssma.org](http://www.wssma.org).

The categories of the HCA Law are as follows:

**Category A** - may perform venous and capillary invasive procedures for blood withdrawal

**Category B** – may perform arterial invasive procedures for blood withdrawal

**Category C** – may perform intradermal, subcutaneous, and intramuscular injections of diagnostic agents and administer skin tests.

**Category D** – may perform intravenous injections of diagnostic agents

**Category E** – may perform intradermal, subcutaneous, and intramuscular injections of therapeutic agents

**Category F** – may perform intravenous injections of therapeutic agents

**Category G** – may perform hemodialysis

**Successful completion of GHC’s Medical Assistant Program qualifies the graduate for Categories A, C, and E. Qualifications for Categories B, D, F and G may be obtained through additional coursework.**

### **Employment Outlook**

Refer to <https://www.onetonline.org/link/summary/31-9092.00> for employment outlook in Washington state and throughout the nation.

### **National Certification for the Medical Assistant**

The credential of the Certified Medical Assistant (CMA) is obtained by first graduating from a CAAHEP or ABHES Accredited program (GHC’s Medical Assistant Program is CAAHEP Accredited) and then passing the American Association of Medical Assistants (AAMA) National Board Exam. The exam is now offered online through Prometric. Below is the link to the website to set up your appointment directly with Prometric.

Further information, an Exam Application Packet and an Exam Outline are available online through the AAMA website at [www.aama-ntl.org](http://www.aama-ntl.org). Links are also available through the WSSMA website at [www.wssma.org](http://www.wssma.org).

Certification, once obtained, must be maintained. Recertification must occur every five years either by retaking the Certification Exam or by obtaining Continuing Education Units (CEUs). Sixty CEUs are required for recertification. If your Certification is allowed to lapse, you will not be allowed to use the CMA credential in a professional setting or identify yourself as a CMA until recertification occurs. Recertification, after a lapse, may be obtained with CEUs.

Currently, Washington State does not required CMA credentials in order to perform medical assisting duties, however, most employers are requiring that medical assistants be either certified or certification eligible (as in the case of newly graduated students). Additionally, the CMA credential is not required for registration under the Washington State Department of Health’s HCA Law, although the educational requirements of the HCA Categories A, C, and E are well covered in the formal training obtained through this Medical Assistant Program. Links to the DOH’s HCA Law are available through [www.wssma.org](http://www.wssma.org)

Advantages of obtaining and maintaining the CMA credential are explained thoroughly in the AAMA Website ([www.aama-ntl.org](http://www.aama-ntl.org)) and in the WSSMA Website ([www.wssma.org](http://www.wssma.org)).

## Additional Support Courses & General Education

The following are courses required prior to completing the Medical Assistant Program. Student success throughout the program is dependent on progressively building on prior abilities and knowledge.

Area	Class	Credits
<b>English</b>	ENGL 101 English Composition Or ENGL 150 Vocational/Technical/Business	5 Credits
<b>Math</b>	BA 104 Business Math	5 Credits
<b>Computer Knowledge &amp; Skills</b>	CIS 102 Introduction to Microsoft Office	3 Credits
	BTECH 124 Keyboard Skill Building I	2 Credits
<b>Psychology</b>	PSYCH 100 General Psychology	5 Credits

\*All additional support & general education courses, must be passed according to the GHC handbook.

## GRAYS HARBOR COLLEGE - Student Schedule

### MEDICAL ASSISTANT – ASSOCIATE OF APPLIED SCIENCE

#### 1st Quarter - Fall

Course #	Course Title	Credits
MEDAS 114	Medical Law, Ethics, and Bioethics for Medical Assistants	3
MEDAS 131	Communication Skills for Medical Assistants	3
MEDAS 110	Human Body Structure and Medical Terminology I	5
MEDAS 151	Medical Office Reception Procedures	5
<b>TOTAL QUARTER CREDITS</b>		<b>16</b>

#### 2nd Quarter - Winter

Course #	Course Title	Credits
MEDAS 111	Human Body Functions and Medical Terminology II	5
MEDAS 132	Medical Office Safety and Emergencies	3
MEDAS 133	Exam Room (Clinical) Procedures	5
<b>TOTAL QUARTER CREDITS</b>		<b>13</b>

#### 3rd Quarter - Spring

Course #	Course Title	Credits
MEDAS 152	Medical Office Business Procedures	5
MEDAS 134	Healthcare Calculations	3
MEDAS 135	Medical Lab Procedures I	5
<b>TOTAL QUARTER CREDITS Quarter</b>		<b>13</b>

#### 4th Quarter - Fall

Course #	Course Title	Credits
MEDAS 136	Medical Lab Procedures II	5
MEDAS 153	Medical Insurance Coding and Billing	5
<b>TOTAL QUARTER CREDITS</b>		<b>10</b>

#### 5th Quarter - Winter

Course #	Course Title	Credits
MEDAS 120	Pathology, Diseases, and Treatments	5
MEDAS 137	Pharmacology and Medications Administration	5
<b>TOTAL QUARTER CREDITS</b>		<b>10</b>

#### 6th Quarter - Spring

Course #	Course Title	Credits
MEDAS 195	Medical Assistant Exam Preparation	2
MEDAS 191	Medical Assistant Seminar	1
MEDAS 190	Medical Assistant Externship	6
<b>TOTAL QUARTER CREDITS</b>		<b>9</b>

#### REQUIRED SUPPORT AND GENERAL EDUCATIONAL COURSES FOR AAS DEGREE

Course #	Course Title	Quarters/ Years	Credits
BA 104	Mathematics for Business	Sp (1 <sup>st</sup> Yr), F (2 <sup>nd</sup> Yr)	5
BTECH 124	Keyboard Skillbuilding I	F, W, Sp, Su	2
CIS 102	Introduction to Microsoft Office	F, W, Sp, Su	3
ENGL&101	English Composition I <b>or</b>	F, W, Sp, Su	5
ENGL 150	Vocational/Technical/Business Writing	W, Sp	5
PSYC& 100	General Psychology	F, W, Sp, Su	5
<b>TOTAL QUARTER CREDITS</b>			<b>20</b>

## **Advancement**

Advancement in the Medical Assistant program depends on the student obtaining a B- or higher per class to advance. Advancement in the program depends upon satisfactory laboratory performance and successful course content testing.

## **Academic Program Leave / Medical Leave**

If uncontrollable or unforeseen circumstances require that a student must sustain their academic enrollment in the GHC Medical Assistant program, the student must apply for Academic or Medical leave from the program through Enrollment Services.

The student will be granted up to two years of leave from academic progress and program enrollment. Appropriate documentation required to be submitted to the program director for reentry within the two-year time frame.

## **Withdrawal**

A student needing to withdraw for health and/or personal reasons has the option to continue the program within the following two academic years. See Re-Admission process below.

Meeting the criteria does not guarantee there will be space available for readmission. Readmission to the program is always on a space available basis and a faculty review process. It is not guaranteed.

## **Re-admission**

For readmission into the program, the student must send a petition to the Program Director. The letter shall address:

1. The reason for leaving the program.
2. How have the circumstances changed that led to the failure or withdrawal?
3. Identify what the student has done to maintain knowledge and skills previously learned.
4. If the student is employed state the position and how long employed in that position.
5. A specific plan for success in the program.

The petition will be presented to the faculty for consideration and decision.

To ensure knowledge and skills have been retained, re-entrance testing may be required.

## **Transfer Students/Advance Placement**

Transfer students are accepted on an individual or case by case basis.

Students in failing status or having withdrawn from a course in another Medical Assistant program are in-eligible for transfer.

The applicant must send a petition to the Program Director. The letter shall address:

1. The reason for leaving the previous program.
2. How have the circumstances changed that led to the failure or withdrawal?
3. Identify what has done to maintain knowledge and skills previously learned.
4. If the student is employed in the health field, state the position and how long employed in that position.
5. A specific plan for success in the program



Credit for the Medical Assistant courses taken elsewhere is determined through review of official transcripts, consideration of achievement level, letters of recommendation, and achievement testing scores.

The Medical Assistant Director ***will consider applications for transfer and placement, evaluate transcripts***, and make final determinations regarding placement and credit to be granted.

Acceptance is on a space available basis.

Students who complete college-level work in other Medical Assistant training education programs can submit transcripts of course work completed to-date, for consideration of advance student placement within the GHC Medical Assistant program.

To apply for advanced placement, the student must provide an official transcript from prior institutions attended with accompanying course descriptions. It is at the discretion of the Medical Assistant Program Director if the course content will be accepted as adequate substitution for GHC Medical Assistant Program curricula.

Skills obtained in courses beyond a five-year span may have undergone extensive updating and changes and will therefore require the course to be repeated by the student to maintain competency.

Students entering GHC Medical Assistant Program from private vocational programs and wishing to seek Advanced Program Placement, must meet with the Medical Assistant Program Director to review prior clock hour components of education that have been received by the student, to assess if the required skills competencies and content have been adequately mastered by the student.

## **Medical Assistant Program Competencies**

The Medical Assistant profession requires Cognitive and Psycho-Motor competencies as outlined in the MAERB 2015 Standards and guidelines. See attached checklists and their assigned courses.

## **Student Forms**

**Please complete the required forms. The immunization records must be copies, you keep the originals in a safe place, perhaps in a Professional Manual. Do not depend on GHC (Medical Assistant Program) to maintain copies of your immunization records or other documents for you.**

Please give the following forms to your Medical Assistant Program Director

- ❖ Informed Consent
- ❖ Immunization Policy
- ❖ Immunization Records (copies – not originals)
- ❖ Consent to Release Confidential Information
- ❖ Acknowledgment of Student Handbook

**Grays Harbor College  
Medical Assistant Program**

**Immunization Policy**

I understand that my Hepatitis B series must be started prior to taking MEDAS 135, MEDAS 136, and MEDAS 137 or I will not be allowed to participate and fulfill invasive procedure competencies. I further understand that clinical labs are critical for success in those courses and in the Medical Assistant Program. I also may be denied or have difficulty obtaining Externship placement and employment in the field of health care. This form will be placed in your Medical Assistant Program student file.

**ALL REQUIRED IMMUNIZATIONS & TB TEST  
(with the exception of the third Hepatitis-B)  
MUST BE COMPLETED BY THE END OF QUARTER BEFORE EXTERNSHIP.**

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**SUMMARY OF REQUIRED IMMUNIZATIONS & TB TEST**

<i>Childhood immunizations:</i>	<i>DPT, Polio, MMR</i>
<i>Adult immunizations for health care workers:</i>	<i>Hep B, current Td, and 2<sup>nd</sup> MMR, Varicella</i>
<i>Testing required</i>	<i>PPD (double) Year 2</i>

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I understand that as a student in the Medical Assistant Program (including Externship) I have an increased risk of contracting vaccine preventable diseases. I will either provide proof of vaccinations & TB test or provide a waiver.

**Failure to obtain immunizations and TB test for any reason may result in denied access to labs, competency evaluations and inability to obtain Externship placement and employment in the field of health care.**

*By signing this waiver, I am stating that I understand all of the above and that I release Grays Harbor College and my instructors of any responsibility of my contracting vaccine preventable diseases while in the Medical Assistant Program. I am also acknowledging that these records will be shared with my Extern site(s) without further notice.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Contact your family physician or the Department of Public Health for the advisability and availability of vaccines.

## Grays Harbor College Medical Assistant Program

### Informed Consent for Course-Work Requiring Human Subjects

The use of human subjects for educational purposes carries with it the responsibility to protect the rights, well-being, and personal privacy of individuals; to assure a favorable climate for the acquisition of practical skills and the conduct of academically-oriented inquiry, and to protect the interests of the institution. Some Medical Assistant Program courses involve classroom, laboratory, and clinical activities where learning by students requires the use of fellow students as part of the training procedures and/or demonstrations. This means that you will be undergoing procedures given by your fellow students.

**ELECTROCARDIOGRAPHY (ECG/EKG)** - involves being a “patient” for the performance of an EKG by a fellow student. This requires partially disrobing and being draped appropriately to avoid undue embarrassment in a room that is private and separate from the rest of the classroom.

<b>Possible risks and discomforts:</b>	Personal embarrassment
<b>Benefits:</b>	Participation in a learning experience necessary to become a medical assistant Acquisition of empathy for future patients undergoing EKG

**LABORATORY TESTING OF BODY FLUIDS** - involves working with body fluids (such as blood and urine) obtained from fellow students within the classroom laboratory.

<b>Possible risks and discomforts:</b>	Exposure to infection carried by body fluids Injury while handling laboratory equipment
<b>Benefits:</b>	Participation in a learning experience necessary to become a medical assistant Acquisition of empathy for future patients undergoing testing

**INJECTIONS** - involves being the recipient of one or more injections administered by a fellow student. Each will contain sterile saline and be given privately under the direct supervision of the course instructor.

<b>Possible risks and discomforts:</b>	Personal embarrassment Damage to nerve, muscle, or other soft tissue Introduction of infection into body tissues Pain resulting from the procedure itself
<b>Benefits:</b>	Participation in a learning experience necessary to become a medical assistant Acquisition of empathy for future patients undergoing injections

**VENIPUNCTURE** - involves being the recipient of one or more venipuncture procedure(s) performed by fellow students for the purpose of obtaining venous blood samples under the private and direct supervision of the course instructor.

- Possible risks and discomforts:** Damage to nerve, muscle, or other soft tissue  
Introduction of infection into body tissues  
Pain resulting from the procedure itself  
Bleeding that may result in bruising
- Benefits:** Participation in a learning experience necessary to become a medical assistant  
Acquisition of empathy for future patients undergoing venipuncture

**FINGERSTICK** - involves receiving numerous fingersticks performed by fellow students for the purpose of obtaining capillary blood samples under the direct supervision of the course instructor.

- Possible risks and discomforts:** Damage to nerve, muscle, or other soft tissue  
Introduction of infection into body tissues  
Pain resulting from the procedure itself  
Bleeding that may result in bruising
- Benefits:** Participation in a learning experience necessary to become a medical assistant  
Acquisition of empathy for future patients undergoing injections

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



<b>Grays Harbor College</b> <b>Medical Assistant Program</b>
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**Consent to Release Confidential Information**

Grays Harbor College shall follow all applicable state and federal laws, rules, and regulations as they apply to student records. Further details are in the GHC Catalog under "Student Records". Student information is considered confidential and needs a written consent for release. The following will constitute a written release:

**I hereby authorize Grays Harbor College to release confidential information about me contained in the college records.**

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First Name	MI	Last Name	SID Number
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**Information to be Released: (Please initial)**

Grades and/or GPA	_____	Verification of Attendance	_____
Work History	_____	Progress Reports	_____
Character Reference	_____		

**Permission to Release Information To:**

Potential Employers	_____	Externship Facilities	_____
Financial Aid Grantors	_____		

**Student Signature Is Required:**

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Signature	Date
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<p style="text-align: center;"><b>Grays Harbor College Medical Assistant Program</b></p>
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**Release of Liability against Grays Harbor College**

1. As a participant in the Medical Assistant Program sponsored by Grays Harbor College, I am aware of the risks and hazards of personal injury incident to my voluntary participation in that program.
2. On behalf of myself, my family, the State, heirs and assigns, I hereby waive, release and agree to hold harmless Grays Harbor College, supporting organizations and individuals of the program, and their agents or employees for any claim of injury arising from my participation, including transportation to and from such activities, suffered as a result of my own negligence or the negligence of outside actors.
3. I agree to abide by the rules and regulations promulgated by Grays Harbor College relating to my participation in the program.
4. I further state that I am of legal age and legally competent to sign this agreement or that I will obtain a signature from my legal guardian. I have read and understand the terms of this agreement and I sign the agreement as my own free act.

**Invasive Procedure Permission Policy**

I, \_\_\_\_\_ understand that venipuncture and medication injection procedures are skills taught in the Medical Assistant curriculum. I also understand that "clinical" competency requires me to perform these skills on an individual other than a mannequin, therefore I will allow a fellow student to perform or not perform (circle one) these skills on me under the direct supervision of the faculty.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Grays Harbor College  
Medical Assistant Program**

**Student Health, Physical Condition and Disability Policy**

I understand that there are physical, technical and behavioral requirements of the Medical Assistant Program as listed in the "Physical Abilities and Professional Characteristics" section. I understand in order to be student and graduate of the program, I must be able to perform all technical, physical and behavioral activities related to the coursework and included in that list. If I have a documented disability I may request accommodation through the Disability Support Services Office. The Disability Support Services Office personnel will determine if the accommodations are reasonable and will notify the program director and instructors as necessary. If it is determined that there are no reasonable accommodations, I may be dismissed from the program if unable to perform the required activities.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## **Personal Data Questions for Licensing**

Licensing: in order to minimize potential problems medical assistant graduates might experience in obtaining a medical assistant license, it is important to understand the relationship of medical assistant programs to the licensing process. Schools of medical assisting do not have the power to grant licensure as a Medical Assistant (MA). The medical assistant program is approved by the Medical Assisting Education Review Board (MAERB) to provide education and training, which qualifies graduates to take a state licensing examination. In addition to completing a medical assistant educational program, the Department of Health also has the right to inquire about aspects of your personal life that might have a bearing on your ability to practice as a medical assistant. When you near completion of the medical assistant education program you will make application to the MAERB to take your licensing examination. One part of this application asks you to answer “yes” or “no” to the following questions:

1. Do you have any medical condition which would limit your ability to practice your profession with reasonable skill and safety?
2. Do you currently use chemical substance(s) that would limit your ability to practice your profession with reasonable skill and safety?
3. Have you been diagnosed with or treated for, pedophilia, exhibitionism, voyeurism, or frotteurism?
4. Are you currently engaged in the illegal use of controlled substances?
5. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or juvenile in any state or jurisdiction?
6. Are you now subject to criminal conviction or pending charges of a crime in any state or jurisdiction?
7. Have you ever been found in any civil, administrative or criminal proceeding to have possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes? Diverted controlled substances or legend drugs? Violating any drug law? Prescribed controlled substances for yourself?
8. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?
9. Have you ever had any license, certificate, registration or other privilege to practice a health care profession, denied, revoked, suspended, or restricted by a state, federal or foreign authority?
10. Have you ever surrendered a credential like those listed above in connection with or to avoid action by a state, federal, or foreign authority?
11. Have you ever been named in any civil suit or suffered any civil judgement for incompetence, negligence, or malpractice in connection with the practice of a health care profession?

Failure to answer these questions honestly may result in a charge of perjury. If you answered “yes” to any of the above, full details must be furnished to the Department of Health. The laws of Washington State do not allow community college programs to discriminate in their admission process based on difficulties in any of the areas covered by these questions. Therefore, it is possible that a student could be admitted to, and successfully complete the programs and not be eligible for licensure.

The Department of Health will not discuss the possible action it might take regarding eligibility for licensure until the time that the candidate makes official application of the examination. Therefore, if you have any questions regarding this requirement, it is recommended that you discuss these with the Program Director prior to entering the Medical Assistant Program.

**Grays Harbor College  
Medical Assistant Program**

**Notice of Background Checks**

**In Washington State, Medical Assistants can be denied registration under the HCA for Invasive Procedures if they are found to have a questionable felony or misdemeanor listed on their record of offenses. GHC's Medical Assistant Program accepts the requirement of providing to our Clinical Affiliate sites a Certified Background check conducted on students wishing to complete their Externship at their facility; therefore, students are responsible for completing the required Certified Background check prior to their Externship placement in the Medical Assistant program.**

**Signing this notice is an agreement to cooperate with the requirement of the Certified Background check.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Grays Harbor College  
Medical Assistant Program**

**Acknowledgement of Student Handbook**

I have read the policies and responsibilities contained in this handbook. I understand that failure to comply with the established guidelines may result in probation and/or dismissal from the Medical Assistant Program.

This handbook was developed to assist students throughout the Medical Assistant Program. Students are expected to be familiar with the information provided in this handbook and the Grays Harbor College Catalog.

Clarification of information contained in this handbook must come from the program director.

I agree to observe the policies and procedures contained in this handbook.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Revised August 7, 2018 CE/LK