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WELCOME

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 3 semester training program, leading to a Certificate of Technology in Medical Assisting. The Medical Assisting curriculum includes classroom theory, skills training, and a 240-hour unpaid clinical experience in one of our healthcare settings, located throughout the Houston metropolitan area.

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.

Upon completion of the medical assisting program the student is granted a certificate of technology and then eligible to sit for the AAMA Certification Examination and earn the AAMA credential of Certified Medical Assistant (CMA-AAMA) and/or RMA (AMT).

The San Jacinto College Medical Assisting Program is accredited by:

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

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

For the following policies refer to your 2018-2019 Student Handbook for guidance:

- Student Rights and Responsibilities page 23
- Student Rights page 23
- Student Responsibilities page 25
- Code of Student Conduct page 25
  - 1.0 Values page 25
  - 2.0 Definition page 26
  - 3.0 Prohibited Conduct page 25
  - 4.0 Disciplinary Procedures page 33
  - 5.0 Appeals page 41
  - 6.0 Emergency Suspension page 42
- San Jacinto College Complaint Procedures for Students page 42
- Grade Appeals page 43
  - Complaint Procedure 100 page 43
- General complaints page 44
  - Complaint procedure 200 page 44
- Discrimination and Harassment Complaints (Excludes Sexual Harassment and Sexual Misconduct) pg.45
  - Complaint procedure 300 page 45
- Complaints Alleging Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Intimate Partner Violence and stalking page 49
  - Complaint procedure 400 page 49
  - Campus sexual assault policy page 56
  - Definitions of prohibited behavior page 56

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 Registration (Class Attendance) for further clarification

- Arriving 5-9 minutes late will result in a tardy.
- Three tardies equal one absence. A tardy convert 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 Registration (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 education is an unpaid learning experience 240 Unpaid clinical hours.**

**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 are absent, arrive late or leave early 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

- Grading: You will receive a grade from your clinical site of?
  - A 100,95, or 90
  - B 89,85, or 80
  - C 79, 75, or 70
  - D 69, 65, or, 60
  - F 59 or below

- If you receive an infraction for any reason your will be deducted 2 points for each infraction with a counseling form explaining the infraction and the resolution.

**Examples:**
- A 100 and have two infractions your grade is now an A 96
- A 90 and have two infractions your grade is now a B 86
- A 70 and have two infractions your grade is now a F 66

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 site 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 Registration (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*.
- **Shoes- white, black or brown tennis shoes or nursing shoes.** You cannot wear flip flops, sandals, crots, Sperry’s or any type of shoe that does not have the toes or heal covered. If you have questions about a shoe, ask your instructor. **Cleanliness of shoes needs to be maintained at all times.**

- 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)
      - Including but not limited to:
        - Tongue rings
        - Gauges are not allowed you must wear plugs
        - Nose rings
  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/coloring of hair 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. No smart watches or cell phones may be used during class or clinical externship.
  f) Tattoos – must be covered while in uniform
  g) Nail- trimmed, cleaned. No artificial nails, no nail polish not even clear while in the medical assisting program to include clinical externship.
  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.

**Uniform includes:** White, black or brown 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.
- Lab 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 jackets) or worn in the client care area.
  - You may wear a long sleeved black undershirt with no logos or writing on it.
  - Uniform and lab jacket must be ironed and wrinkle free
- 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 medical assisting profession. The student must wear their ID badge and lab 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 black T-shirt; and males: solid black 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, black or brown tennis shoe 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 medical assisting
student 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
  - 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, closed heel and no holes for safety purposes. Students who do not comply will be asked to leave with the loss of a clinical day.

**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:** The student must be required to supply the signature or stamp of a physician’s statement or his/her designee or public health personnel on a form which shows the month, day and year regarding fitness to return to school and to assume duties. When a student submits a medical release the original signed release must be provided to the Program Director. No copies will be accepted.

**Students who are pregnant** or become pregnant during the school year are required to submit (each trimester) to their clinical instructor and director an original 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 an official immunizations record generated from state, local health authority due to pregnancy, the student will be prohibited from attending clinical externship. When a student submits a medical release the original signed release must be provided to the Program Director. No copies will be accepted.

**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.
Skill performance is an essential part of, MDCA 1421, MDCA 1343, and MDCA 1417. All students must pass ALL required clinical skills within 3 attempts.

- Failure #1 student will meet with instructor to review skill through remediation, practice, and set a date to perform
- Failure #2 students will meet with instructor to review skill through remediation, practice, and set a date to perform one more time.
- Failure at #3 attempt student is required to withdraw from MDCA 1421, MDCA 1343, MDCA 1417 and can only repeat one more time.

Therefore this course uses a competency based evaluation process that provides the students with three attempts to pass.

Grading as follows:
1. If the student completes a competency on their first attempt, the student would earn a grade of 100%.
2. If the student completes on their second attempt, the student would earn a grade of 90%.
3. If the student completes on their third attempt, the student would earn a grade of 80%.

Should the competency not be passed with an 80% or higher, the student will be required to withdraw from MDCA 1421, MDCA 1343 and MDCA 1417 and will be required to repeat the course.

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

\[
\begin{align*}
71.25 \times 0.66 &= 47.02 & \text{unit exam average} \times 0.66 \\
66 \times 0.34 &= 22.44 & \text{final exam} \times 0.34 \\
\end{align*}
\]

Total = 69.46 (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

\[
\begin{align*}
- &-1 \text{ improperly constructed question} \\
49 \text{ questions (grade will be based on 49 questions)}
\end{align*}
\]

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.
Citations in writing will be issued by staff for breaking any Medical Assisting policies in this handbook. Consequences for MDCA students;

1. Students will:
   a. Citation 1: write a 1-page paper
   b. Citation 2: write a 3-page paper
   c. Citation 3: Write a 10-page paper

2. At the 4th citations remediation from Director Ms. Diana Johnson is required.

*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 Registration (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 medical assisting 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, clinical/administrative 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 not 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 Registration - Class Attendance (Page 37) for further clarification of policies regarding this topic.

Clinical education is an unpaid learning experience 240 hrs. (Unpaid 240 hrs.).

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 medical assisting 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, medical assisting skills, competencies, case studies, medical assisting 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.

WITHDRAWAL:
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 medical assisting process, critical thinking, and medical assisting competency 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.). At the discretion of the instructor, the student must be required to supply the signature or stamp of a physician’s statement or his/her designee or public health personnel on a form which shows the month, day and year regarding fitness to return to school, clinical agency and to assume duties. When a student submits a medical release the original signed release must be provided to the Program Director. No copies will be accepted.

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 with their externship site.

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. When a student submits a medical release the original signed release must be provided to Program Director. No copies will be accepted.

**CLIENT WITH COMMUNICABLE DISEASE:**

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. Your signature on a “statement of understanding” will be required as documentation, both written and verbal, of receiving Standard Precaution & Blood borne 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 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 Medical Assisting 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.)

CAMPUS CARRY LAW:
At San Jacinto College, safety is a priority for our students, our faculty and staff, and our visitors. On Tuesday, August 1, 2017, the Senate Bill 11 from the 84th Texas legislature, also known as the Campus Carry law, went into effect for Texas community colleges, including San Jacinto College. This allows license to carry holders to generally carry concealed handguns at San Jacinto College and other public community colleges in Texas. The law and the San Jacinto College policy can be found online at Campus Carry (www.sanjac.edu/campus-carry).

Here are a few key points about the law:
1. The open carry of handguns on campus is prohibited.
2. License to carry holders must carry their handguns on or about their person or secure their handguns in a locked motor vehicle at all times while on campus. There may be times that students and faculty may not be able to keep a backpack or handbag near their person at all times during a class. One example is during test times when you may be required to be separated from your backpack or handbag. Remember to make the necessary arrangements to legally store your handgun in a locked motor vehicle in advance. San Jacinto College does not provide any storage for handguns. It is a violation of the law if your handgun is not on or about your person.
3. There are areas designated as exclusion zones on each San Jacinto College campus. The concealed carry of a handgun is prohibited in these designated exclusion zones. These areas are clearly marked by signage notifying license to carry holders that entry with a concealed handgun is prohibited.

Questions about the law and the San Jacinto College policy can be directed to the San Jacinto College Police Department at 281-476-9128 or via email at Campus Carry (www.sanjac.edu/campus-carry).

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: (Information Form and process are attached at Page 41)
To be completed:
1. Admissions Application
2. Mandatory completion before admission
   - (background check, drug test, immunizations) certifiedbackground.com
     https://www.certifiedbackground.com/online_submission/login
   - school code: SQ26
3. Interview
   - Applicants must meet eligibility requirements for San Jacinto College
     Verification of Texas Identification
     Texas Driver’s License
     Social Security Card
   - Texas House Bill 1508
   - Texas House Bill 1508 requires colleges to inform students with a criminal background that a criminal record may preclude them from being licensed for certain professions. For students in this course who may have a criminal background, please be advised that your criminal history
could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or department chair.

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**APPLICATION PROCESS CHECK LIST**

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 TSIA test scores.

1. **Submit a completed San Jacinto College application to the Enrollment Services office.**
   
   This can be done online at [www.sjcd.edu](http://www.sjcd.edu) or [www.sanjac.edu](http://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.**

2. **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.*

3. Completed Mandatory CASTLE BRANCH castlebranch.com STUDENT CODE: SQ 26

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

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**APPLICANTS MUST SUBMIT ALL REQUIRED DOCUMENTATION DURING APPLICATION PERIOD...NO EXCEPTIONS.**

**APPLICANTS MUST PROVIDE THEIR OWN COPIES.**
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.
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. certifiedbackground.com School code SQ 26

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 Medical Assisting 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 certifiedbackground.com During the program, the student may be required to obtain additional immunizations and/or titer as deemed by the clinical site.

Medical Assisting Application Periods: Semester Fall

Applications will be distributed during Information Sessions that will be held in the North Campus MDCA office N17.2107

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. Mandatory completed certified background.com School Student Code: SQ26
3. Original copy of Skill Level Verification Form
4. 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.)
5. Copy of TSI score
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 281 459-5410.

Commission on Accreditation of Allied Health Education Programs

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 (RMA) after completion of the medical assisting certificate of technology. The fee associated with the RMA exam is included, as an incidental fee, in MDCA 1254.

Upon completion of the medical assisting program the student is granted a certificate of technology and then eligible to sit for the AAMA Certification Examination and earn the AAMA credential of Certified Medical Assistant (CMA-AAMA) and/or RMA (AMT).

The San Jacinto College Medical Assisting Program is accredited by:

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

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org
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 (capacities or abilities)

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 critical-thinking 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 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 clinical 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 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 patient care.

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

NOTE: This is a competency based program Skill performance is an essential part of MDCA 1421, MDCA 1343, and MDCA 1417.

All students must pass ALL required skills within 3 attempts.

- Failure #1 student will meet with instructor to review skill through remediation, practice, and set a date to preform #2.
- Failure #2 students will meet with instructor to review skill through remediation, practice, and set a date to preform one more time.
- Failure at #3 attempt student is required to withdraw from MDCA 1417 and can only repeat course one more time.
Therefore this course uses a competency based evaluation process that provides the students with three attempts to pass.

Grading as follows:
4. If the student completes a competency on their first attempt, the student would earn a grade of 100%.
5. If the student completes on their second attempt, the student would earn a grade of 90%.
6. If the student completes on their third attempt, the student would earn a grade of 80%.

Should the competency not be passed with an 80% or higher, the student will be required to withdraw from MDCA 1417, and will be required to repeat the course.

**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.

**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.

**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 Medical Assisting 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 medical assisting competencies of each course as outlined in the Student Handbook. When a student submits a medical release the original signed release must be provided to Program Director. No copies will be accepted.

### 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.

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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.
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CONCEALED HANDGUN LAW

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

Medical Assisting is 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 Assistant students are required to interact with and use these systems to collect, record, and retrieve patient information and clinical data to support patient care and clinical decision-making.

Students admitted to the San Jacinto College North medical assisting 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 Medical Assisting 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?
☐ 8. Do you know how to reboot your computer?
☐ 9. If you have a program on a diskette or a CD, do you know how to tell the computer to RUN it?
☐ 10. Do you know how to open up more than one program at a time and move quickly between them?

☐ Total Score General Computer Knowledge

**Section 2-Documents and Documentation (Word Processing)**

☐ 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’s 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)
Medical Assistant students shall provide evidence to the Medical Assisting 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 & Blood borne 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. Medical Assisting students will follow these standards:

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

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
In compliance with the Medical Assisting program AAMA and/or AMT eligibility notification, I __________________________ (student's 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

__________________________________________

Signature

Print Name ________________________________ Date ___________________________
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.
4. **Castle Branch** castlebranch.com school code: SQ26

All students assigned to a practice facility beginning August 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 clinical site 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.

**Unsatisfactory Results**

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 investigating agency.
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 I may be requesting information from castlebranch.com, 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 castlebranch.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, their agents from castlebranch.com 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 castlebranch.com to disclose the contents of the report to my castlebranch.com report 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 castlebranch.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.
STUDENT'S FULL NAME ________________________________________________________________

Any Other Names Used ________________________________________________________________

Name of School Attending ______________________________________________________________

Social Security / No.G# ________________________________________________________________

Date of Birth______________________________

Current Address______________________________________________________________

City__________________________________________ State________________ Zip______________

Driver’s License No. __________________________State _______________________________________

Please list the last 7 years of Place of Residence

City State
1.______________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

4. ____________________________________________________________

5. ____________________________________________________________

6. ____________________________________________________________

7. ____________________________________________________________

8. ____________________________________________________________

9. ____________________________________________________________

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*  
5800 Uvalde  
Houston, Texas 77049  
281 459 5410 (office) 281 459 7651 (fax)
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 overlays 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, Black or Brown tennis 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
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 __________________________________________________________

Location of Photograph(s) Date(s) of Photograph(s) Name (please print) ____________________________________________________________
18 October 2018 ________________________________ 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

Name (please print)
APPLICATION FOR ADMISSION

Date ______________

You are urged to give careful consideration to each question on this form. It is to your advantage to complete the entire form accurately. Please return this completed form during your scheduled appointment with director.

Please Print (blue or black ink only)

Full Name

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
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</thead>
</table>

Address

<table>
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<tr>
<th>Number/P.O. Box</th>
<th>Street</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
</table>

Zip

Home Phone ( ) ______________ Work ( ) ______________ Cell ( ) ______________

Active Email:

______________________________

Friend/Relative (In case of emergency) Name______________________________

Relationship______________________________ Phone _______________________

High School Diploma or GED Where Obtained ____________________________ Year ______

(Circle One)

College(s) Attended

<table>
<thead>
<tr>
<th>Name of College</th>
<th>City/State</th>
<th>Dates</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Are you on Probation or suspension at any college? ☐ Yes ☐ No

Have you ever applied to this Medical Assisting program before? ☐ Yes ☐ No

Departmental interview date: __________________________
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 have 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>
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<tr>
<td>2. Hoarseness, excessive coughing</td>
<td></td>
<td></td>
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<tr>
<td>3. Tuberculosis</td>
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<td></td>
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<tr>
<td>4. Seizure disorder</td>
<td></td>
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<tr>
<td>5. Mental disorders / emotional instability</td>
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<tr>
<td>6. Frequent headaches</td>
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<td>7. Diabetes</td>
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<td>8. Heart disease</td>
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<tr>
<td>9. Hay fever / sinus infections</td>
<td></td>
<td></td>
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<tr>
<td>10. Asthma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Muscular-skeletal problems</td>
<td></td>
<td></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.

<p>| | |</p>
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Vision</td>
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<td>2. Hearing</td>
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<tr>
<td>3. Cardiovascular</td>
<td></td>
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<tr>
<td>4. Respiratory / Lungs</td>
<td></td>
</tr>
<tr>
<td>5. Muscular-skeletal</td>
<td></td>
</tr>
</tbody>
</table>
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 ____________________________________________________________

Signature of Provider with title ___________________________ Printed Name of Provider ___________________________

_________________________ ___________________________
Address DATE OF PHYSICAL

__________________________
City State Zip

Telephone Number of Provider __________________________

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

Immunization  Date
1. Diphtheria-Tetanus  ______
2. Rubella  ______
3. Measles (1st dose)  ______
   Measles (2nd dose) *or  ______
   Serological confirmation  ______
4. Mumps (or)  ______
   Serological confirmation  ______
5. Polio series administered or  ______
   Serological confirmation  ______
6. TB skin test given  ______
   Results  ______
7. If TB Test positive,  ______
   Chest x-ray is required  ______
   (Attach copy of report)
8. Varicella  ______
   a) Validated history  ______
b) Serological confirmation ______

c) Vaccine 1st dose ______

2nd dose ______

9. Immunization Date

Hepatitis B #1 ______

Hepatitis B #2 ______

Hepatitis B #3 ______

____________________________________

____________________________________

Signature/Title of Healthcare Provider.
Clinical Instructor:
(Each clinical instructor is responsible for record keeping of assigned student’s skills and grades.)

Student Name: GOO#
(Print neatly)

Skill performance is an essential part of MDCA 1417 and all students must pass ALL required clinical skills within 3 attempts.
- Failure #1 student will meet with instructor to review skill through remediation, practice, and set a date to perform #2.
- Failure #2 students will meet with instructor to review skill through remediation, practice, and set a date to perform one more time.
- Failure at #3 attempt student is required to withdraw from MDCA 1417 and can only repeat course one more time.

Therefore this course uses a competency based evaluation process that provides the students with three attempts to pass.

Grading as follows:
7. If the student completes a competency on their first attempt, the student would earn a grade of 100%.
8. If the student completes on their second attempt, the student would earn a grade of 90%.
9. If the student completes on their third attempt, the student would earn a grade of 80%.

Should the competency not be passed with an 80% or higher, the student will be required to withdraw from MDCA 1417, and will be required to repeat the course.

Student signature:

Date:
MDCA 1343 MEDICAL INSURANCE

Clinical Instructor:
(Each clinical instructor is responsible for record keeping of assigned student’s skills and grades.)

Student Name: GOO#
(Print neatly)

Skill performance is an essential part of MDCA 1343 and all students must pass ALL required clinical skills within 3 attempts.
- Failure #1 student will meet with instructor to review skill through remediation, practice, and set a date to perform #2.
- Failure #2 students will meet with instructor to review skill through remediation, practice, and set a date to perform one more time.
- Failure at #3 attempt student is required to withdraw from MDCA 1343 and can only repeat course one more time.

Therefore this course uses a competency based evaluation process that provides the students with three attempts to pass.

Grading as follows;
10. If the student completes a competency on their first attempt, the student would earn a grade of 100%.
11. If the student completes on their second attempt, the student would earn a grade of 90%.
12. If the student completes on their third attempt, the student would earn a grade of 80%.

Should the competency not be passed with an 80% or higher, the student will be required to withdraw from MDCA 1343, and will be required to repeat the course.

Student signature:

Date:
MDCA 1421 ADMINISTRATIVE PROCEDURES

Clinical Instructor:

(Each clinical instructor is responsible for record keeping of assigned student’s skills and grades.)

Student Name: GOO#
(Print neatly)

Skill performance is an essential part of MDCA 1421 and all students must pass ALL required clinical skills within 3 attempts.

- Failure #1 student will meet with instructor to review skill through remediation, practice, and set a date to preform #2.
- Failure #2 students will meet with instructor to review skill through remediation, practice, and set a date to perform one more time.
- Failure at #3 attempt student is required to withdraw from MDCA 1421 and can only repeat course one more time.

*****Therefore this course uses a competency based evaluation process that provides the students with three attempts to pass.

Grading as follows:
13. If the student completes a competency on their first attempt, the student would earn a grade of 100%.
14. If the student completes on their second attempt, the student would earn a grade of 90%.
15. If the student completes on their third attempt, the student would earn a grade of 80%.

*Should the competency not be passed with an 80% or higher, the student will be required to withdraw from MDCA 1421, and will be required to repeat the course.*

Student signature:

Date:
THIS SIGNED FORM WILL BE FILED IN THE STUDENT'S PERMANENT FILE.

MDCA RMA RELEASE FORM

ALL MEDICAL ASSISTING STUDENTS

- I give Permission to San Jacinto Community College, Medical Assisting Program to track, and use my Registered Medical Assistant (RMA) exam scores.

- I give Permission to San Jacinto Community College District Medical Assisting Program to release my Registered Medical Assistant (RMA) exam scores, pass or fail to my individual High School.

- I agree to supply the Medical Assisting Department a copy of my RMA exam scores.

- I agree to release and hold the San Jacinto College harmless for collecting and analyzing the data provided from the RMA.

- I understand this will not be published in any form and my identification will not be viewed or used in any way.

I have read this full page before signing and I understand

Signature ____________________________ Date ____________________________

Name (please print) ____________________________

“College” means San Jacinto Community College District and its agents and/or employees in Medical Assisting Department.

Date/Instructor Signature ____________________________
About Portals:
Our new CastleBranch portals were designed with you in mind. In just a few quick steps, everything from program to package selection can be setup and ready to use.

Here's how:
1: Go to your portal URL and click:
2: Select the appropriate account or program needed. Then select the desired package.
3: This will bring you to our Acknowledgment Page which provides information about your selected package. Users will confirm that they have viewed the information given and then be forwarded to their Order Review Page.
Administrators follow the same steps in order to print the Instruction Form within your portal; simply access the portal, select the needed program and package, and then click the print icon located in the top right corner of the page.

Directing your users:
...Done! It’s that easy.

Electronic Distribution
Provide desired URL within your website or user tracking system.
Send an email to your users containing the desired URL.
Send an eVite to your users linking to a specific package code (accomplished through your Admin Portal).
Request our Customer Experience Team to facilitate a mass eVite on your behalf.
Reach out to our Customer Experience Team to discuss integration opportunities for the eVite process.

Paper Distribution
To create handouts, simply access your portal and click the print icon.
Insert the desired URL within your own packaged materials.
Medical Assisting, San Jacinto College (North)
- MDCA SQ26 code

You will be instructed which package code to select.

SQ26 - $86.00
- Background,
- Drug Test and
  - Medical
- Document Manager

SQ26dt - $27.00
- Drug Test Only

SQ26bg - $29.00
- Background Only
MEDICAL ASSISTANT BAG

Prices includes discount

MA Bag without blood pressure cuff to include box of gloves $84.45 TAX INCLUDED

Ma Bag with blood pressure cuff to include box of gloves $104.45 TAX INCLUDED

When purchasing your MA bag we will fit you for 3 pairs of sterile gloves and your box of gloves at that time. Gloves are mandatory with your bag.

**Stethoscope sold separately includes 20% discount**

Recommended Stethoscopes

Basic Stethoscope AD670 $13.19

Adscope-lite pro AD609 $25.14

Optional Stethoscopes range from $52.84 and up.

Directions from San Jacinto College North Campus to 375 Maxey Rd