# Medical Assisting Student Handbook

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INTRODUCTION

The Medical Assisting Faculty prepared these guidelines to acquaint you, the student, with procedures within the School of Health Sciences. Many of these procedures are parallel to those found in the offices where Medical Assistants are employed. This handbook is intended to be a supplement to the Ivy Tech student handbook.

It is important for healthcare workers, possibly more than in any other profession, to have high standards of practice and to abide by them faithfully.

Your co-workers will depend upon you to conscientiously perform your duties as a fellow member of the health team. Your patients will trust you to practice with utmost care and skill. Their lives may depend upon it!

These guidelines reflect the standards of the healthcare practice in general, and are minimum expectations of our medical assistant students entering practice.

The faculty is here to assist you and available to help when needed. An appointment should be made with the faculty member to assure that he/she is available to spend the time needed with you. Appointments should not be scheduled during your class time. To make appointments in Kokomo, please contact the School of Health secretary at extension 5568. In Logansport, please contact the faculty secretary. The following are the full-time Medical Assisting faculty:

Kathy Bunker, MSL, CMA (AAMA)
Medical Assisting Program Chair
765-252-5573
kbunker@ivytech.edu

Stephen Padgett, BSN, RN
Faculty, School of Health Sciences Healthcare Specialist and Medical Assisting Instructor
765-252-5577
spadgett11@ivytech.edu

BOOKLET DISCLAIMER

This handbook is intended to supply accurate information to the reader. From time to time, certain information may be changed. The College may revise any matter described in this handbook at any time without publishing a revised version of the handbook. Courses, programs, curricula and / or program requirements may be changed or discontinued at any time. The Office of Student Affairs should verify information, which appears to apply to a particular student. This publication and its provisions are not in any way a contract between the student and Ivy Tech Community College.
ACCREDITATION

The Medical Assisting Programs Generalist Technical Certificate at the Kokomo and Logansport campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33756
727/210-2350

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. Persons who believe they may have been discriminated against should contact the campus affirmative action officer or the office of Student Services.

U.S. Immigration and Nationality Act

The Indiana Public Licensing Agency (IPLA) has recently taken a position that may preclude visa holding or otherwise undocumented students from sitting for certification/licensure within Indiana. Students should seek their own legal counsel in these matters.

The expectations U.S. Immigration and Nationality Act are found in the Federal Regulation 8 of the U.S.C.; Section 1641:

(A) IN GENERAL
Except as otherwise provided in this chapter, the terms used in this chapter have the same meaning given such terms in section 101(a) of the Immigration and Nationality Act [8 U.S.C. 1101(a)].
(b) Qualified alien:
For purposes of this chapter, the term “qualified alien” means an alien who, at the time the alien applies for, receives, or attempts to receive a Federal public benefit, is—
(1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. 1101 et seq.],
(2) an alien who is granted asylum under section 208 of such Act [8 U.S.C. 1158],
(3) a refugee who is admitted to the United States under section 207 of such Act [8 U.S.C. 1157],
(4) an alien who is paroled into the United States under section 212(d)(5) of such Act [8 U.S.C. 1182(d)(5)] for a period of at least 1 year,
(5) an alien whose deportation is being withheld under section 243(h) of such Act [8 U.S.C. 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104–208) or section 241(b)(3) of such Act [8 U.S.C. 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104–208),

Rev. 5/2018
an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act [8 U.S.C. 1153(a)(7)] as in effect prior to April 1, 1980; [11] or

or an alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).

PROGRAM OVERVIEW

Welcome to Ivy Tech Community College, Service Area 5, which has a campus located in Kokomo and instructional sites in Logansport, and Peru. The goal of the Medical Assisting program is to prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The purpose of the Medical Assisting program is to educate professional Medical Assistants, consistent with College and accreditation standards. The program continually seeks input from employers, recent graduates and other alumni, an advisory committee, and other interested parties. The program continues to undergo curriculum changes, keeping up with the practice of Medical Assisting requirements for accreditation by the Commission on Accreditation of Allied Health Programs (CAAHEP), and the continuous improvement in general education and technical courses at Ivy Tech Community College.

The Medical Assisting Program received, in February 2005, a distinguished Award for Excellence in Programs from the Indiana Commission on Career and Technical Education in cooperation with the Indiana Association for Career and Technical Education. This was one of only two postsecondary programs awarded this honor in the state.

The current curriculum offers the following options:

1. The two-year associate of applied science program requires 60 credits for completion. Graduates of the program will receive an Associate of Applied Science diploma upon completion.

2. A 45 credit hour Generalist Technical Certificate program can be completed in 18 months, if a full-time load is desired, or in a longer period of time, if a part-time load is desired. Graduates of the program will receive a certificate upon completion.

All students will earn the Technical Certificate to be eligible to sit for the Certified Medical Assistant Exam sponsored by the American Association of Medical Assistants (AAMA). Students choosing the Associate degree track are able to simultaneously work on the Technical Certificate and Associate degree. If you are not certain which of the curriculum tracks is right for you, please make an appointment to discuss these options with any of the Medical Assisting faculty.

WHAT IS A MEDICAL ASSISTANT?

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public’s health and well-being, and requires a master of complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.
The Medical Assistant serving in the clinical setting may be responsible for taking patient histories, preparing patients for examinations, assisting the physician with procedures, or performing related procedures within the scope of training. Also, the Medical Assistant may be responsible for sterilizing and packaging equipment used in the clinical setting, and for preparing the clinical rooms for the next patient. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, and telephone prescriptions to a pharmacy. Duties may also include drawing blood, preparing patients for x rays, removing sutures, and changing dressings.

The Medical Assistant may be responsible for performing certain laboratory duties such as phlebotomy, performing EKG’s and waiver testing that may be ordered by the physician for the patient. The Medical Assistant performs these laboratory tests under the supervision of appropriate lab personnel, and must observe all safety and technical standards. Medical Assistants collect and prepare laboratory specimens.

The Medical Assistant may choose to work in the administrative setting of a physician’s office or clinic. The administrative area entails billing, filing, bookkeeping, transcription, patient scheduling, receptionist duties, and insurance filing. Medical Assistants answer telephones and greet patients. They update and file patient medical records, handle correspondence, arrange for hospital admission and laboratory services.

The duties of Medical Assistants vary from office to office, depending on office location, size, and specialty. In small practices, Medical Assistants are usually generalists, handling both clerical and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of department administrators.

The applicant to the Medical Assisting program needs to enjoy working with people and should have a caring attitude for others. A Medical Assistant must work quickly, yet accurately, in the tasks assigned, while remaining calm under stress and in emergency situations. The Medical Assistant must have a strong commitment to both patients and physicians, have physical stamina, and be thorough in completing the details of each task assigned. Because Medical Assistants deal with the public, they should have a neat, well-groomed appearance and a courteous, pleasant manner. They must respect the confidential nature of medical information. Clinical duties require a reasonable level of manual dexterity and visual acuity.

Career Opportunities
The Medical Assistant is a valuable member of the health care team. Medical Assistants can be found in doctors’ offices, outpatient clinics, ambulatory facilities, and other healthcare-related businesses. Possessing numerous skills in both front and back office procedures, Medical Assistants are professionals who demonstrate versatility from beginning to end of each visit and beyond.

Examples of clerical skills include computer usage, telephone communication, appointment scheduling, billing procedure, coding, insurance forms, mail and record maintenance, and office machinery. Example of clinical skills include obtaining vital signs, admission procedures, sterilization techniques and performing sterile procedures, performing EKG's, urinalysis, hematology, administering medications, CPR, applying first aid, and specialty examination procedures.
STUDENT SUPPORT SERVICES

Advising

Ivy Tech Community College uses a faculty advisor system. On admission, each degree student is assigned a new student advisor whose purpose is to:

• Assist the student in course selection and program planning.
• Guide the student in meeting the requirements for graduation as prescribed by the College.
• Ensure that appropriate technical and general education courses are included in the chosen course of study.

Students in the Medical Assisting Program may meet with their program advisor during a schedule appointment time as needed during each semester.

Health Services

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student’s responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical technicians may be requested. If a student has a seizure or black out while on campus emergency medical technicians will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics. (SAPPM section 12.1)

Career and Employment Services

The Office of Career and Employment Services is available to help you in a number of ways:

* Employment Referral
* Career Assessment
* Labor Market Information
* Occupational Reports
* Work-Study Positions
* Resume/Cover Letter Assistance
* Job Shadowing
* Practice Interviews
* Community Employer Portfolios
* Co-op Education Opportunities

Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.
**Transportation**
All necessary transportation to externships is the student’s responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner’s expense.

**Disability Services:**
Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. Support services will aid disabled students with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student’s responsibility to contact the campus Disability Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with Disability Services if requesting specific services, academic adjustments or other accommodations for a disability. Perspective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the Disability Services office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the Disabled Student Development program at Ivy Tech Community College Region 5 or would like to schedule an appointment for an intake interview, please contact Cheryl Locke at (765) 252-5539. All students are expected to meet entry requirements. Essential elements of courses and programs and accreditation requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

**FINANCIAL INFORMATION**
Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the college in an eligible program to receive financial aid.
Some financial aid programs are administered by the College Financial Aid Office under policies and guidelines established by state and federal governments. Other programs are administered directly by a state or federal agency or outside organization. Eligibility for most financial aid at Ivy Tech Community College is based upon demonstrated financial need. To qualify for any form of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and meet permanent resident status, draft compliance and satisfactory academic progress requirements. Additional information concerning federal, state and college financial aid is available in the campus Financial Aid Office.

To be eligible for all aid programs, you must submit your application prior to March 1. To insure that your application is completed prior to the start of classes, you should apply as early as possible.

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

LIABILITY STATEMENT
Malpractice insurance coverage is provided to all students enrolled in externship courses. The limits of liability for the Institutional Professional Liability coverage are $1,000,000 for each medical incident and $3,000,000 aggregate. This coverage extends to the clinical experience at any institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance. This coverage does not apply to employment situations such as internships and summer employment.

TEACHING FACILITIES

All facilities and resources of Ivy Tech Community College are available to Medical Assisting students. Students may use the Learning Resource Center, open computer labs, Student Services, and other academic services.

Courses are taught primarily in Kokomo and Logansport, although some courses, especially general education courses, may be available at other campus sites. Faculty with appropriate degrees and credentials teach all courses. The courses are taught in lecture, computer, and laboratory classrooms at the college.

CURRENT MEDICAL ASSISTING ADMISSION PROCEDURE

The Medical Assisting admission procedure is consistent with Ivy Tech Community College.

Transfer Policy
Transfer students from other Medical Assisting programs, including those at other Ivy Tech campuses, may be admitted on a space-available basis. Those from programs outside Ivy Tech must submit all college transcripts, course descriptions, and notarized copies of original records describing the level and content of clinical competency. All transferring students must comply with the current requirements for graduation. Placement in the program will be determined after transfer credits have been evaluated and accepted.
Students may transfer general education or broad technical courses (i.e.: Medical Terminology and Medical Law and Ethics), if the course is less than 10 years old, the student earned a grade of “C” or higher, and the college at which the course was taken is accredited by a regional accreditation association (for this area, the North Central Association [NCA]). A request for transfer form must be completed by the student and academic advisor, and a copy of the appropriate college transcript must be submitted to the Dean of Admissions for approval. A course description from the appropriate college catalog may also be required. The content of the course for which transfer is requested must be very similar to the content of the required Ivy Tech course. Only courses required for the Ivy Tech degree or certificate will be transferred. It is the student’s responsibility to initiate a request for transfer of credit and to supply the needed transcript and course descriptions (if required).

Returning Student Policy

Credits earned in technical core courses (those with MEAS prefixes) will be valid for five years. Students returning after a period of time exceeding five years will be required to repeat previous technical courses. Students returning in less than 5 years may have to repeat courses if accreditation standards have changed. If a student takes a semester break, other than summer, between course completion and externship the student will have to schedule a time to perform and pass clinical competencies prior to externship. The student will not be allowed to extern until all competencies have been successfully passed.

Program Goals and Learning Outcomes

The Medical Assisting Program’s goal is to prepare competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The eleven learning domain areas are:
Anatomy & Physiology
Applied Mathematics
Applied Microbiology/Infection Control
Applied Communications
Administrative Functions
Basic Practice Finances
Managed Care/Insurance
Procedural and Diagnostic Coding
Legal Implications
Ethical Considerations
Safety and Emergency Practices

Medical Assistants graduating will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession.

1. Foundations for Clinical Practice - Graduates will incorporate the cognitive knowledge in performance of the psychomotor and affective domains in their practice as Medical Assistants in providing patient care.
2. **Applied Communications** - Graduates will incorporate cognitive knowledge in performance of psychomotor and affective domains in their practice as Medical Assistants in communicating effectively, both orally and in writing.

3. **Medical Business Practices** - Graduates will incorporate cognitive knowledge in performance of psychomotor and affective domains in their practice as Medical Assistants in the performance of medical business practices.

4. **Medical Law and Ethics** - Graduates will incorporate cognitive knowledge in performance of psychomotor and affective domains in their practice as Medical Assistants in providing patient care in accordance with regulations, policies, laws and patient rights.

5. **Safety and Emergency Practices** - Graduates will incorporate cognitive knowledge in performance of psychomotor and affective domains in their practice as Medical Assistants, applying quality control measures in following health and safety policies and procedures to prevent illness and injury.

The Medical Assistant should be able to perform the above entry-level skills after completion of the 33-credit hour Technical Certificate Program or 60-credit hour Associate of Applied Science Degree, upon starting their first job. Some advanced-level skills are taught in the AAS program, but the graduate would not be expected to be proficient in those skills without job experience. The mastery of entry-level skills is considered necessary for the student to earn the CMA credential.

The above outcomes are taken from Standards and Guidelines for Medical Assisting Educational Programs written by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Essentials/Standards were initially adopted in 1969 with this revision adopted in 2015.

These outcomes are required as essential elements in the curricula of programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
ESSENTIAL FUNCTIONS OF MEDICAL ASSISTING STUDENTS

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative, Cheryl Locke at (765) 252-5539.**

<table>
<thead>
<tr>
<th>FUNCTION ABILITY CATEGORY</th>
<th>REPRESENTATIVE ACTIVITY/ATTRIBUTE</th>
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<tbody>
<tr>
<td><strong>GROSS MOTOR SKILLS</strong></td>
<td>Move within confined spaces</td>
</tr>
<tr>
<td></td>
<td>Sit and maintain balance</td>
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<tr>
<td></td>
<td>Stand and maintain balance</td>
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<tr>
<td></td>
<td>Reach above shoulders (e.g., IV poles)</td>
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<tr>
<td></td>
<td>Reach below waist (e.g., plug electrical appliance into wall outlets)</td>
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<tr>
<td><strong>FINE MOTOR SKILLS</strong></td>
<td>Pick up objects with hands</td>
</tr>
<tr>
<td></td>
<td>Grasp small objects with hands (e.g., IV tubing, pencil)</td>
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<tr>
<td></td>
<td>Write with pen or pencil</td>
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<td></td>
<td>Key/type (e.g., use a computer)</td>
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<td></td>
<td>Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)</td>
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<tr>
<td></td>
<td>Twist (e.g., turn objects/knobs using hands)</td>
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<tr>
<td></td>
<td>Squeeze with finger (e.g., eye dropper)</td>
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<tr>
<td><strong>PHYSICAL ENDURANCE</strong></td>
<td>Stand (e.g., at client side during surgical or therapeutic procedure)</td>
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<td></td>
<td>Sustain repetitive movements (e.g., CPR)</td>
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<td></td>
<td>Maintain physical tolerance (e.g., work entire shift)</td>
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<tr>
<td><strong>PHYSICAL STRENGTH</strong></td>
<td>Push and pull 25 pounds (e.g., position clients)</td>
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<td></td>
<td>Support 25 pounds (e.g., ambulate client)</td>
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<td></td>
<td>Lift 25 pounds (e.g., pick up a child, transfer client)</td>
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<tr>
<td></td>
<td>Move light object weighing up to 10 pounds (e.g., IV poles)</td>
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<tr>
<td></td>
<td>Move heavy objects weighing from 11 to 50 pounds)</td>
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<tr>
<td></td>
<td>Defend self against combative client.</td>
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<tr>
<td></td>
<td>Carry equipment/supplies</td>
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<tr>
<td></td>
<td>Use upper body strength (e.g., perform CPR, physically restrain a client)</td>
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<tr>
<td></td>
<td>Squeeze with hands (e.g., operate fire extinguisher)</td>
</tr>
<tr>
<td><strong>MOBILITY</strong></td>
<td>Twist</td>
</tr>
<tr>
<td></td>
<td>Bend</td>
</tr>
<tr>
<td></td>
<td>Stoop/squat</td>
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<tr>
<td></td>
<td>Move quickly (e.g., response to an emergency)</td>
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<tr>
<td></td>
<td>Climb (e.g., ladders/stools/stairs)</td>
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<tr>
<td></td>
<td>Walk</td>
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<tr>
<td><strong>HEARING</strong></td>
<td>Hear normal speaking level sounds (e.g., person-to-person report)</td>
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<tr>
<td></td>
<td>Hear faint voices</td>
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<tr>
<td></td>
<td>Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)</td>
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<td></td>
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<tr>
<td><strong>Hearing</strong></td>
<td>(e.g., when masks are used)</td>
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<tr>
<td><strong>Auditory</strong></td>
<td>(e.g., monitors, fire alarms, call bells)</td>
</tr>
<tr>
<td><strong>Visual</strong></td>
<td>(e.g., information on a computer screen, skin conditions)</td>
</tr>
<tr>
<td><strong>Tactile</strong></td>
<td>(e.g., skin solutions)</td>
</tr>
<tr>
<td><strong>Smell</strong></td>
<td>(e.g., foul smelling drainage, alcohol breath, etc.)</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>(e.g., policies, protocols)</td>
</tr>
<tr>
<td><strong>Arithmetic Competence</strong></td>
<td>(e.g., medication dosages)</td>
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ACADEMIC POLICIES

Grading Scale for Medical Assisting Program

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>B</td>
<td>85-92</td>
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<tr>
<td>C</td>
<td>79-84</td>
</tr>
<tr>
<td>D</td>
<td>75-78</td>
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<tr>
<td>F</td>
<td>0-74</td>
</tr>
</tbody>
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Academic Standing for Graduation:
A grade point average of 2.0 is required to graduate from an allied health program.

EXCUSED AND UNEXCUSED ABSENCES

**Excused**
Students have called in prior to class and have reported to the instructor that they will not be present for class. Regardless of the reason, the student will still be counted as absent. However, any testing or homework will be allowed to be made up.

**Unexcused**
Students have not called in prior to class to inform the instructor that they will not be present. Student will be counted as absent and **NO** testing or homework will be allowed to be made up.

ATTENDANCE
As part of the responsibility to prepare students for employment, Ivy Tech Community College stresses the importance of regular attendance and punctuality. Students must assume responsibility for being on time in both the classroom and clinical settings. Participation points are based on attendance. You must be present to participate.

**Audiovisual Makeups:** At the discretion of the instructor, a student with an excused absence and has not viewed audiovisual material in class may be required to view the material prior to writing the examination which covers that content. It is the responsibility of the student to make arrangement to view this material.

**Make-up Test:** Make-up tests are permitted for excused absences. Make-up tests will be given in LRC or at a specific site location after arrangements have been made with the instructor. The library staff (or personnel at other sites) will need to know your instructor’s name, class title, and what test is being made up. Competencies will require an appointment with your instructor/faculty advisor to be administered. This information will be in your course syllabus and discussed in class.

ACADEMIC HONESTY STATEMENT
The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or
distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

DISTANCE LEARNING
In order to meet accreditations standards, the medical assisting program offers a limited number of classes available through distance learning. These classes are limited to MEAS 242, Disease Condition.

Outcome Assessment Thresholds
CAAHEP Accredited Medical Assisting Educational Programs

The Medical Assisting Education Review Board (MAERB) has established the following thresholds for outcome assessment in Medical Assisting programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). These outcomes are mandated as part of the 2015 Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting, Section IV.B. They are monitored annually through the MAERB Annual Report.

<table>
<thead>
<tr>
<th>Programmatic Summative Measures</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychomotor and Affective Domain Objectives Success Rate</td>
<td>100%</td>
</tr>
<tr>
<td>Psychomotor and Affective Domain Objectives Participation Rate</td>
<td>100%</td>
</tr>
</tbody>
</table>

In certain MEAS classes, students will be performing competencies. The student must pass all competencies with a score of 75% (85% for clinical competencies) or better in order to pass the class. Why must a student pass all of them? In order for the Medical Assisting program to maintain its accreditation it must uphold the standards stated above. If any competency is failed on the first attempt, the student will be allowed a second try, but the highest recordable score of the competency will be 75%. For example, if on the second attempt the student receives a score of 95%, it will be recorded and counted as a 75%. The reason for the lesser grade on the second attempt is to encourage students to take the time to study, practice and prepare for the first attempt at each skill competency testing. Arrangement for second attempts of all competencies will be determined per instructor convenience and room availability.

There are only two attempts for each competency for each Medical Assisting course. If the student is absent on the day in which competencies are scheduled, the student will receive a grade of zero. This will be considered the first attempt. The student must also have a passing grade on the composite score of all the written tests. This means, if the student fails any of the competencies or the test grades average out to a failing grade, the student will not pass the course.
Medical Assisting Externship Course

The externship course is a very important element in the Medical Assisting curriculum. Students are placed in ambulatory medical office sites, such as physicians’ offices or clinics, by the Medical Assisting Practicum Coordinator. Students must have completed all pre-requisite or foundation courses prior to being assigned to an externship and an application for externship must be completed and returned to a Medical Assisting faculty member by the 8th week of the spring semester for both summer and fall externships and the 8th week of the fall semester for a spring externship. Selection is based upon the application. There are a limited number of externship sites available. If there are more students than available sites, the final selection will be based upon grade point average.

There is no guarantee that a student will be placed in an externship. Placement depends upon the interview with the externship site. Students are required to undergo drug screening and criminal background checks at their own expense. Failure of either one of these will result in dismissal from the class due to inability to be placed at an externship. Failure to obtain an externship during the interviewing phase will also result in dismissal from the class. The relationships between Ivy Tech and the externship sites are very important. The students are a “guest” at these sites.

The program maintains appropriate and updated clinical affiliation agreements with the externship sites, and informs the students and sites of the rules, guidelines, and expectations for student learning during the externship.

CLASSROOM and EXTERNSHIP BEHAVIOR

1. Classes are conducted as lecture, demonstration, and other teaching methods. Students are expected to participate. A student will not be allowed to control discussion and is expected to accept responsibility to make appropriate meaningful contributions to class discussions.

2. The student is expected to be alert and attentive in class. The instructor may ask a student to leave the class if the student is inattentive or disruptive. The student is then recorded as absent. Disruptive behavior includes leaving the classroom other than at break time.

3. Sleeping in class will not be tolerated. Student will be counted as absent.

4. Food or beverages are not permitted in the Clinical or Lab areas.

5. Ivy Tech Community College is a smoke-free campus. Smoking is not permitted within 100 yards of the Health Science Building. Failure to follow the smoking rules will result in disciplinary action. Externship sites are becoming smoke-free environments. Failure to observe the externship smoking policies will result in removal from the externship site and could result in failure of the course.

6. BREAKS may be taken as designated by the instructor.

7. Children may not accompany adults to class or laboratory areas, NOR may they be left unattended in any of the buildings.
8. Electronic devices such as cell phones are to be set to vibrate. If you are expecting an emergency phone call, advise your instructor before class and leave the room to answer the call. No text messaging is allowed. Text messaging during an exam will result in a zero for the exam.

9. Profane or vulgar language will not be tolerated.

10. Information concerning the condition of patients should be held in strict confidence. Students should never discuss a patient's condition with anyone not directly concerned with his/her case and treatment. Medical Assistants may be criticized because of unguarded conversation. Such conduct is unethical and illegal. Students must learn to work at the facility when they have finished their hours of duty.

11. Students should be willing to accept constructive criticism and guidance without showing disrespect. The faculty strives to teach students to become successful Medical Assistants. What the student becomes will depend largely upon attitude, willingness to learn, and industriousness both in the classroom and in the affiliating agency.

12. Any student under the effect of alcohol or drugs will not be permitted to attend class or externships and will be subject to possible disciplinary action.

13. The acceptance of gifts or tips from patients is not allowed.

14. Visitors are distracting to both students and instructors. Therefore, bringing visitors to class or externships is not permitted. This includes relatives, children, and friends.

15. Cheating will not be tolerated in any form and will be grounds for dismissal from the program.

16. The School's objective is to develop successful Medical Assistants. Therefore, the individual's attitude, willingness to learn, and industriousness in the classroom, laboratory, and externship will determine the success of this goal.
Guidelines for Professional Conduct

PURPOSE:  This information is presented to students by the Medical Assisting faculty to ensure that students recognize the many guidelines for professional conduct that must govern their behavior and decisions. Even as a student in training, you must ensure that patients receive appropriate attention and care. It must be provided in a timely fashion. Additionally, it must be in accordance with professional standards for a student Medical Assistant and respectful of the confidentiality of information provided to you as a part of your clinical experience.

Although you may consider yourself to be in a learning mode, patient lives are at stake. Their safety and security is a top priority. Additionally, the quality and reputation of the entire program rests upon the performance of our students. Read the following with great care, and count on it to serve as your guide. Realize that if these guidelines are not followed, continued participation in the training may be jeopardized. Our ultimate goal is to help you succeed. Faculty members are here to assist you, and they count on you to take these responsibilities seriously. If you have questions related to any of this information, please discuss them with one of your Medical Assisting instructors.

As a student, you are held accountable for the rights and responsibilities as established in the Ivy Tech Student Handbook as well as practices of safe, professional and ethical conduct as outlined in this document. The faculty integrates these guidelines into the MEAS curricula with the intention of modeling the standards of professional Medical Assisting performance and the expected roles and behaviors of graduate Medical Assistants.

Faculty has divided expectations of professional conduct into three groups, which are outlined on the following pages. All are critical. Follow-up actions for non-compliance reflect courses of action that would be similar for a Medical Assisting professional in a work setting. These actions are listed at the end of each category.
GROUP I

PROFESSIONAL CONDUCT EXPECTATIONS:

THIS CATEGORY ADDRESSES MAJOR COMPLIANCE ISSUES AND APPROPRIATE MEASURES FOR PATIENT CARE IN A HEALTH SETTING.

The following thirteen points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one’s career:

1. You must comply with Indiana State law both on campus and at off-campus locations. This includes, but is not limited to interactions with clients, patients and their families, faculty, peers and personnel of affiliating agencies.

2. You must refrain from consuming, being under the influence of, or possessing intoxicating beverages or unauthorized prescription or non-prescription drugs on College property or at the clinical sites. If suspected of being under the influence in the externship area, you must submit to a serum and/or urine test at your own expense. Results of the tests must be released to the College. Refusal to comply would result in removal from the externship area and possible recommendation for dismissal pending a conference with faculty regarding professional conduct expectations.

3. You will maintain confidentiality about any patient, student, or clinical employee.

4. You will follow guidelines re: disruptive behavior, sexual harassment and discrimination activities and will exhibit appropriate physical, verbal, and nonverbal behavior towards patients, families, or personnel in cooperating agencies. *(Ivy Tech Community College Student’s Rights and Responsibilities)*

5. You will not falsify any component of the written or oral patient/client record.

6. You will not remove or photocopy any part of the patient/client or clinical records without authorization.

7. You will exhibit behaviors that respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem. *(ISBN 848 IAC 2-2-2)*

8. You will not abandon or neglect patients/clients requiring health care.
9. You will not perform any technique or procedure including administration of medication for which you are unprepared by education or experience and/or without faculty approval.

10. You will guard against theft, abuse, misuse, or destruction of personal property, College property or property located on the College property or clinical site. (*Ivy Tech Community College Student’s Rights and Responsibilities 1A.SSM*)

11. You will not possess firearms and other weapons, dangerous chemicals, or any explosives or explosive device on College property or at any College-sponsored activity held elsewhere including clinical practicum sites. (*Ivy Tech Community College Student’s Rights and Responsibilities 1A.SSM*)

12. You will not leave the externship site during assigned hours without permission.

13. You will not cheat on papers, tests, or other academic works including clinical practicum assignments. (*Ivy Tech Community College Student’s Rights and Responsibilities 1A.SSM*)

**IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE:**

Because these expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.

**IMMEDIATE ACTION:**

If there is evidence of non-compliance in the guidelines referred to in numbers 2,4,10 and 11 above, the student will be removed from the externship site and a call will be initiated to the Dean of Student Affairs for further action. Evidence of non-compliance in the guidelines referred to in numbers 1,3,5,6,7,8,9,12, and 13 may result in removal from the externship site and further follow-up will be initiated.

**FOLLOW-UP ACTION:**

If non-compliance in any of these areas becomes evident, a written status report or other documentation will be prepared and a follow-up counseling session will be conducted. Recommendations made during the session may include a request to the appropriate college administrative representative for immediate suspension or dismissal from the class and/or externship site. (*Students’ Rights and Responsibilities 1A.SSM*).
GROUP II

PROFESSIONAL CONDUCT EXPECTATIONS:

THIS CATEGORY RELATES TO GENERAL PROTOCOL AND GUIDELINES:

1. You are expected to follow program guidelines regarding the attendance policy and notification of intended absence. (Can be clinical, lab, or class.)

2. You must adhere to Standard Precaution Guidelines, safety rules and regulations, and use safety equipment provided.

3. You must follow rules/regulations pertaining to the occupational area and/or clinical affiliate policy.

4. You must refrain from smoking or use of tobacco related products in restricted areas.

5. You will not solicit, vend or distribute literature, written or printed material in the class or clinical setting without proper authorization. Ivy Tech Community College Students Rights and Responsibilities 1A.SSM.

6. You will not accept gratuities from patients.

7. You will follow written protocol for all diagnostic procedures and policies in the clinical setting.

FOLLOW-UP IN THE EVENT OF NON-COMPLIANCE WITH GENERAL PROTOCOL AND GUIDELINES REFERENCED ABOVE:

These seven items reflect appropriate responses as related to professional protocol and guidelines that are expected while training and once employed in a health care field. Any behavior not meeting the expectations listed above would result in a written status warning report for the first issue. At that point, the student would be asked to acknowledge receipt of the notification, and should take the initiative to review what is expected and modify behavior accordingly. In the event that a second issue occurs involving one of these areas and is documented on a student status form, a formal conference will be scheduled with faculty to address the situation.
GROUP III

PROFESSIONAL CONDUCT EXPECTATIONS:

THIS CATEGORY IS SPECIFIC TO THOSE WHO ADMINISTER MEDICATIONS:

1. You will ensure that medications are administered on time and in accordance with patient care plans.

2. You will follow correct medication procedure as summarized in the “Six Rights” listed below:

SEVEN RIGHTS

- Right Drug
- Right Dose
- Right Patient
- Right Route
- Right Time
- Right Technique
- Right Documentation

3. You will be prepared to verbalize knowledge of medications and the relationship to the patient.

4. You will calculate proper medication dosage or safe dosage in the externship area.

The faculty believes that learning is a continuous process and requires utilization of knowledge ascertained from pre-requisite classes. Therefore, medication errors that relate to any of the above expectations will be evaluated on:

1. The type of medication error.

2. Your previous clinical performance.

FOLLOW-UP IN THE EVENT OF MEDICATION- RELATED ERRORS:

Every medication error will be documented on a student status form. The student will be expected to acknowledge receipt of this feedback, review appropriate procedures, address any related questions with faculty, and initiate precautionary measures to make certain that it does not happen again. In the event that there are three (3) documented incident report for medication-related errors, a conference will be held and may result in recommendation of dismissal from the program.
GROUP IV

PROFESSIONAL CONDUCT EXPECTATIONS:

THIS CATEGORY IS SPECIFIC TO RULES FOR PERSONAL PROTECTION AND SAFETY IN THE LABORATORY:

1. Avoid exposing yourself and others to unnecessary danger.

2. Observe the following precautions for safety in the laboratory:
   A. Wash your hands thoroughly with soap and warm water at the beginning and end of each laboratory period.
   B. Disinfect all work areas with a 10% bleach solution provided by the instructor or other approved product provided by your instructor.
   C. Wear gloves when performing any procedures on body fluids.
   D. Wear all personal protective equipment/clothing as required by your instructor.
   E. Do not put anything in your mouth during the laboratory period. Never lick gummed labels for specimens or put pencils in your mouth.
   F. Do not eat or drink anything while in the laboratory. This includes gum, mints, or candy.
   G. At all times, remember to keep your hands away from your face. Fingers and areas under the nails become contaminated quite easily.
   H. Keep hair pulled back away from the face, long hair should be tied back.
   I. Dispose of contaminated materials carefully in designated containers. RED bags are for body fluid contaminated waste only. For regular trash use the black bags.
   J. Report all spills and accidents (regardless of how minor) to the instructor immediately.
   K. Arrange all equipment in a secure place on your working area. Do not allow unused equipment to accumulate or hinder your work.
   L. Keep all equipment clean and in its proper place. Be as clean and orderly as possible at all times.
   M. Keep personal items in a designated area and away from work area.
   N. Do not store food or drinks in the refrigerator, we will be keeping specimens in there.
   O. Fingernails are to be kept no longer than 1/4 inch long with clear polish only.

3. Listen and follow directions given by your instructor at all times.
   a. Never perform a procedure without your instructor being in the classroom.
   b. Think before you act.
   c. Observe Universal Precautions at all times.
   d. Please do not use make-up, perfumes or colognes, or hairspray while class is in session.
   e. Open-toed shoes or shorts will not be allowed in the lab.
   f. Children are not allowed in the laboratory classroom.

Rev. 5/2018
REGULATIONS FOR ALL CLASSES AND EXTERNSHIPS

Professional Image: Hygiene and Hair—Good personal hygiene is important. Hands are to be clean, with short, clean unpolished nails. Unscented deodorant should be used instead of scented. Daily care of teeth and mouth is necessary. Cosmetics should be used in moderation. Perfume, highly scented hand lotion, powder or after shave lotion is not to be worn when in the classroom and at externship sites. Hair is to be clean and conservative in style. **No tattoos or body piercing should be visible.** Pierced ears are acceptable, but should be limited to one earring per ear. Tattoos must be covered. All other piercing must be removed or covered. Male students must be clean shaven daily or have a neatly trimmed mustache or beard.

Uniforms: Uniforms are required in the labs at the college. The type of uniform will be discussed the first day of class. At the externship sites, students are required to wear an Ivy Tech photo badge. Each externship site will have a dress code to follow. The student must meet with their externship supervisor to know what the appropriate dress is. If the uniform is white, underclothing should consists of a solid white or flesh colored bra, underpants, slip etc. Patterned, colored, or bikini undergarments must **not** be visible through the uniform.

Reporting Absences: If you are unable to report to your externship site, call your site within 15 minutes of the time you were to report on duty. Also, **you must call your instructor** to report your absence. An externship site may refuse your return for failure to notify prior to the absence. Failure to call both the site and the Ivy Tech instructor may result in lowering the final grade by one letter. **NO EXCEPTIONS!** Dismissal from an externship site may result in dismissal from the course.

Confidentiality
As part of their affiliation with clinical agencies, students enrolled in clinical courses are required to comply with Federal HIPAA regulations, state regulations, and facility policies with regard to privacy of patient information. All information which is learned about a patient is considered to be confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the externship or school, hospital cafeteria or any similar public place.

Written information pertaining to a patient must be guarded as confidential. Any written information should contain only the patient's initials and never the patient's name or any other identifying information.

**DO NOT DISCUSS EXTERNSHIP EXPERIENCES** in any public place, whether or not you refer to the patient by name.

Photocopying of any client records or removal of client records from the clinical facility is expressly forbidden.

**Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.**

General Conduct in the Externship Area or Agency: Adult patients and office personnel are to be addressed by their proper title and last name unless you are directed otherwise. Meal periods are...
to be adhered to carefully, as assigned by your preceptor or office staff. Any breaks are privileges and as such are not to be extended or abused. The telephone in the physician’s office, labs, clinic, etc. is for business only. You should use your personal cell phone on breaks only. Personal calls should be made elsewhere, on your own time. Students should not approach a physician regarding personal medical care. Eating food, chewing gum or smoking while on duty is prohibited except in a designated break area, on a scheduled break. Remember, most health care agencies are smoke free. **Any violation of the sites smoking policy will result in failure of the course.** Remember, if you do smoke while at the extern site, do so in the appropriate area. If you choose to smoke in your car, remember to open your windows so that you do not smell like smoke when you return to the office. Parking spaces marked “Physician” are for physician parking ONLY. Park in the designated area for your site.

Information acquired while at the externship sites is privileged and confidential and must not be discussed by you outside your professional duty. Do not discuss even with your family or closest friend. You are a guest of the affiliating agency. Please appreciate the time and effort they afford you. Breach of confidentiality will result in failure of the class.

**Physical Examination:** A physical examination must be completed by all Medical Assisting students before enrollment in externship classes. Immunizations should begin when you first start Medical Assisting classes. This will insure all are current when applying for the externship class. You must contact a faculty advisor to get the proper physical form to take to your doctor. An example is located in this brochure on page 29. Be sure to schedule this appointment as soon as possible, so that you are able to register for externship classes. This physical must be attached to your externship application. The entire hepatitis B series must be completed. Students are responsible for the cost of the physical exam, tests, immunizations, drug screen, and background checks.

**Hepatitis B Immunization:** In compliance with Ivy Tech’s Blood-Borne Pathogens Exposure Policy, Medical Assisting students must receive Hepatitis B vaccine before starting a laboratory class or clinical experience. Students are advised to get their first injection as early as possible in the program. The second injection is administered one month from the date of the first injection and then the third injection is given six months from the date of the first injection. Following the third injection, it is suggested that the student has a blood titer drawn to be sure that the vaccine has been effective.

This is a costly procedure, but is necessary because beginning practitioners are among the highest risk group. It is, however, much less expensive than the treatment of a person who develops Hepatitis B. The risks of Hepatitis B, beyond the cost of treatments, are severe and may have lifelong implications for the person who develops the disease.

If for some medical, religious, or philosophical reason, the student elects not to receive the vaccine, a waiver, which releases Ivy Tech Community College of any responsibility, will be signed, witnessed, and dated by the student. This waiver will be placed in the student’s file, and shared with all externship agencies to which the student is assigned. The externship site will decide if this waiver will be accepted.

Failure to receive the vaccine or sign a waiver will result in denial of practice in the externship or laboratory areas and also result in denial of enrollment in further courses.
Externships: Site Selection -- The selection for externship experience is the responsibility of the Practicum Coordinator. An application to do an externship must be completed before the student registers for the class. The application is shown in this brochure on page 27.

Hours: The student will not receive salary during their externship hours. Two Hundred hours must be accomplished covering both clinical and administrative duties.

Externships: The students must be supervised and must not receive compensation for services as a part of the externship. The externship sites are the ones who have the final word on how many hours a student can do in a week period. It must be understood by the student that urgency on your part to obtain the required hours is not considered urgent by the externship sites. The relationships between Ivy Tech and the externship sites are very important. The students are a “guest” at these sites.

Externship Course Requirements: Specific course requirements for externships will be reviewed before the student starts either externship. All course pre-requisites have to be met to enter into the externships. Health pre-requisites that have to be met before entering the externships include the physical examination, a 2-step Mantoux that will be current through the end of the coursework, and the Hepatitis B vaccine series must be completed as scheduled., documentation of two MMR’s and 2 varicella immunizations or titers showing immunity, DTaP within the past 10 years, and a current influenza vaccine. The student must show a current Healthcare Provider CPR card. This card must remain current during the externship course. Externship sites may refuse a student who has not completed a Hepatitis B vaccine series.

If the student has not taken their externship course pre-requisites in the region in which they are requesting to perform their externship or if there is a time-lapse between clinical courses and externship, the student must demonstrate their competencies to the MEAS program chair and/or MEAS faculty. The same competency check lists that are used for the required pre-requisite class will be used when the student demonstrates their skills. Failure to successfully pass the competencies will result in failure to be admitted to an externship class. It will be recommended to the student that they complete their externship in the region in which they took their pre-requisite class. The time for demonstration of the student’s skills must be arranged when the MEAS program chair and faculty are available and when laboratory space is available. This should be done at a minimum of one month before the externship class begins. Externship sites in the Kokomo Service Area have expectations of the level of skills in which our students are trained. This demonstration of competencies assures that those expectations are maintained.

Criminal History Check/Drug Screening for Externship
You will be required to submit to drug screening and a criminal history check before being assigned an externship site. While the College does not require drug screenings or criminal history checks of its School of Health Sciences students, the College cannot control or influence the requirements placed on students by independent clinical sites. Consequently, your ability to successfully complete your program of study may be affected by your ability to pass a drug screening test or criminal history check. Failure of either of these checks may result in the student not being placed, which would then result in failure to complete the program.

- Although most sites are concerned with felony convictions, an increasing number of sites will not accept students with a misdemeanor. Acceptance by a site is determined by the sites current protocol at the time of application for externship.
The student will receive a letter in the mail several weeks before the externship will begin. It will provide you with the details on how to complete this process. The student is responsible for the cost associated with these screenings. You will also receive a date in which this information is due. Failure to meet the deadline may result in the student not being placed. You will be contacted if there are any questions about the results received. The issue in question must be satisfied prior to receiving your externship assignment.

**HEALTH COMPUTER LAB RULES**

An open computer lab is available on the main campus in Kokomo and at the Logansport location. Check availability with the specific instructional site.

Computing resources may not be used for any purpose which is illegal, immoral, unethical, academically dishonest as in plagiarizing or cheating, damaging to the reputation of the College, inconsistent with the mission of the College, or likely to subject the College to liability as determined solely by the College. With this in mind it is very important that each student “log off” once they are finished with the computer in order to keep their information secure.

Refer to the Ivy Tech Student Handbook for the detailed list of computer lab rules. Any violation of the computer rules will result in the student being unable to use the computer lab. Loss of this privilege may result in failure to complete assigned computer work in certain Medical Assisting classes. This may result in a failing grade for the class.
MEDICAL ASSISTING ADVISOR CHECK LIST

The following advisor checklists will help you plan your educational training. You can achieve a technical certificate while working towards your associate degree. It is advised that you study the course outline to help you plan what courses you will need to take each semester.

Planning before your appointment with your advisor will help your appointment go more smoothly. It may also point out any possible problems that you may foresee. Scheduling is very important because some classes are only offered during certain semesters. These classes are noted on the advisor checklist.

It is important to remember when reading the advisor checklist that whenever semester 3 is noted, that is the fall semester and not the summer. Limited numbers of summer classes are available. Your advisor will be able to inform you what classes will be offered in the summer.
APPLICATION FOR EXTERNSHIP
DUE DATES (please circle choice):
SPRING – WEEK BEFORE SPRING BREAK
FALL- BEFORE OCTOBER 15TH

Applications received after due date will not be considered for enrollment. Due to limited site availability, placement will be based by date of submission of application.

NAME: ___________________________________________________

Campus: Kokomo or Logansport (please circle choice)

Externship applicants are to meet with the program advisor to determine if the following prerequisite courses have been completed. All of these classes plus the physical exam, immunization/titer record, and a current Health Care Provider CPR certification must be completed before submitting application. You must also provide a copy of your driver’s license and student ID. Without all proper documentation, you will not be allowed to submit your application.

If the student has not taken their pre-requisites in the region in which they are requesting to perform their externship the student must demonstrate their competency to the MEAS program chair and/or MEAS faculty. Acceptance will be based on the availability of a site after Kokomo/Logansport students have been placed.

There are a limited number of externship sites. Selection is based upon availability and student progression towards degree. If there are more students than available sites, the final selection will be based upon the submission date of application. In the event of a tie, the selection will be based upon grade point average.

MEAS 260 MEDICAL ASSISTING EXTERNSHIP
Current completed physical form including completion of the Essential Function pages by the practitioner. All immunizations must be current, all three Hepatitis immunizations (or declination), Two-step Mantoux test. The student must provide a copy of their Ivy Tech student ID badge, current Health Care Provider CPR care, and their driver’s license.

____MEAS 137 Outpatient Insurance and Basic Coding
____MEAS 209 Electronic Administrative Practices
____MEAS 218 Pharmacology
____MEAS 219 Med. Asst. Lab Techniques
____MEAS 239 Clinical II
____Health Care Provider CPR/AED cert. (current)
THIS SECTION TO BE COMPLETED BY STUDENT:

Student Name: ___________________ Student ID: C _____________ Date of Birth ___/___/___

Address: ____________________________________________________________________________

Phone: Home ____ - ____- _____ Work____ - ____- _____ Cell ____ - ____- _____

Email: ________________________________________

I understand that the information on this form or the form itself may be given to clinical affiliate sites as required for institutional accreditation.

________________________________________    _______ ______________________________    ___________
Name of Student (PRINT)                             Student Signature       Date

THIS SECTION TO BE COMPLETED BY A PHYSICIAN, LICENSED PHYSICIAN ASSISTANT, OR ADVANCED REGISTERED NURSE PRACTITIONER:

Required documentation includes immunity status, tuberculosis screening, physical examination and validation of student’s ability to perform essential functions of the program. It is the student’s responsibility to ensure that the form is complete and signed in all required areas prior to submission to the program.

Immunity Status: In the absence of documented vaccination, documentation of immunity requires serologic evidence of immunity. If the initial titer is negative vaccination according to CDC guidelines and a follow-up titer demonstrating immunity is required. If the student declines one or more the following vaccines, a declination form must be completed and signed by the student’s health care provider.

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Date of Vaccine</th>
<th>Titer Showing Immunity</th>
<th>Date of Titer</th>
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</thead>
<tbody>
<tr>
<td>Hepatitis B #1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hepatitis B #2 (1 mo. following #1)</td>
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<tr>
<td>Hepatitis B #3 (5 mo. following #2)</td>
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<tr>
<td>Influenza (1 dose annually)</td>
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<tr>
<td>Measles (2 doses, 4 weeks apart)</td>
<td>MMR 1:</td>
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<tr>
<td>Mumps (1 dose)</td>
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<tr>
<td>Rubella (1 dose)</td>
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<tr>
<td>Varicella (2 doses, 4 weeks apart)</td>
<td>1: 2:</td>
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<tr>
<td>Tdap - 1 dose</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Td Booster (every 10 years after Tdap)</td>
<td>Titer Below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus</td>
<td>Vaccine above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Vaccine above</td>
<td></td>
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</tbody>
</table>
2. **Tuberculosis Screening:** Tuberculin Mantoux skin testing or Quantiferon TB Gold blood test required; and chest x-ray if either result is positive.

- **Tuberculin Skin (Mantoux) Test:** For students who have not had a documented negative tuberculin skin test in the preceding 12 months, baseline tuberculin skin testing should employ a two-step method, with a second test in 1-3 weeks. If student has documented annual tuberculin skin testing, the last annual results may be recorded for first test and the current test may be recorded for second test.

  **First Test:**
  Date Given: ___/___/___ Time: ____ Date Read: ___/___/___ Time: ____ Results: _____ mm
  Negative □  Positive (chest x-ray required) □
  Provider Signature: __________________________________________

  **Second Test:**
  Date Given: ___/___/___ Time: ____ Date Read: ___/___/___ Time: ____ Results: _____ mm
  Negative □  Positive (chest x-ray required) □
  Provider Signature: __________________________________________

- **Quantiferon TB Gold Blood Test**
  Results: Date of test: ___/___/____
  Negative: □  Positive (chest x-ray required): □  Indeterminate (requires Mantoux): □
  Provider Signature: __________________________________________

- **Chest X-Ray (Required if Tuberculin skin test or Quantiferon TB Gold test is positive)**

  Date of chest x-ray: ___/___/_____  Normal: □  Abnormal: □
  Provider Signature: __________________________________________
# REVIEW OF ESSENTIAL FUNCTIONS

**Frequency:**  
- **O** = Occasionally (1-33%)  
- **F** = Frequently (34-66%)  
- **C** = Constantly (67-100%)

<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
</tr>
</thead>
</table>
| **GROSS MOTOR SKILLS** | 1. Move within confined spaces  
  2. Sit and maintain balance  
  3. Stand and maintain balance  
  4. Reach above shoulders (e.g., IV poles)  
  5. Reach below waist (e.g., plug electrical appliance into wall outlets) | C F F O O |
| **FINE MOTOR SKILLS** | 1. Pick up objects with hands  
  2. Grasp small objects with hands (e.g., IV tubing, pencil)  
  3. Write with pen or pencil  
  4. Key/type (e.g., use a computer)  
  5. Pinch/pick or otherwise work with fingers  
  6. Twist (e.g., turn objects/knobs using hands)  
  7. Squeeze with finger | C C C C C C F |
| **PHYSICAL ENDURANCE** | 1. Stand (e.g., at client side during surgical or therapeutic procedure)  
  2. Sustain repetitive movements (e.g., CPR)  
  3. Maintain physical tolerance (e.g., work entire shift) | F O C |
| **PHYSICAL STRENGTH** | 1. Push and pull 25 pounds (e.g., position clients)  
  2. Support 25 pounds (e.g., ambulate client)  
  3. Lift 25 pounds (e.g., pick up a child, transfer client)  
  4. Move light objects weighing up to 10 pounds (e.g., IV poles)  
  5. Move heavy objects weighing from 11 to 50 pounds  
  6. Defend self against combative client  
  7. Carry equipment/supplies  
  8. Use upper body strength (e.g., perform CPR, physically restrain a client)  
  9. Squeeze with hands (e.g., operate fire extinguisher) | F F F F F O O |
| **MOBILITY** | 1. Twist  
  2. Bend  
  3. Stoop/squat  
  4. Move quickly (e.g., respond to emergency)  
  5. Climb (e.g., ladders/stools/stairs)  
  6. Walk | F F F F F |
| **HEARING** | 1. Hear normal speaking level sounds (e.g., person-to-person report)  
  2. Hear faint voices | C F |
<table>
<thead>
<tr>
<th>Function</th>
<th>Program-Specific Examples</th>
<th>Frequency</th>
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<tbody>
<tr>
<td></td>
<td>3. Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)  4. Hear in situations when not able to see lips (e.g., when masks are used)  5. Hear auditory alarms (e.g., monitors, fire alarms, call bells)</td>
<td>F O O</td>
</tr>
<tr>
<td>VISUAL</td>
<td>1. See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)  2. See objects up to 20 feet away (e.g., client in a room)  3. See objects more than 20 feet away (e.g., client at end of hall)  4. Use depth perception  5. Use peripheral vision  6. Distinguish color intensity (e.g., flushed skin, skin paleness)</td>
<td>F F O F O</td>
</tr>
<tr>
<td>TACTILE</td>
<td>1. Feel vibrations (e.g., palpate pulses)  2. Detect temperature (e.g., skin, solutions)  3. Feel differences in surface characteristics (e.g., skin turgor, rashes)  4. Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)  5. Detect environmental temperature (e.g., check for drafts)</td>
<td>F O O O O</td>
</tr>
<tr>
<td>SMELL</td>
<td>1. Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)  2. Detect smoke  3. Detect gases or noxious smells</td>
<td>O O O</td>
</tr>
<tr>
<td>EMOTIONAL STABILITY AND INTERPERSONAL SKILLS</td>
<td>1. Establish therapeutic boundaries  2. Provide client with emotional support  3. Adapt to changing environment/stress  4. Deal with the unexpected (e.g., client going bad, crisis)  5. Focus attention on task  6. Monitor own emotions  7. Perform multiple responsibilities concurrently  8. Handle strong emotions (e.g., grief)</td>
<td>O O F F C F</td>
</tr>
<tr>
<td>COMMUNICATION SKILLS</td>
<td>1. Explain procedures  2. Give oral reports (e.g., report on client’s condition to others)  3. Interact with others (e.g., health care workers)  4. Speak on the telephone  5. Influence people</td>
<td>O F O O F</td>
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</table>
Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

**To be completed by the Healthcare Provider (physician, licensed physician assistant or nurse practitioner)**

<table>
<thead>
<tr>
<th>I have reviewed the student’s immunity status documentation and verified this information to be accurate, including initiation of immunization series.</th>
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<tbody>
<tr>
<td>Yes ☐ No ☐</td>
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<table>
<thead>
<tr>
<th>I have reviewed results of TB screening and verify that the student is free of active tuberculosis.</th>
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<tbody>
<tr>
<td>Yes ☐ No ☐</td>
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<table>
<thead>
<tr>
<th>I have reviewed the essential functions with the student, and based on my assessment I have not identified any physical or mental limitations which would prevent the student from performing the essential functions described above.</th>
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<tbody>
<tr>
<td>Yes ☐ No ☐</td>
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<table>
<thead>
<tr>
<th>Provider Name/Credentials</th>
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<tr>
<th>Provider Phone: _____ - _____ - _____</th>
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**To be completed by the student**

<table>
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<tr>
<th>I do not have any physical or mental limitations which would prevent me from performing the essential functions described above.</th>
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HEPATITIS B VACCINATION--PROTECTION FOR YOU

WHAT IS HBV?

Hepatitis B virus (HBV) is a potentially life-threatening bloodborne pathogen. Approximately 8,700 health care workers each year contact hepatitis B, and about 200 will die as a result. In addition, some who contract HBV will become carriers, passing the disease on to others. Carriers also face a significantly higher risk for other liver ailments which can be fatal, including cirrhosis of the liver and primary liver cancer.

HBV infection is transmitted through exposure to blood and other infectious body fluids and tissues. Anyone with occupational exposure to blood and/or body fluids should receive the vaccine.

THE BEST DEFENSE AGAINST HEPATITIS B IS VACCINATION.

WHO NEEDS VACCINATION?

Individuals who are exposed to blood or other potentially infectious materials as part of their job duties. This includes health care workers, emergency responders, morticians, first-aid personnel, law enforcement officers, correctional facilities staff, launderers, as well as others.

WHAT DOES VACCINATION INVOLVE?

The hepatitis B vaccination is a noninfectious, yeast-based vaccine given in three injections in the arm. It is prepared from recombinant yeast cultures; rather than human blood or plasma. Thus, there is no risk of contamination from other blood borne pathogens nor is there any chance of developing HBV from the vaccine.

The second injection should be given one month after the first, and the third injection six months after the initial dose. More than 90% of the individuals receiving the vaccine produce immunity, it is important for individuals to receive all three injections.

The vaccine causes no harm to those who are already immune or to those who may be HBV carriers.
IF YOU HAVE BEEN CONVICTED OF A CRIME:
The following is a direct quote from the American Association of Medical Assistants (AAMA) taken from the certification examination application for the CMA exam.

Individuals who have been found guilty of a felony, or pleaded guilty to a felony, are not eligible to take the CMA Exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances. If you wish to request that the Certifying Board permit you to take the test, you must submit a Request for Waiver form (obtained from the AAMA) and written evidence, which demonstrates that your felony conviction or plea should not prevent you from taking the CMA Exam. The written evidence must include, but need not be limited to, the following:

- The age at which the crime was committed
- The circumstances surrounding the crime
- The nature of the crime committed
- The length of time since the conviction
- The individual’s criminal history since the conviction
- The individual’s current employment references
- The individual’s character references
- Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients

Direct questions regarding this to:
AAMA Certification Department;
20 N. Wacker Dr., Ste. 1575; Chicago, IL 60606
E- mail: certification@ aama-ntl.org
Phone: 800/ 228- 2262

Ivy Tech cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of ivy Tech is providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your students as you prepare for the exam.