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Dear Student:

Welcome to the San Jacinto College Medical Assisting Program. This Student Handbook was written especially for you. It is reviewed and revised annually and is designed to provide guidance and direction for your success in this program. This handbook, therefore, will be a valuable resource that can assist you in many ways. First, it contains policies of the college and of the medical assisting program. Second, it contains expectations for personal professionalism and academic achievement for the coming year. Lastly, it contains signature forms that you will be asked to sign and uphold. Keep it in a safe place, so that you may refer to it from time to time or as the need arises. The faculty and I wish you much success in the completion of this program and in the attainment of your career choice, to be a Medical Assistant.

Sincerely,

Diana Johnson  
Program Director  
Medical Assisting Program  
North Campus

MISSION STATEMENT

The Medical Assisting programs Mission Statement is to train exceptional medical assistant personnel who perform both administrative and clinical duties while working directly under the health practitioner.

JOB OPPORTUNITIES

Employment of medical assistants is expected to grow much faster than the average for all occupations as the health services industry expands. Employment growth will be driven by the increase in the number of group practices, clinic, and other health care facilities, that need a high proportion of support personnel, particularly the flexible medical assistant who can handle both administrative and clinical.
SAN JACINTO COLLEGE
MEDICAL ASSISTING PROGRAM INFORMATION

The Medical Assisting (MDCA) program within the San Jacinto College District (SJCD) is a one-year training program, leading to a Certificate of Technology in Medical Assisting. The Medical Assisting curriculum includes classroom theory, skills training, and a 240 hour clinical experience in one of our healthcare settings, located throughout the Houston metropolitan area. The program includes 448 classroom and 496 laboratory/clinical hours.

The Medical Assisting program is designed to train medical assistant personnel to perform both administrative and clinical duties and to report directly to an office manager, physician, or other health practitioner. Administrative duties may include answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, scheduling appointments, handling billing and bookkeeping. Clinical duties vary according to state law and may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting physicians during examination.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the American Association of Medical Assistant Endowment. Students are eligible to apply to write the national certification exam (CMA) after completion of the medical assisting certificate of technology. The fee associated with the CMA exam is included, as an incidental fee, in MDCA 1254.
PROGRAM POLICIES

Students are expected to function according to guidelines in the current San Jacinto College Student Handbook and College Catalog. In addition, specific program policies are as follows:

A. **Chain of Command:** Students will follow the chain of command (immediate faculty member, director, department chair, dean)

B. **Class Attendance Policies:** Students are required to regularly attend all lecture and laboratory classes. An accurate record of each student’s attendance is kept by each instructor.

   The maximum hours of absence for each course are prescribed in the SJCD Catalog. Should a student exceed the allotted theory hours a faculty review committee will determine if any of the absent hours may be considered “extenuating circumstance”.

   If the faculty review committee agree that the allowed hours of absence have been exceeded the student will be dropped from that course. A student may be dropped from a course upon the accumulation of 8.33% absences of the total number of course hours.

   See College Catalog (Class Attendance) for further clarification.

   - Arriving 5-9 minutes late will result in a tardy.
   - Three tardies equal one absence. A tardy converts to an absence after 10 minutes has past.

A student may be dropped from a course upon the accumulation of 8.33% absences of the total number of course hours. See College Catalog (Class Attendance) for further clarification.

*After 10 minutes have passed,* the instructor may close the door and not allow further entrance until break time or until the instructor acknowledges their approval to enter. It will be the student’s responsibility to make up the missed class work. Refer to the College Catalog for further clarification.

While students will be counted absent if they arrive 10 minutes after class starts, they will be encouraged to attend class after the first break or after the instructor acknowledges their approval to enter.

**Clinical Attendance Policies:**

Students are required to regularly attend all lecture, laboratory/clinical classes. An accurate record of each student’s attendance is kept by each instructor. The student is required to notify the affiliating agency if unable to attend as assigned. Notification must occur as
specified for each facility. Follow the procedure given by the instructor as it varies with each institution.

Arriving 5 minutes late will result in a tardy. Three tardies = 1 absence. Any student arriving 30 minutes after the shift begins will be counted absent for the entire clinical day, however, the instructor may elect to have the student remain at the clinical site and perform the patient care assigned to them.

Students who arrive tardy are required to contact their clinical instructor PRIOR to beginning patient care that day – NO EXCEPTIONS.

Should a student exceed the allotted clinical hours a faculty review committee will determine if any of the absent hours may be considered an “extenuating circumstance”. If the faculty review committee agree that the allowed hours of absence have been exceeded the student will be dropped from that course. A student may be dropped from a course upon the accumulation of 8.33% absences of the total number of course hours. See College Catalog (Class Attendance) for further clarification.

If a student arrives unprepared for client care (out of dress code in any way, lacking any portion of required paperwork) that student will be sent home for that day and counted absent.

Students that are unable to successfully demonstrate/perform any psychomotor skill, for which they have been previously trained in the lab, safely and competently, in the clinical setting, will be sent back to the college for remediation (without the loss of a clinical day) but will not be allowed to return to clinical until the clinical coordinator documents their successful remediation.

Students unable to return to clinical due to a lack of psychomotor skills will be counted absent. Should a student exceed the allotted clinical hours a faculty review committee will determine if any of the absent hours may be considered an “extenuating circumstance”. If the faculty review committee agree that the allowed hours of absence have been exceeded the student will be dropped from that course.

A student may be dropped from a course upon the accumulation of 8.33% absences of the total number of course hours. See College Catalog (Class Attendance) for further clarification.

Make-Up Exams: Dates and times will be announced. Failure to follow faculty guideline will result in a grade of zero, which will be calculated into the average grade for that unit of study. Make-up exams are the responsibility of the instructor and student. One hour will be the maximum allowable time for make-up exams, unless written permission from the Department of Special Populations has been provided. Come prepared with paper, pen/pencil and picture identification.
MDCA Dress Code:

Scrubs Required Apparel At All Times For The Medical Assisting Program MDCA

- All scrub tops must loosely cover the hip area (males and females alike). Choose loose fitting scrub pants for extended movement. Scrubs should be clean and not wrinkled.

- Guidelines for accessories while in Medical Assisting program:

  a) Earrings; pierced ears – one (1) set of studs, no larger than 5mm size are permitted; no loop earrings are permitted; regardless of size, ear clips are not permitted

  b) Body piercing elements –
  None permitted in the head and neck area (must be removed while in uniform)

  c) Rings – only wedding/engagement rings are permitted; it is recommended that all digital jewelry be left at home/not worn while in uniform

  d) Hair styles and facial makeup must be conservative in keeping with a professional appearance; no hair ornaments allowed; hats are not allowed, nor are hair coverings, while in uniform

  e) Miscellaneous jewelry (bracelets, pins, necklaces) are not allowed; a watch is permitted, second hand required, military time suggested

  f) Tattoos – must be covered while in uniform

  g) Nail- trimmed, cleaned. No artificial nails, no nail polish not even clear while in MDCA 1417 and MDCA 1560.

  h) Medical equipment- such as stethoscope, penlight, black pen, red pen, notebook, etc.

- All students must be free from excessive aromatic fragrances; deodorant/antiperspirant is expected to be used. There is zero tolerance for offensive body odors. Dental and personal hygiene are mandatory.

- Students who are inappropriately dressed may be asked by faculty to leave the instructional site. A student incident report will be made. The MDCA uniform code applies to attire, grooming or the lack thereof, inappropriate and/or offensive, uncorrected/continuing offensive odors and/or aromas emanating from the student. If said emanating aromas are the result of disease, infection, pathological body functions or conditions warranting medical intervention, said interventions are to be in writing, on file with the MDCA Program.
On campus you are representing the MDCA Program. You are expected to demonstrate the requisite attitude, attire, demeanor and behaviors in accordance with the professional image our program strives to maintain.

UNIFORM POLICIES: All students will wear scrubs while in MDCA program.
- Uniforms must be fitted.
- Female students are to wear scrubs as a uniform pant/skirt/scrub top.
- Male students are to wear the school uniform pant/scrub top.
- Males and females are to wear white undergarments, white socks or white hosiery.

Uniform includes: White soft sole leather shoes are to be worn by both males and females.
- All students will wear clean scrub and official student identifying name badge will be a picture ID, taken by the school, designating them Medical Assisting Program and the student’s classification.
- Warm-up jackets purchased from a designated company must have San Jacinto College North embroidered as designated. No other garment can be substituted (i.e., white sweater) or worn in the client care area.
- During certain scheduled learning experiences, the student may wear appropriate street clothes. No jeans, shorts, or T-shirts will be allowed.
- Female students may wear slacks and blouse or dress; male students may wear slacks and collared shirt.
- You will be representing San Jacinto College as well as the nursing profession. The student must wear their ID badge and warm-up jacket with the school’s embroidered design when going to the agency to pick client assignments.

PERSONAL APPEARANCE AND UNIFORM: Professional Dress:
- Appropriate non visible undergarments (i.e., females: bra, panties, solid white T-shirt; and males: solid white T-shirt) should be worn, and/or white socks as appropriate.
- **Student ID** badge with picture and breakaway lariat is required anytime the student is at the clinical site.
- NO visible tattoos are permitted
- NO visible body piercing is permitted. This includes, but is not limited to, eyebrows, lips, nose, tongue, etc.
- NO fanny packs allowed.
- Beepers must be on a non-audible mode.
- Personal cellular phones are prohibited in the clinical area.
- **Shoes:**
  - Must be a standard soft sole white leather nursing shoe with a closed toe and closed heel for safety purposes.
  - Must be kept polished and shined daily, with clean white shoe laces.
- **Grooming:**
  - Nails should be kept short and clean.
  - No clear nail polish is acceptable.
• **No artificial nails of any kind, this includes overlays or nail tips**
• Hairstyles are expected to be conservative, in good taste, clean and well-kept. Hair must be worn, off the collar in a manner so that it will not come in contact with the client and/or interfere with client care or require constant rearrangement. Hair worn in a ponytail must be affixed to the head and may not swing freely.
• Scarves, ribbons, or other ornaments are not acceptable.
• **MEN**: Sideburns are to be neat and well-trimmed. Mustaches are acceptable. Beards are not allowed during clinical rotations in response to the dress codes of the clinical facilities with which the Medical Assisting Program has affiliations.
• Cosmetics must be used moderately and attractively applied. Perfumes and after shaves are to be avoided, as clients are particularly sensitive to strong fragrances.
• Jewelry: An excess of jewelry can detract from your professional appearance. Acceptable jewelry and accessories are: wrist watch, wedding band only and limited to one pair of small gold or silver stud earrings.
• Cleanliness: Uniforms are the responsibility of the student and are to be kept clean, pressed, and laundered daily.
• Students who report to clinical with a non-professional appearance or poor hygiene may be sent home with the loss of a clinical day. Sick people do not need to accept a dirty, unkempt nurse or one whose personal appearance is distasteful, or who has an objectionable body odor.

• **ACCESSORY ITEMS:**
  1. Watch with a second hand
  2. Bandage scissors
  3. Red and black pen and pencil
  4. Stethoscope
  5. Name Badge
  6. Penlight

**During Lab:** Hair must be off the collar-pulled back and affixed to the head, nails short and no clear nail polish used. No artificial nails, tips, overlays, will be allowed. Shoes must have a closed toe and closed heel for safety purposes. Students who do not comply will be asked to leave with the loss of a clinical day.

**During pre-Clinical:** Students will continue to abide by the above guidelines, however, students may wear **professional attire** when attending regular classes in the MDCA program.

**Paper Work Due Date:** Any papers due must be turned in to the requesting instructor on the date assigned. Failure to do so will result in a loss of 10 points per day for two days. After day two the student will receive a grade of zero. If the student is absent on the due date the student will submit the paperwork to the requesting instructor on the day they return to school, with excused absent and valid
paper to reason missed without the loss of points. Failure to do so will result in a loss of 10 points for two days. After day two the student will receive a grade of zero.

**Illness:** At the discretion of the instructor, the student may be required to supply a physician’s statement regarding fitness to return to school and to assume duties. **Students who are pregnant** or become pregnant during the school year are required to submit (each trimester) to their clinical instructor and director and office a copy of their physician’s statement documenting physician approval for them to remain actively involved in the medical assisting program. If a student is unable to obtain immunizations due to pregnancy, the student will be prohibited from attending clinical externship.

**GRADE DETERMINATION:**
The following grade equivalency is established for all classes:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = Below 60%

By the Medical Assisting Program criteria,

- A grade below “C” is not acceptable as a passing grade.
- Therefore, grades of “D” and “F” are not passing and failed courses must be repeated prior to progressing in the program.
- A STUDENT MAY ONLY REPEAT A FAILED CLASS ONE TIME WITHIN TWO YEARS
- Faculty will determine and make known to students the grading system at the beginning of each course.
- Each course must be passed with a minimum of “C” proficiency.
- Each course in each level must be completed with a satisfactory grade before progressing to the next level.

- **Test scores will not be rounded until the final course grade calculation.**
  Rounding will be performed using the Rule of Rounding. Grades will be carried to the first decimal place, using the hundredths place to determine whether to round up or to round down. If the digit in the hundredths place is less than 5, the number will be rounded down; if the digit in the hundredths place is 5 or greater, the number will be rounded up. **A number will only be rounded once.**

  **Example:** 66.66 = 66.7; 85.33 = 85
Example: Exam Average

71.25 \times 0.66 = 47.02 \text{ unit exam average } \times 0.66
66 \times 0.34 = 22.44 \text{ final exam } \times 0.34
\text{Total} = 69.46 \text{ (which is a failure in the course)}

Item analysis will be performed on exams, per result of the analysis; the instructor may at his/her discretion decide to eliminate an item.

Example: 50 questions

49 questions (grade will be based on 49 questions)

It is the responsibility of the student to keep up with test grades.
At a minimum, those students with a failing average at mid-term will receive a counseling form for their signature.

Professional behavior/conduct is a critical aspect of the medical assisting program. Professional behavior is mandated for all students while in class or clinical. Unprofessional behavior or conduct will NOT be tolerated in this program. Infraction of the policy of San Jacinto College Medical Assisting Program will lead to suspension from class/clinical and/or dismissal from the program. Instructors will document student’s unprofessional behavior/conduct on a counseling form.

*Suspension will follow documented evidence of:

1. Failure to submit written clinical requirements when due.
2. Unprofessional conduct. Unprofessional conduct may include but is not limited to the use of abusive or profane language or gesture; sexual, social, or ethnic slurs; loud boisterous or disruptive behavior.
3. Failure to adhere to and follow the student handbook policies and procedures

The First Occurrence will result in:
1. Placement of counseling form in the student folder and
2. Referral to the Department of Student Services for counseling and
3. Immediate suspension from class or clinical for the remainder of the day

Should a student exceed the allotted class/clinical hours due to the suspension a faculty review committee will determine if any of the absent hours may be considered an “extenuating circumstance”. If the faculty review committee agree that the allowed hours of absence have been exceeded the student will be dropped from that course.
A student may be dropped from a course upon the accumulation of 8.33% absences of the total number of course hours. See College Catalog (Class Attendance) for further clarification.

The Second Occurrence will result in:
1. Placement of counseling form in student folder and
2. Immediate suspension from class or clinical with a mandatory review of the incident by nursing faculty and student services, within 2 working days, that may terminate into immediate dismissal from the program.

*Suspension is defined as: removal from class or clinical for the remainder of the day.

**Immediate Dismissal** from the program will follow documented evidence of any one or more of the following infractions:

1. Willful lying or deceit.
2. Verbal or physical abuse of patients, faculty, peers, hospital staff.
3. Falsification of records.
4. Cheating, plagiarism, stealing.
5. Patient neglect of any kind.
6. Failure to acknowledge and honor patient’s rights.
7. Failure to successfully pass psychomotor skills as outlined in the syllabus.
8. Misuse of drugs and/or alcoholic beverages and/or abusive substances.
9. Inability to render safe competent patient care.
10. Giving any form of medication without direct supervision of the instructor or designated preceptor.
11. Documentation of two medication errors in the program, including any violation of the seven rights of drug administration. Students must show all work for drug calculation: Calculators will be permitted.
   i. **The right patient**
   ii. **The right medication**
   iii. **The right dose**
   iv. **The right route**
   v. **The right time**
   vi. **The right to refuse**
   vii. **The right documentation**
12. Refusal of a clinical agency to allow a student affiliation in that agency.
13. Any fighting/physical or verbal confrontation with faculty, peers, or Clinical staff.
15. Signing another student’s name to any document
16. Leaving the clinical setting without prior and proper notification to the faculty member and/or Director of the Program.
**IMMEDIATE DISMISSAL:** In addition to the sixteen (16) reasons for immediate dismissal listed above, REFER to the College Catalog under Class Attendance for further clarification of policies regarding this topic.

**CLINICAL EXPERIENCE RESTRICTION:**

**STUDENTS SHALL NOT:** (Will be discussed in Orientation prior to clinical externship)

Clinical experience is an essential part of the medical assisting student’s education. The student must be able to demonstrate during each clinical course the safe, competent practice of nursing care to clients. Minimum skills performance must be demonstrated in the lab before being assigned to client care. At the beginning of each clinical course, the student will receive a copy of the course objectives/requirements, critical behaviors, nursing skills, competencies, case studies, nursing processes/concept map, clinical evaluation tools, and math competencies required to pass the course. Students may be assigned to a clinical experience during day, and/or evening hours. All clinical experiences will be supervised by San Jacinto College faculty or a designated preceptor. Students that are unable to successfully demonstrate/perform any psychomotor skill, for which they have been previously trained in the lab, **safely and competently**, in the clinical setting, will be sent back to the college for remediation (without the loss of a clinical day) but will not be allowed to return to clinical until the clinical coordinator documents successful remediation.

**WITHDRAWLS:**

The Medical Assisting Director has the right to initiate the administrative withdrawal of any student whose attendance, conduct, or scholastic standing makes it inadvisable for the student to continue in the program. This right exists regardless of grades. **The primary concern of the program and the college shall be client safety and practice competence. Due process is offered through an appeal procedure.**

A student taking a controlled substance (a drug classified under the CONTROLLED SUBSTANCE ACT OF 1970) **WILL NOT be allowed to participate in the clinical setting. EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO: DEMEROL, AMPHETAMINES, BARBITURATES, TYLENOL WITH CODEINE, VALIUM**

**ADVISING AND COUNSELING:**

The San Jacinto College Medical Assisting Program is designed to help each student develop a knowledge and skill base in the medical office. This rapid expansion of knowledge requires continuous, planned, personal diligence to attain and maintain competence. Students are required to continually demonstrate progressive application of the nursing process, critical thinking, and nursing skills before they advance to the next level of success.

Faculty will issue a counseling form for the 1st three failed test and mandate a student to seek counseling and will have to be signed by an advisor. The advisor will follow the student throughout their course of study in the medical assisting program.
Students will be free to seek additional advising/counsel throughout the program for personal and/or professional standards. The counseling center may be reached at 281 458 4050 extension 2317.

Whenever **faculty has a concern** regarding student performance, the occurrence must have a planned corrective action with a written plan of improvement completed. Students will be aware of such documents, and asked to acknowledge them by signature. This applies to any situation that influences the student’s continuance in school. Except for dismissal reasons, students will receive documented advising/counseling, with an action plan, in time to correct the deficiency prior to notice of the need to withdraw.

**HEALTH SERVICES:**

A. Due to an ethical responsibility to the affiliating clinical agency and the client, a student may be sent home if there is evidence of a medical condition (fever, cough, cold sores, etc.).

B. Students are responsible for their own medical needs.

C. **If a student needs to make an appointment for physician care, it is expected they schedule such appointments so that they do not conflict with class or clinical experience hours.**

D. Students are **NOT** to discuss personal medical problems with physicians while on duty.

E. If the student is injured or exposed to a communicable disease while in the clinical setting, the instructor will be notified immediately. A Variance Report will be completed and filed with appropriate parties involved. Generally, immediate first aid is rendered at no cost to the student. However, there is no guarantee to this effect and the student should be prepared to pay the costs involved. Any health care costs are the responsibility of the student. It is the policy of the MDCA Program that students should contact their own physician or clinic for treatment and/or follow-up care.

F. A **student taking any prescription, non-prescription, or homeopathic drug (s) in the clinical area is required to inform the instructor, giving the indication, drug name, dosage, dosage times, and length of prescription.**

G. A student taking a controlled substance (a drug classified under the **CONTROLLED SUBSTANCE ACT OF 1970**) **WILL NOT** is allowed to participate in the clinical setting. **EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO: DEMEROL, AMPHETAMINES, BARBITURATES, TYLENOL WITH CODEINE, VALIUM**

H. **PREGNANCY:** In the event of a pregnancy during externship, a medical release form must be completed and placed in the student’s file each trimester stating that there are no physical restrictions for continuance in the medical assisting program. A physician’s statement to return to school will be required post-partum and placed in the student’s file.
CLIENT WITH COMMUNICABLE DISEASE:
Caring for clients with a communicable disease is an occupational/professional challenge in nursing. As a student, you will be instructed in protocols and procedures to reduce your risk for acquiring an infection or communicable disease. However, all areas of health care practice have inherent risks and no area is completely risk free. Your signature on a “statement of understanding” will be required as documentation, both written and verbal, of receiving Standard Precaution & Bloodborne Pathogens information.

CLIENT CARE INCIDENT/VARIANCE REPORT:
Client care incidents involving a student in any way will be reported to the instructor IMMEDIATELY! The client’s physician will be notified. A report will be completed according to the policies of the affiliating agency. One copy will remain with the agency and one copy will be placed in the student’s file.

1. The Director of the Medical Assisting Program must be notified within 24 hours.
2. The Variance Report must be completed by the student and instructor and turned in to the Program Director within one week of the occurrence.
3. The Variance Report will be kept on file in the Program Director’s office.

CONFIDENTIALITY:

Clients and family members have the right to confidentiality of all records and communications, written or verbal, between patient and health care providers. Medical Assisting students will follow these standards:

1. Students will not reveal (to anyone other than their instructor) any confidential information that may come to their knowledge in the course of their work/studies.
2. Student will hold in confidence all personal matters and all family affairs in which the student has been made aware of during the course of caring for the individual clients.
3. Students will be dismissed from the program for breach of confidentiality.
4. Students signing the Confidentiality Standard form confirm that they have received this information, both written and verbal.

HONESTY POLICY:
To ensure quality education and equality to all students in the medical assisting program, the following conditions will apply during testing situations:

1. The instructor controls the options of: seating arrangement, movement, leaving the room, and stopping an exam for violation of the honesty policy.
2. All books, papers, notebooks, and personal belongings will be placed at the front of the classroom or other designated areas before entering a testing situation.

3. Any information found on, or in the immediate vicinity of the individual during a testing situation will be grounds for termination of the testing and dismissal of the individual(s) involved. A grade of “0” (zero) will be recorded and averaged into the final grade. This may also be grounds for receiving a grade of “F” in the course and immediate dismissal.

4. Any verbal or nonverbal communication between students during a testing situation will be grounds for termination of the testing. A grade zero will be recorded and averaged into the final grade. This may also be grounds for receiving a grade of “F” in the course and immediate dismissal.

5. Infractions of the honesty policy will be grounds for dismissal from the program. Any student dismissed from the program for infractions of the honesty or cheating policy of the department or college, WILL NOT BE ALLOWED TO RE-ENTER the Medical Assisting Program at San Jacinto College District. No re-entry will be allowed. Due process is offered through an appeals process.

CHEATING AND PLAGARISM:
(Defined in the Student Handbook and Catalog of the San Jacinto College District)

Cheating defined:
“Dishonesty of any kind on examinations and written assignments, illegal possession of examinations, possessing crib notes during an examination, whether used or not, illegally obtaining information during an examination from the examination paper or from another student, assisting others to cheat, alteration of grade records and illegal entry or presence in any office is instances of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work as his/her own. This applies to examinations of whatever length, as well as to final examinations, daily written reports, and term themes.”

Plagiarism defined:
“Offering the work of another as one’s own without proper acknowledgment is plagiarism. Therefore, any student who fails to give credit for ideas or material he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism.”

SEXUAL HARASSMENT
It is the policy of the San Jacinto College District to provide an educational, employment, and business environment free of sexual harassment. Sexual harassment in any situation is reprehensible and, in many situations, it is illegal. It subverts the mission of the College and threatens the careers of students, staff, and faculty. Sexual harassment will not be tolerated. The College will take appropriate preventative, corrective, and/or disciplinary action for any condition or behavior that violates this policy or the rights and privileges it is intended to protect. (Please refer to the San Jacinto College District Student Handbook.)
CONCEALED HANDGUN LAW:
With the passage of Senate Bill 60, The Concealed Handgun Law, Texans may now apply for a permit to carry a concealed handgun. After appropriate training the permit may be issued. This is a reminder to students that state law prohibits firearms (including handguns) from being carried on school property, including all campuses and all locations of the San Jacinto College District and hospital facilities, clinics, physician offices or any site affiliated with the Medical Assisting Program.

ASPECTS OF PROFESSIONAL BEHAVIOR
Medical Assisting students shall express an awareness of and display the following qualities at all times while participating in all educational experiences including classroom, clinical, and at any time while representing the college.

INTEGRITY: Ethical and Professional (to instill confidence and trust)
1) Character
2) Projection of a professional image
3) Honesty and forthrightness
4) Trustworthiness
5) Professional maturity and conduct
6) Proper manners
7) Confidence

EXCELLENCE AND INNOVATION (to achieve quality results through application of knowledge, skill, insight, and imagination)
1) Pressing for excellence
2) Displaying continual improvement

STUDENT SUCCESS AND ACCOUNTABILITY (to achieve goals through commitment and outcomes)
1) Being responsible and accountable
2) Doing what is right
3) Following instructions

DIVERSITY (to celebrate the diversity of ideas and cultures)
1) Show appreciation, respect, and understanding of all others

SENSE OF COMMUNITY (to care for those we serve and for ourselves)
1) show genuine concern for the well-being of our community and the community you serve
2) show genuine concern for yourself
COLLABORATION (to work together for the benefit of one-another and for those to whom we give care)

1) Being a team player

EMPLOYMENT:
Students are strongly advised not to work while enrolled in the Medical Assisting Program. EXTERNSHIP sites are usually based on a 40 hours’ work week.

REFUNDS:
Refunds of tuition will be made according to college policy. Cost of books, uniforms, supplies and out-of-district fees, etc., are not refundable. This applies to voluntary withdrawal by the student or dismissal by the college.

ADMISSION CRITERIA

SELECTION PROCESS: (Form to be completed at end of this handbook Page 45)

- Completed Admissions Application & Interview
- Applicants must meet eligibility requirements for San Jacinto College
  - Verification of Texas Identification
  - Texas Driver’s License
  - Social Security Card
- Attend Medical Assisting Orientation and complete quiz
- Pre-entrance COMPASS testing and the Discover assessment must be complete in order to be considered for acceptance.

Upon completion of all requirements, qualified applicants will be considered for selection into the program based upon their COMPASS scores, grade point average (GPA), Discover assessment, and departmental interview. The selection of students for the upcoming semester will be announced in an electronic notification letter of “acceptance” to the applicant. A letter of “regret” will be sent to those not selected.

APPLICATION PROCESS CHECK LIST

APPLICATION
The following checklist is provided to assist you in completing the steps to apply for admission to SJCD and the Medical Assisting program. It is your responsibility to make sure that the office of Enrollment Services receives your college application; high school transcript, college transcripts, and COMPASS test scores.
Submit a completed San Jacinto College application to the Enrollment Services office.
This can be done online at www.sjcd.edu or www.sanjac.edu or in person at the Enrollment Services office on each respective campus. All prospective students must be accepted for admission to San Jacinto College before they are eligible to apply to the Medical Assisting program. Note: Admission to San Jacinto College does not guarantee admission to the Medical Assisting program.

Submit official transcripts to the Enrollment Services office.
High School …students must show High School graduation or successful completion of all sections of the GED. Foreign students must submit an evaluation of their High School and/or College instruction from their home land. The evaluation must be evaluated by a San Jacinto College District approved evaluation site. You may obtain a list of approved evaluation sites from the Enrollment Services office.

College Transcripts …students must submit all previous and current official college transcripts to the Enrollment Services office. You may at that time request a copy of the transcript that you are submitting. *Cumulative grade point average, (GPA) of 2.0 is required. Dual Credit students are exempt from this requirement.

Attend the mandatory San Jacinto College New Student Orientation (NSO).

Contact an Advisor in the Welcoming Center regarding the COMPASS text. If you have already completed your COMPASS test you may have an Advisor review your test scores in order to verify skill levels. Once verified your advisor will issue you a skill level verification form to bring with you to the MDCA orientation session. Remediation is recommended for any area, (reading, writing, and math), if skill level is below 6.

You may contact an advisor for details in the Welcome Center, 1st floor, Building N6.

Contact the Career and Employment Services in the Welcoming Center regarding the Discover Assessment. Make a copy of the Discover assessment for submission during orientation session.

Must attend an MDCA Orientation Session. Days and times will be given during application period.

Must pick up application and submit all required documentation during application period.
The date, time, and location of application period is located in the section below.
Medical Assisting Application Periods

Fall 2012 Semester: transition to new process

Applications will be distributed during Information Sessions that will be held in the North Campus MDCA office N7.151

All required documents MUST be submitted as a complete packet during an Application Period in order to be considered for selection. You must supply the copies – the MDCA department will not make copies for you.

Incomplete or late applications will not be accepted.

REQUIRED DOCUMENTATION:
1. Copy of High School Transcript/GED/equivalent
2. Original copy of Skill Level Verification Form
3. Copies of all College Transcripts – Must have a cumulative GPA of 2.0 (If you've attended more than one college we will need to review all transcripts.)
4. Copy of Discover Assessment

REQUIRED DOCUMENTATION UPON ACCEPTANCE:
5. PROOF of IMMUNIZATIONS
   - Tetanus (within the past 10 years)    Hep B #1 ______, #2 ______, or Titer ______
   - Varicella #1 ______, #2 ______, or Titer ______    Hep Titer must be within the last 3 years
   - MMR #1 ______, #2 ______, or Titer ______    Flu (must be within the last year) ______
   - TB skin test or Chest X-ray ________ (within the past year)
6. CPR card – (Health Care Provider) through American Heart Association
   www.AmericanHeartAssociation.com or call 1-800-242-8721.

APPLICANTS MUST SUBMIT ALL REQUIRED DOCUMENTATION DURING APPLICATION PERIOD …NO EXCEPTIONS.
APPLICANTS MUST PROVIDE THEIR OWN COPIES.

IMPORTANT NOTICE REGARDING HEPATITIS B REQUIREMENT

All students who are accepted into the Medical Assisting program must document that they have received the full series of three (3) Hepatitis B vaccinations, or have the serum titer drawn to confirm complete immunity to Hepatitis B. Prior to clinical, if the third shot is more than three years old you must provide a titer. The series takes approximately seven (7) months to complete. Applicants are encouraged to begin the series well ahead of the desired semester of admission.
IMPORTANT NOTICE REGARDING CRIMINAL BACKGROUND CHECK & DRUG SCREEN

Students who are accepted into the Medical Assisting program must pass a criminal background check with no felonies. Information about this requirement will be discussed in the orientation session and please be advised this decision is final. NOTE: Any issues with requirement must be addressed in person with the Medical Assisting Director.

CPR CERTIFICATION: All students accepted into the program must successfully complete an American Heart Association Health Care Provider CPR course prior to the deadline announced. A copy (front and back) of the CPR card must be submitted to the Nursing Office to be kept in the student's file. A current CPR card is required for all clinical rotations. Students will not be allowed in the clinical area without a current CPR card. Falsification of a CPR card is grounds for immediate dismissal.

PHYSICAL EXAMINATION

Applicant shall present evidence of being in good physical and mental health. A physical exam will be required (form will be provided by the nursing office). This form will be completed and turned in on the first day of class. If an applicant should fail the physical exam, they will be dropped from the program. A current (within one year) physical exam must be on file prior to the first clinical day, no exceptions. A current physical exam must be maintained while in the program.

Meningitis Vaccine
All new students enrolling in classes as of spring 2012 will need a meningitis vaccine
During the program, the student may be required to obtain additional immunizations and/or titers as deemed
San Jacinto College North Campus  
Medical Assisting Curriculum

<table>
<thead>
<tr>
<th>First Semester*</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCA 1302 Human Disease/Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>MDCA 1309 Anatomy and Physiology for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>MDCA 1343 Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>MDCA 1421 Administrative Procedures</td>
<td>4</td>
</tr>
<tr>
<td>HPRS 1106 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>HPRS 1271 Medical Terminology</td>
<td>2</td>
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<tr>
<td><strong>Total First Semester Credit Hours</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester*</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>MDCA 1305 Medical Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MDCA 1348 Pharmacology &amp; Administration of Medication</td>
<td>3</td>
</tr>
<tr>
<td>MDCA 1310 MA Interpersonal Communication Skills</td>
<td>3</td>
</tr>
<tr>
<td>MDCA 1417 Procedures in a Clinical Setting</td>
<td>4</td>
</tr>
<tr>
<td>BUSI 1304 Business Report Writing &amp; Correspondence</td>
<td>3</td>
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<td><strong>Total Second Semester Credit Hours</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>Summer Semester*</th>
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<tbody>
<tr>
<td>MDCA 1254 Certified MA Exam Review</td>
<td>2</td>
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<tr>
<td>MDCA 1560 Clinical</td>
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<tr>
<td><strong>Total Summer Semester Credit Hours</strong></td>
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</table>

*The pre-requisite for enrolling in the second and summer semester is successful Completion of each preceding semester with a minimum grade of “C” in each course.*
## First Semester

<table>
<thead>
<tr>
<th></th>
<th>In-District</th>
<th>Out of District</th>
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<tbody>
<tr>
<td>Tuition and Fees Semester 1 (16 hours)</td>
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<td>$1484.00</td>
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<tr>
<td>Lab Fees</td>
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<td>20.00</td>
</tr>
<tr>
<td>CPR Certification</td>
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<td>85.00</td>
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<tr>
<td>Physical, Immunizations and Drug Screen</td>
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<tr>
<td>Background Check</td>
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<tr>
<td>Uniforms</td>
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<td>Textbooks and Supplies</td>
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<tr>
<td><strong>Semester Totals</strong></td>
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## Second Semester

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<tbody>
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<tr>
<td>Lab Fees</td>
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<td>44.00</td>
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<tr>
<td>Textbooks and Supplies</td>
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<tr>
<td><strong>Semester Totals</strong></td>
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## Third “Summer” Semester

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<td>Textbooks and Supplies</td>
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<td><strong>Semester Totals</strong></td>
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<td><strong>Estimated Totals</strong></td>
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### IMPORTANT NOTICE FOR ALL DUAL CREDIT STUDENTS

Dual credit students are responsible for their own transportation during their summer semester. This includes transportation to and from the college and to and from the clinical site. The dual credit student is also responsible for the tuition and fees, textbooks and supplies, and any other additional cost associated with the last semester of the Medical Assisting program. For more information you may contact the Medical Assisting office at 281 998 6150 x 7155.
The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the American Association of Medical Assistant Endowment. Students are eligible to apply to write the national certification exam (CMA) after completion of the medical assisting certificate of technology. The fee associated with the CMA exam is included, as an incidental fee, in MDCA 1254.

PUBLIC INFORMATION STATEMENT

San Jacinto College is an equal opportunity educational institution and complies with all federal and Texas Laws regarding affirmative action requirements in all programs and policies. In compliance with Title VII of the Civil Rights of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Older American’s Amendment of 1975. If you are a student with a disability and will need accommodations, please contact the Office of Special Populations at 281 998-6150 x 7513. It is the policy of San Jacinto College not to discriminate on the basis of sex, handicap, race, creed or religion, color, age, national origin, or Vietnam Veteran status in administration of its educational policies, admission policies, scholarship or loan programs or other school programs.

COMPETENCIES

It is the policy of San Jacinto College Medical Assisting Program to define essential capacities or abilities as follows:

Analytical Thinking –
Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions

Arithmetic –
Arithmetic ability sufficient to do computations at a minimum of an eighth grade level. It includes the following three concepts: counting, measuring, and computing.

Communication –
Sufficient for interaction with others in oral and written form.

Critical Thinking –
Sufficient to exercise sound nursing judgment.

Emotional Stability –
Sufficient to assume responsibility and accountability for actions

Fine Motor –
Sufficient to perform manual psychomotor skills.

Gross Motor –
Sufficient to provide the full range of safe and effective nursing care activities

Hearing –
Sufficient to physical monitoring and assessment of client health care needs.

Interpersonal Skills –
Sufficient to interact with individuals, families and groups respecting Social, cultural, and spiritual diversity.

Mobility –
Sufficient to move from place to place in order to perform nursing activities.
**Physical Endurance** –
Sufficient to perform full range of required client care activities for entire length of work shift.

**Physical Strength** –
Sufficient to perform full range of required client care activities.

**Reading** –
Sufficient to comprehend the written work at a minimum of a tenth grade level.

**Smell** –
Sufficient to detect significant environmental and client odors.

**Visual** –
Sufficient for accurate observation and performance of nursing care.

**Tactile** –
Sufficient for physical monitoring and assessment of health care needs.

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**COURSE FAILURE**

- Minimum final grades of “C”, in all courses, are necessary to progress to the next level.
- Upon failure of a MDCA course a student may repeat that course one more time within a two year time frame.
- A student who is in danger of failing theory and/or clinical and has received a written counseling form advising him/her of the potential failure is entitled to a Review of Performance.
- A Review of Performance is a plan of action, detailing the students’ strengths and weaknesses thereby outlining what steps the student needs to take in order to be successful. The student is responsible for submitting a request for the review in writing.
- Arrangements for the review will be coordinated by the Director and/or Clinical Coordinator.

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**ADVISING/COUNSELING**

The San Jacinto College Medical Assisting Program is designed to help each student develop a knowledge and skill base in a medical office. This rapid expansion of knowledge requires continuous, planned, personal diligence to attain and maintain competence. Students are required to continually demonstrate progressive application of the nursing process, critical thinking, and nursing skills before they advance to the next level of success.

Whenever faculty has a concern regarding student performance, the occurrence must have a planned corrective action with a written plan of improvement completed. Students will be aware of such documents, and asked to acknowledge them by signature. This applies to any situation that influences the student’s continuance in school.

Except for dismissal reasons, students will receive documented advising/counseling, with an action plan, in time to correct the deficiency prior to notice of the need to withdraw.

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**HEALTH SERVICES**

A. Due to an ethical responsibility to the affiliating clinical agency and the client, a student may be sent home if there is evidence of a medical condition (fever, cough, cold sores, etc.).

B. Students are responsible for their own medical needs.
C. If a student needs to make an appointment for physician care, it is expected they schedule such appointments so that they do not conflict with class or clinical experience hours.

D. Students are NOT to discuss personal medical problems with physicians while on duty.

E. If the student is injured or exposed to a communicable disease while in the clinical setting, the instructor will be notified immediately. A Variance Report will be completed and filed with appropriate parties involved. Generally, immediate first aid is rendered at no cost to the student. However, there is no guarantee to this effect and the student should be prepared to pay the costs involved. Any health care costs are the responsibility of the student. It is the policy of the VNSG Program that students should contact their own physician or clinic for treatment and/or follow-up care.

F. A student taking any prescription, non-prescription, or homeopathic drug(s) in the clinical area is required to inform the instructor, giving the indication, drug name, dosage, dosage times, and length of prescription.

G. A student taking a controlled substance (a drug classified under the CONTROLLED SUBSTANCE ACT OF 1970) WILL NOT be allowed to participate in the clinical setting. EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO: DEMEROL, AMPHETAMINES, BARBITURATES, TYLENOL WITH CODEINE, VALIUM

H. PREGNANCY: In the event of a pregnancy, a medical release form must be completed and placed in the student’s file each trimester stating that there are no physical restrictions for continuance in the program. A physician’s statement to return to school will be required post-partum and placed in the student’s file. The student will be expected to meet the essential nursing competencies of each course as outlined in the Student Handbook.

**CLIENT CARE INCIDENT/VARIANCE REPORTS**

Client care incidents involving a student in any way will be reported to the instructor IMMEDIATELY! The client’s physician will be notified. A report will be completed according to the policies of the affiliating agency. One copy will remain with the agency and one copy will be placed in the student’s file.

1. The Director of the Medical assisting Program must be notified within 6 hours.
2. The Variance Report must be completed by the student and instructor and turned in to the Program Director within one week of the occurrence.
3. The Variance Report will be kept on file in the Program Director’s office.

**CONFIDENTIALITY**

Clients and family members have the right to confidentiality of all records and communications, written or verbal, between patient and health care providers.

Medical Assistant students will follow these standards:

1. Medical Assistant students will not reveal (to anyone other than their instructor) any confidential information that may come to their knowledge in the course of their work/studies.
2. Medical Assistant students will hold in confidence all personal matters and all family affairs in which the student has been made aware of during the course of caring for the individual clients.
3. Students will be dismissed from the program for breach of confidentiality.
4. Students signing the Confidentiality Standard form confirm that they have received this
HONESTY POLICY

To ensure quality education and equality to all students in the nursing program, the following conditions will apply during testing situations:
1. The instructor controls the options of: seating arrangement, movement, leaving the room, and stopping an exam for violation of the honesty policy.
2. All books, papers, notebooks, and personal belongings will be placed at the front of the classroom or other designated areas before entering a testing situation.
3. Any information found on, or in the immediate vicinity of the individual during a testing situation will be grounds for termination of the testing and dismissal of the individual(s) involved. A grade of “0” (zero) will be recorded and averaged into the final grade. This may also be grounds for receiving a grade of “F” in the course and immediate dismissal.
4. Any verbal or nonverbal communication between students during a testing situation will be grounds for termination of the testing. A grade of zero will be recorded and averaged into the final grade. This may also be grounds for receiving a grade of “F” in the course and immediate dismissal.
5. Infractions of the honesty policy will be grounds for dismissal from the program. Any student dismissed from the program for infractions of the honesty or cheating policy of the department or college, WILL NOT BE ALLOWED TO RE-ENTER the Vocational Nursing Program at San Jacinto College District. No re-entry will be allowed. Due process is offered through an appeals process.

CHEATING AND PLAGIARISM

(Defined in the Student Handbook and Catalog of the San Jacinto College District)

Cheating defined:
“Dishonesty of any kind on examinations and written assignments, illegal possession of examinations, possessing crib notes during an examination, whether used or not, illegally obtaining information during an examination from the examination paper or from another student, assisting others to cheat, alteration of grade records and illegal entry or presence in any office is instances of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work as his/her own. This applies to examinations of whatever length, as well as to final examinations, daily written reports, and term themes.”

Plagiarism defined:
“Offering the work of another as one’s own without proper acknowledgment is plagiarism. Therefore, any student who fails to give credit for ideas or material he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism.”

SEXUAL HARASSMENT

It is the policy of the San Jacinto College District to provide an educational, employment, and business environment free of sexual harassment. Sexual harassment in any situation is reprehensible and, in many situations, it is illegal. It subverts the mission of the College and threatens the careers of
students, staff, and faculty. Sexual harassment will not be tolerated. The College will take appropriate preventative, corrective, and/or disciplinary action for any condition or behavior that violates this policy or the rights and privileges it is intended to protect. (Please refer to the San Jacinto College District Student Handbook.)

CONCEALED HANDGUN LAW

With the passage of Senate Bill 60, The Concealed Handgun Law, Texans may now apply for a permit to carry a concealed handgun. After appropriate training the permit may be issued. This is a reminder to students that state law prohibits firearms (including handguns) from being carried on school property, including all campuses and all locations of the San Jacinto College District and hospital facilities, clinics, physician offices or any site affiliated with the Medical Assisting Program.

SAN JACINTO COLLEGE NORTH CAMPUS
DEPARTMENT OF
Medical Assisting
Computer Literacy and Competency Policy

Medical Assisting is a very information-intensive profession. In Texas, most healthcare systems are moving to or have already instituted a computer-based Patient Record System. These systems are used to gather, store, document, and evaluate patient care and to support clinical decision-making. Medical Assisting students are required to interact with and use these systems to collect, record, and retrieve patient information and clinical data to support nursing care and nursing clinical decision-making.

Students admitted to the San Jacinto College North nursing program, are highly encouraged to possess at least minimum capabilities for computer literacy.

Computer literacy is defined as: the knowledge and understanding of the personal computer beyond word processing. The skill set necessary to efficiently utilize a personal computer for coursework includes, but is not restricted to:

- Installing and configuring software;
- Accessing the Internet (Connecting via an Internet Service Provider);
- Using Internet resources (such as e-mail, sending and receiving messages—both with and without attachments, subscribing to list servers, opening attachments and the World-Wide Web);
- Uploading and downloading files;
- Printing; and
- Troubleshooting common problems.

Please note that the Student is expected to possess these capabilities. If you do not possess these skills, and if you rely on others to do these things for you, then you can expect to experience measurable difficulties as you progress through this program.

In order to ensure Medical Assisting students possess these basic computer skills you are required to complete the following assessment during your first level.

1. Complete the attached Computer Literacy Guide as soon as possible. This is a self-assessment of your current computer skills
2. To verify the necessary computer skill base, there will be computer exercises during the first weeks of lab (exact times will be announced). You will be asked to complete one of the four categories of computer skills. It will be important to be prepared for any of the types of exercises found in the Nursing Computer Literacy Guide.
What follows is a Self-Assessment Guide designed to help you determine if any additional training or practice is recommended to meet the computer needs of the Nursing Program you are entering. The guide is divided into 4 parts.

- General Computer Knowledge
- Documents and Documentation (word processing)
- Data Inquiry (databases and database searching)
- Communications (e-mail, computer conferencing, mail groups, and WWW)

In the box before each question below, write in a 2, a 1, or a 0 letting:

- 2 stand for YES
- 1 stand for NOT SURE, BUT LIKELY
- 0 stand for NO or UNLIKELY

At the end of each section total your points and based on the total make a decision about whether or not you need to seek additional training. As a rule of thumb:

- Score above 16 points for any particular section-you probably have the skill level you need.
- Score between 10-15-you seem to have significant amount of familiarity but we suggest you continue to work with a computer and become even more familiar with any area of possible weakness.
- Score below 10 points in any section-additional training and/or practice is recommended.

---

STUDENT NAME:……………………………………………………………DATE:…………………………

## Section 1-General Computer Knowledge

- ☐ 1. Can you name one input device and one output device?
- ☐ 2. Do you know what RAM stands for and how much RAM your computer has?
- ☐ 3. Do you know what an “icon” is and what you do with it?
- ☐ 4. Do you know how to use a mouse to “drag” an item?
- ☐ 5. Do you know the acceptable form for a filename?
- ☐ 6. Do you know how to search for a file on your computer?
- ☐ 7. Do you know what a modem is used for?
1. Do you know what a font or typeface is?
2. Do you know how to right and left justify a document?
3. Do you know how to cut and paste a block of text?
4. Do you know how to use a mouse to “drag” a block of text?
5. Do you know how to reset margins in your word processor?
6. Do you know how to create a table in a word processing document?
7. Do you know what the clipboard does?
8. Do you know how to tell your word processor to number the pages of your Document?
9. Can you use a spell checker?
10. Do you know how to save as @in order to change the format of the document you are saving from one to another?

**Total Score Documents and Documentation (Word Processing)**

**Section 3-Search Engines**

1. Have you used a “search engine” (i.e. Yahoo, Alta-Vista, Lycos, Google) on the
2. Have you ever searched for a topic in one large health-related database (i.e. Medisoft)
3. Do you know what Medical Subject Headings (MESH) are and how to use them?
4. Do you know what difference “AND” or “OR” would make in combining the results to two searches?
5. Have you ever used an electronic clinical information system to look up a client’ health record?
6. Have you ever searched an electronic library catalog?

**Total Score Data Inquiry**

**Section 4-Communications and Surfing (E-Mail, Computer Conferencing, Mail Groups and WWW)**
1. Do you have an e-mail address?

2. Do you have an Internet Provider for your home or office computer?

3. Do you know what a list server or electronic discussion group is?

4. Have you ever subscribed to a list server?

5. Have you ever used a browser like Netscape or Internet Explorer to visit the World Wide Web?

6. Have you ever participated in an asynchronous computer conference, on-line chat group or newsgroup?

7. Do you use e-mail regularly?

8. Have you ever saved a web page, printed a web page or created a web page?

9. Can you locate three major search engines on the Web?

10. If you found a site on the Web that you particularly liked, do you know how to easily save that site (bookmark) so you can go back to it later without having to re-enter the entire address?

Section 1-General Computer Knowledge
Section 2-Documents and Documentation (Word Processing)
Section 3-Search Engines
Section 4-Communications and Surfing (E-Mail, Computer Conferencing, Mail Groups and WWW)

Total Score
Medical Assistant students shall provide evidence to the MA department that they have received the Hepatitis B Series prior to the Spring Clinical semester. Complete one of the following statements:

A. I have completed the Hepatitis B Vaccine Series. Documentation must accompany this form.

____________________  ______________________
Student Signature          Date

B. I have completed two injections of the Hepatitis B Vaccine series. Documentation must accompany this form.

____________________  ______________________
Student Signature          Date

C. I have evidence of serologic immunity to Hepatitis B. Documentation must accompany this form.

____________________  ______________________
Student Signature          Date

____________________________ Student’s Printed Name
Caring for clients with a communicable disease is an occupational/professional challenge in Medical Assisting Program. As a student, you will be instructed in protocols and procedures to reduce your risk for acquiring an infection or communicable disease. However, all areas of health care practice have inherent risks and no area is completely risk free.

I ______________________________, do acknowledge I have received instruction on Standard Precautions & Bloodborne Pathogens and have received information on the recommended guidelines.

_________________________________  __________________________________
Student’s Printed Name                  Student’s Signature

___________
Date
Clients and family members have the right to confidentiality of all records and communications, written or verbal, between patient and health care providers. Vocational nursing students will follow these standards:

1) Students will hold in trust all confidential information regarding the hospital.

2) Students will not reveal any client information outside the clinical setting that may come to their knowledge in the course of their work/studies.

3) Students will hold in confidence all personal matters related to clients/family they become aware of in the clinical facilities.

4) Students will never identify a client by name in any written work.

5) Students will be dismissed from the program for any breach of confidentiality.

I have read the above statement and have had the importance of client confidentiality explained to me by faculty Medical Assisting Program instructors.

Student’s
Printed
Name_______________________________

Student’s  Signature __________________________
Date: __________________________
(Please print)

I [_____________________________] have been given the policy of the Medical Assisting Program that refers to signing another student’s name or initials to any form of documentation, at the college or clinical site, which is considered falsification of documents/signature. Any student who signs another student’s name or initials to any document will be immediately dismissed.

_____________________________________________
Signature

_____________________________________________
Print Name

_____________________________________________
Date
Medical Assisting Program Professional Development

I have read the policy as written above and understand fully the consequences of failing the final comprehensive exit exam. I have been allowed to ask questions and have had my questions answered to my satisfaction.

____________________________________
Signature

_____________________________________________
Print Name

_________________________
Date

SAN JACINTO COLLEGE NORTH CAMPUS
DEPARTMENT
OF
Medical Assisting Program

In compliance with the Medical Assisting program AAMA eligibility notification, I (students name) hereby acknowledge that I have been given verbal and written/electronic notification of information regarding “conditions that may disqualify” me from licensure and of the “rights to petition” the

xxxxx

_________________________
Signature

_________________________
Print Name

_________________________
Date

THIS SIGNED FORM WILL BE FILED IN THE STUDENT’S PERMANENT FILE.
In compliance with the clinical practice agreement between San Jacinto College and practice facilities, a criminal background check and/or drug screen is now required for all students attending clinical practice effective August, 2004. The enforcement of this new policy is in conjunction with the hospital’s compliance with the Joint Commission on Accreditation of Healthcare Organization (JCAHO) standards which requires criminal background checks on anyone providing care, treatment, or services.

The purpose of this requirement is to:
1. Promote and protect patient/client safety.
2. Comply with clinical affiliates who may require a student background check and/or drug screen as a condition of their agreement.
3. Provide early identification of students who may have difficulty meeting eligibility requirements for licensure or certification.

Conduct of Criminal Background Check
All students assigned to a practice facility beginning August, 2004 will be required to have a criminal background check prior to starting the clinical experience. Students are to contact the designated agency selected to perform the criminal background check and/or drug screen. Results of the criminal background check and/or drug screen will be made available to the program’s department chair and/or program director and to the student. The department chair and or program director will validate to the hospital that the student has passed a criminal background check and/or drug screen. The student will pay the cost of the criminal background check and/or drug screen directly to the designated investigative agency. Failure to comply with this mandate may result in the student not being accepted into a health science program or being withdrawn from their present program. The student will sign a consent form indicating knowledge of this policy and their belief that they do/do not have any criminal history that would disqualify them from clinical practice.

Failure to pass a criminal background with felony and/or failed drug screen will prevent an applicant from being admitted to the program based on departmental requirements. A current student with a significant criminal background check and/or drug screen will be required to withdraw from their present program.

A significant criminal background screen means a conviction for any matter listed in the Texas Occupations Code, Section 301.452, Subsection (b), noted by any program accredited agency, or hospital affiliate.

Record Keeping
All criminal background information will be kept in confidential electronic files by the investigating agency and archived for at least seven years. The program department chairman and/or program director will have access to these files.

Student Rights
If the student believes their background information is incorrect, the student will have any opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student. The student will not be able to participate in a clinical experience until the matter is resolved. The inability to participate in a clinical experience could prevent a student from meeting course objectives and result in failure of the course.
Consent for Release of Information
Students will sign a release form that gives the program director the right to receive their criminal background check and/or drug screen information from the investigative agency.

Medical Assisting
STUDENT DISCLOSURE & RELEASE

Pursuant to the requirements of the Fair Credit Reporting Act,

- I acknowledge that a credit report, consumer report\(^2\) and/or investigative consumer report\(^3\) may be made in conjunction with my application for clinical privileges (including contract for services).

- I understand that these investigative background inquiries may include credit, consumer, criminal, driving, prior employment and other reports.
- These reports may include information as to my character, work habits performance and experience, along with reasons for termination of past employment from previous employers.

- Further, I understand that a nursing school and CERTIFIEDBACKGROUND.COM may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my educational/school records, driving, credit, criminal, civil and other experiences, as well as claims involving me in the files of insurance companies.

I authorize, without reservation, any party or agency contacted by CERTIFIEDBACKGROUND.COM to furnish the information mentioned above. A photocopy of this authorization shall have the same effect as the original.

I understand the information obtained will be used as one basis for extension or denial of clinical privileges. I hereby discharge, release and indemnify the prospective employer, CERTIFIEDBACKGROUND.COM, their agents, servants and employees, and all parties that rely on this release and/or the information obtained with this release from any and all liability and claims arising by reason of the use of this release and dissemination of information that is false and untrue if obtained from a third party without verification.

I hereby give permission to CERTIFIEDBACKGROUND.COM to disclose the contents of the report to my nursing school and any healthcare facilities I come in contact with as part of my clinical education.
It is expressly understood that the information obtained through the use of this release will not be verified by CERTIFIEDBACKGROUND.COM. The authorization granted herein expires one year from the date hereof.

I have read and understood the above information, and assert that all information provided by me is true and accurate.

Student’s Signature ___________________________ Date ______________________

If you are denied clinical privileges, either wholly or partly because of information contained in a consumer report, a disclosure will be made to you of the name and address of the investigative agency making such report. Upon your written request within a reasonable period of time, the investigative agency compiling the report will make a complete and accurate disclosure of the nature and scope of the investigation.

1 The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. This information is for consumer report purposes only.

2 A “Consumer Report” may consist of employment records, educational verification, licensure verification, driving record, previous address and public records relative to criminal charges.

3 An “Investigative Consumer Report” means a consumer report or portion thereof in which information on a consumer’s character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with persons having knowledge.

Medical Assisting STUDENT DISCLOSURE & RELEASE
Please list the last 7 years of Place of Residence
City State
1._______________________________________________________________________________
2. _______________________________________________________________________________
3._______________________________________________________________________________
4._______________________________________________________________________________
5._______________________________________________________________________________
6._______________________________________________________________________________
7. _______________________________________________________________________________
8. _______________________________________________________________________________
9._______________________________________________________________________________
10. _______________________________________________________________________________

Falsification of information on this form may be grounds for denial of clinical privileges.
My signature below indicates that I have read the policy on Criminal Background Check/Drug Screening for the Health Science Division. This form provides my consent for the results of the criminal background check and/or drug screen to be released to the San Jacinto College program department chair and/or program director.

I certify that (circle one) **I do not or I do** have a positive criminal history or drug screen as listed in the policy that would disqualify me from a clinical rotation or prevent me from being eligible to write the examination for licensure or certification.

_____________________________________
Signature

_____________________________________
Printed Name

_____________________________________
Date

San Jacinto College Medical Assisting Program
Health Science Division
5800 Uvalde
Houston, Texas 77049
281 459 7114 (office)
281 459 7651 (fax)
SAN JACINTO COLLEGE NORTH CAMPUS DEPARTMENT OF
Medical Assisting Program Expectations/Dress Code

I have thoroughly read through the Student Handbook and I understand that it is my responsibility to arrive at the assigned clinical site by the appropriate time. If I arrive after the designated time I will be counted absent for the entire clinical day, even though the instructor may elect to have me remain at the clinical site and perform the patient care assigned to me. I will be required to notify the Medical Assisting instructor and/or affiliating agency when unable to attend as assigned. Notification must occur as specified for each facility. I will follow the procedure given to me by the instructor as it varies with each institution. If I arrive tardy it is mandatory that I contact my instructor prior to beginning patient care that day- NO EXCEPTIONS.

I fully understand that if I arrive unprepared for patient care (out of dress code in any way, lacking any portion of required paperwork, CET, etc) that I will be sent home for that day and counted absent. I fully understand that if I am unable to successfully demonstrate/perform any psychomotor skill, for which I have been previously trained in the lab, safely and competently, in the clinical setting, I will be sent back to the college for remediation and will not be allowed to attend clinical until the clinical coordinator documents my successful remediation. I fully understand that if I am unable to resume clinical due to a lack of psychomotor skills I will be counted absent.

I fully understand that I am required to wear the scrubs as a Clinical Uniform. If hair touches the collar, it will be neatly pinned up and back (no pony tails allowed). No artificial nails of any kind (this includes overlay’s of any type or nail tips). Nails will be kept short with clear nail polish only (if nail polish is worn). No earrings other than small studs and only one pair (one earring in each ear). No body piercing of any kind. No tongue piercing (even if it is clear disc to keep piercing open). Anybody tattoos will be covered and not visible in any way. White leather tennis/nursing shoes with white laces. I understand that non-compliance with this dress code will not be tolerated and that I will be sent home for the day and receive an absence.

It is my understanding that when I am not present in clinical I am counted absent. ALL absences are recorded whether it is an illness, accident, jury duty, death in family, family situation, car trouble, remediation, etc. If the student should exceed the allotted clinical hours a review committee will determine if any of the absent hours may be considered an “extenuating circumstance”.

Student Signature ___________________________

Printed Signature ___________________________

Date ___________________________
I have received an electronic copy of the Student Handbook for the Medical Assisting Program and recognize that it contains pertinent information regarding my retention and progress in the program. It is my responsibility to make a copy of the handbook during my first semester and thoroughly read the handbook. I acknowledge that I am accountable for its contents, and any addendums added at later date. Failure to follow the policies of the Medical Assisting Program and/or the San Jacinto College District will result in immediate withdrawal from the program and/or the institution.

Student’s Printed Name

Student’s Signature

Date

THIS SIGNED FORM WILL BE FILED IN THE STUDENT’S PERMANENT FILE.

PHOTO RELEASE FORM

I give Permission to San Jacinto Community College District (the "College") to Use Photographs taken of me on the dates and at the locations listed below in any and all College Publications, to identify me by name, and to offer the Photographs for use or distribution in other non-College publications, electronic or otherwise, without notifying me. I waive any right to inspect or approve the finished Photographs, and I waive any right to Monetary Payment, now and forever, for the Use of the Photographs.

I agree to release and hold the College harmless for Publishing and Distribution of the Photographs from and against any claims, damages or liability arising from or related to the Use of the Photographs.

I am 18 years of age or older and I am competent to authorize this contract in my own name.

I have read this full page before signing and I understand it.

Location of Photograph(s) Date(s) of Photograph(s)

________________________________________________________________________

Name (please print)

12 September 2013__________________________________________________________Signature

“College” means San Jacinto Community College District and its agents and/or employees.

“Permission” means an unrestricted and irrevocable right.

“Photographs” include images, photographs, and sound and/or voice recordings, including negatives,
transparencies, prints, film, video, tapes, or other digital information, in all forms of media now or hereafter known, and in all manner including electronic media, as well as printed or electronic matter that may be used or generated by the College in conjunction with the Photographs now or in the future, whether that use is known or unknown.

“Publishing and Distribution” includes but is not limited to publishing and/or distributing the Photographs, in whole or part, whether on paper, electronic media, web sites or social media.

“College Publications” include but are not limited to brochures, newsletters, banners, schedules, catalogues, advertisements, magazines, recruiting publications, display boards and any other finished product, and include electronic versions of the same publications and finished products, as well as College web sites or other electronic forms or media.

“Monetary Payment” includes all types of legal monetary compensation, including royalties or other compensation.

“Use” of the Photographs includes but is not limited to use, re-use, publishing, re-publishing, and copyrighting, and includes any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the Photographs, as well as Publishing and Distribution of the Photographs.

____________________________________

____________________________________

Name of photographer Event
This form should be filled out by a licensed physician.

Name of Applicant: ____________________________________________
(Miss, Mrs. or Mr.)  Last  First  Middle

Date of Birth: ______/____/____

Allergies: include medications, latex and environmental: ___________

Medical History of applicant - Does patient any of the following: Please answer yes or no and provide additional information when applicable.

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Shortness of breath on moderate exertion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Hoarseness, excessive coughing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Tuberculosis</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Seizure disorder</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>5. Mental disorders / emotional instability</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Frequent headaches</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>7. Diabetes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>8. Heart disease</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Hay fever / sinus infections</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>10. Asthma</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>11. Musculo-skeletal problems</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Please discuss any significant issues listed above on the following page.

12. Childhood diseases, list if significant ____________________________

13. Medical conditions, list if significant ____________________________

14. Surgeries, list if significant ____________________________

15. Injuries, list if significant ____________________________

**Physical Examination**

Please note any abnormalities of the following systems.

1. Vision ____________________________

2. Hearing ____________________________

3. Cardiovascular ____________________________

4. Respiratory / Lungs ____________________________

5. Musculo-skeletal ____________________________

6. Neuro ____________________________

7. GI/GU ____________________________

8. Reproductive ____________________________

**Recommendations**

1. Do you consider the applicant mentally and physically able to undertake the program? _____ Is the applicant fit with no restrictions? ________

2. Do you recommend the applicant for admission to the Medical Assisting Program? ________

Remarks ____________________________

_________________________________ M. D. ________________________________ Telephone

_________________________________ Signature by Licensed Physician

_________________________________ Address

_________________________________ DATE OF PHYSICAL

_________________________________ City State Zip
In keeping with the Americans with Disabilities Act guidelines, the following essential functions, physical or mental abilities are pertinent for medical assisting.

The MDCA student be able to:
1. Lift at least 20 pounds;
2. perform extended walking during tour of duty;
3. possess normal or corrected vision and hearing;
4. possess manual dexterity
5. demonstrate an ability to work under stress and with multiple supervisors;
6. be free from color blindness for phlebotomy (with or without accommodations).

Qualifying individuals under the ADA and the Rehabilitation Act of 1973 (Section 504) guidelines who requires reasonable accommodations should report to the counselors of the Office of Special Populations at San Jacinto College.

**Immunizations**

Applicants Name ___________________________ Date____________________

Please use the following guidelines for immunizations

Tetanus/Diphtheria Td All students must show proof of at least one dose of tetanus/diphtheria within the past ten years.

Rubella All students must show proof of one dose of Rubella vaccine administered on or after their first birthday or serologic confirmation of immunity to Rubella.

Measles All students born since January 1, 1957 must show proof of two doses of measles vaccine administered since January 1, 1968 and on or after their first birthday and at least 30 days apart or serologic confirmation of immunity to measles.

Mumps All students born since January 1, 1957 must show proof of one dose of mumps vaccine administered on or after their first birthday or serologic confirmation of immunity to mumps.

Tuberculin skin test All students must show proof of a negative Tuberculin skin test or a negative chest x-ray. This must be confirmed yearly unless otherwise required.

Varicella All students must confirm varicella immunity by one of the following.
   a) Student, parent or physician validated history of varicella illness (chickenpox).
   b) Serologic confirmation of varicella.
   c) Varicella vaccine – 2 doses unless first dose was received prior to thirteen years of age.

Hepatitis B Vaccine All students receive a complete series (3) of Hepatitis B vaccine or show serologic immunity prior to direct patient care.
## Immunization Record

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Diptheria-tetanus</td>
<td></td>
</tr>
<tr>
<td>2. Rubella</td>
<td></td>
</tr>
<tr>
<td>3. Measles <em>(1st dose)</em></td>
<td></td>
</tr>
<tr>
<td>Measles <em>(2nd dose)</em> or</td>
<td></td>
</tr>
<tr>
<td>serological confirmation</td>
<td></td>
</tr>
<tr>
<td>4. Mumps (or)</td>
<td></td>
</tr>
<tr>
<td>serological confirmation</td>
<td></td>
</tr>
<tr>
<td>5. TB skin test given</td>
<td></td>
</tr>
<tr>
<td>Results____</td>
<td></td>
</tr>
<tr>
<td>6. If TB Test positive,</td>
<td></td>
</tr>
<tr>
<td>Chest xray is required</td>
<td></td>
</tr>
<tr>
<td>(attach copy of report)</td>
<td></td>
</tr>
<tr>
<td>7. Varicella</td>
<td></td>
</tr>
<tr>
<td>a) validated history</td>
<td></td>
</tr>
<tr>
<td>b) serological confirmation</td>
<td></td>
</tr>
<tr>
<td>c) vaccine 1st dose</td>
<td></td>
</tr>
<tr>
<td>2nd dose</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B #1</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #2</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B #3</td>
<td></td>
</tr>
</tbody>
</table>

____________________________________
Signature/Title of Healthcare Provider
STUDENT INSTRUCTIONS FOR SCHOOL NAME
PROGRAM NAME

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio building and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Order Summary

- Required Personal Information
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- Drug Test (LabCorp)
  - Within 24-48 hours after you place your order, the electronic chain of custody form ( waivers) will be placed directly into your CertifiedProfile account. This chain will explain where you need to go to complete your drug test.
- Payment Information
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around time.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code: CAC.
You will then be directed to set up your CertifiedProfile account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact Student Support at 888-914-7279
or email studentservices@certifiedprofile.com.