OLYMPIC COLLEGE

Medical Assisting Program, Bremerton Campus

Medical Assisting Program Student Handbook 2023-2024

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OLYMPIC COLLEGE

Medical Assisting Program, Bremerton Campus

Welcome to Olympic College's Medical Assisting Program!

Welcome to the Medical Assisting Program! We offer classes for careers in Medical Assisting, Medical Billing & Coding and Medical Reception. This handbook will focus on Medical Assisting. Medical Assistants are multi-skilled healthcare professionals who function within healthcare facilities in clinical and administrative skills.

The Medical Assisting programs require commitment, physical, emotional, and mental stamina. The healthcare industry is growing and changing, and our program prepares you for employment in a flexible field that has opportunity for change and growth.

Students completing the Medical Assisting Program at Olympic College meet accreditation requirements and standards. The program is accredited by the Commission on Accreditation of Allied Health Education programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (www.maerb.org). The accreditation process ensures that our program maintains the high standards set by the accreditation body. The program also complies with Washington state's Department of Health guidelines that qualifies students to take a credentialing exam enabling them to apply for licensure to work in the state of Washington as a Medical Assistant.

It is with great anticipation that we began our new academic quarter. We are fortunate to have excellent instructors who come with extensive knowledge and experience in the medical field. Instructors are here to assist you on your journey, please don't hesitate to schedule appointment with them. Be sure to look through this handbook. It contains information that you will need to know from the first quarter through your application for graduation, certification and licensure.

Faculty and Staff

Faculty

Name	Office	Office Phone	Email
Ashley Won, RN, MSN, CMSRN, RMA (AMT) Program Director, Full time Faculty	3-135	(360) 475-7741	awon@olympic.edu
Barbara Parker, BS (ed), CMA (AAMA), CPC Full time Faculty	3 -118	(360) 475-7679	bparker@olympic.edu
Doreen Klinger, RMA (AMT) Adjunct Faculty, Instructional Technician	3 -123	(360) 475-7514	dklinger@olympic.edu
Nicole Waite, CMA (AAMA), MA-C Adjunct Faculty, Instructional Technician	3-122	(360) 475-7747	nwaite@olympic.edu

Website link to Medical Assisting Program: https://www.olympic.edu/academics/academic-pathways/healthcare/medical-assisting

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Medical Assisting Program

Handbook Acknowledgement

I have received the Medical Assisting Program Student Handbook for 2023-2024.

I understand it is my responsibility to read the Medical Assisting Program Student Handbook and follow the policies/procedures of the Medical Assisting Program.

Please sign and give to the appropriate Medical Assisting Program Faculty.

Print Full Name: _____ _____ _____

First Middle Last

Signature: _____ Date: _____

OLYMPIC COLLEGE

MEDICAL ASSISTING PROGRAM

Preface to Letter of Agreement

WELCOME TO OLYMPIC COLLEGE MEDICAL ASSISTING PROGRAM!

The following materials have been prepared by the faculty to enhance your understanding of the principles and guidelines of the Olympic College Medical Assisting Program. These materials link both faculty and student responsibilities that promote educational growth and development for successful course completion. The first part of the materials identifies the respective responsibilities and duties that Faculty and Students assume as participants in the Medical Assisting Program. The second part is a Letter of Agreement that must be signed by the student and a representative of the Medical Assisting Program.

Olympic College Faculty Will:

1. Promote an educational process that allows for individual differences and needs within the limitations of the program.
2. Provide syllabi with specific course goals, expected outcomes and evaluation standards for each course.
3. Provide opportunities for students to concentrate more or less time on the achievement of given expected outcomes, according to the student's experience or learning style, with the ultimate goal of meeting defined standards/course goals/competencies/ student learning outcomes of the curriculum.
4. Provide a learning environment that links theory and practice concurrently, as much as possible, thus strengthening the educational process.
5. Provide a curriculum that allows students to successfully integrate simple to complex levels of instruction.
6. Provide guidance throughout the program which supports students in becoming competent practitioners who are safe and legally and ethically qualified to **obtain** and **maintain** a license to practice.

The Student Will:

1. Assume responsibility for self-awareness, self-regulation, self-direction, and motivation necessary for successful course completion.
2. Progress in a predetermined or defined sequence of learning events with the assistance of Medical Assisting Programs Faculty.
3. Achieve goals as outlined in the course syllabi through successful theory, skills, and safe medication administration testing, and demonstration of clinical practice goals.
4. Work, in collaboration with the Medical Assisting Programs Faculty, to identify and achieve metrics demonstrating that designated goals and outcomes have been met.

OLYMPIC COLLEGE

Olympic College Medical Assisting Program Letter of Agreement

I have read and agree to abide by the following policies regarding the Medical Assisting Program, which all students are required to sign.

A. Program Grading Requirements

1. To successfully complete the program, I understand:
   a. Achievement of grades of 2.5 (78%) or greater must be maintained in each course unless otherwise noted (see Statement on Grading). Any final grade less than 2.5 (78%) will not be adequate to allow me to continue in the program and discussion of reentry with academic advisor will be necessary for the next academic year.
   b. All assignments must be turned in (with passing quality) to successfully complete the course even if enough points have been earned to pass the course. This also applies to late work that was given a zero due to late submission.
   c. All psychomotor and affective competencies must be passed with 85% within two attempts after completion of the trigger course, MEDA151. If any of the psychomotor or affective competencies are not passed with 85% within two attempts, I understand that I will not longer be able to continue in this program and my attempt to restart again the following academic year.
   d. Remediation for competencies will be provided during open lab times only. Competencies that are not completed at 85% will need to be remediated with Medical Assisting Faculty/Instructional technician.
   e. Only 2 attempts are allowed for each competency, so be sure to utilize open lab for practice prior to remediation.
   f. If I am not achieving a minimum passing standard when officially withdrawing from a course, I will receive a WF. WF does not affect GPA but may affect financial aid standing.
   g. Failure to achieve the minimum passing standard and/or to successfully demonstrate student learning outcomes in any medical assisting course will necessitate dismissal from the Medical Assisting Program.
   h. If I fail or withdraw from a course, I may be eligible for readmission per the Withdrawal, Reentry and Dismissal
   i. Readmission is NOT an option if the withdrawal/dismissal is due to a critical safety element or disciplinary action.

B. Safe Clinical Practice Criteria

1. I must always maintain safe practice. If I do not meet expectations for safe practice, I understand that I may, at the discretion of the faculty, be allowed one additional opportunity to demonstrate safe practice as determined by the Medical Assisting Faculty. If I fail on this attempt, I will be assigned the grade of 0.0 in the clinical course.
2. Safe Clinical Practice Criteria include but are not limited to:
   a. safely, accurately, and knowledgeably administering medications with each clinical experience.
   b. maintaining asepsis in all appropriate procedures with each clinical experience.
   c. demonstrating evidence of the ability to maintain safe practice in during lab and clinical experiences.
   d. refraining from acts of negligence in performance of my duties as a medical assisting student.
   e. complying with HIPAA laws.
3. If I am unsuccessful in a clinical course due to my inability to successfully demonstrate mastery of safe clinical practice, I will not be eligible for reentry into the Medical Assisting Programs.

C. Program Progression and Re-Entry Options:

1. Program progression is dependent upon meeting all course and program requirements. Program progression from one quarter to the next is dependent upon successful completion of all MEDA courses with a minimum grade of 2.5 (78%) and/or an 85% on all competencies within 2 attempts.
2. If my progress in the Medical Assisting Programs is interrupted, I may discuss readmission (reentry) for the following academic year with my faculty advisor, unless I have failed a clinical course due to safety concerns, in which readmission is not an option.
3. If I am dismissed due to a disciplinary withdrawal, I am not eligible for readmission.
4. If a readmission is granted, I will reenter the program the following academic year according to the plan agreed upon with my academic advisor. I will retake any clinical/lab courses again so that they are completed the year of anticipated graduation.

D. Professional Behavior Expectations:

I agree to demonstrate personal responsibility and accountability for the professional behaviors identified below. Academic issues will be handled by the Medical Assisting Program Director. Student conduct issues will be referred to the Vice President of Student Services (see Olympic College Student Conduct Code.)

1. Dress appropriately in the clinical area as defined in the Handbook for Medical Assisting Students and/or as announced.
2. To abide by the policies of the individual clinical agencies.
3. To meet all commitments made in good faith, including:
   a. Be present, be on time, and be prepared for all medical assisting classes, labs, and externship experiences.
   b. Care for all patients during lab and/or externship experiences in an unbiased, empathetic manner.
4. To maintain the patient(s) right to privacy and confidentiality and adherence to HIPAA laws.
5. To maintain honesty and academic integrity in the learning situation (i.e., abide by the honor system on paper and pencil tests, refrain from acts of plagiarism in written work, report errors made in the clinical area so they can be corrected) for patient safety and my own future learning (see the OC Student Conduct Code, WAC 132C-120-065(1) and (2), and OC Medical Assisting Student Handbook).
6. To meet legal requirements for licensure in the areas of drug or alcohol use, abuse, possession (see Chapter RCW 18.130 and Chapter WAC 246-12), and the requirements of clinical agencies used in the Olympic College Medical Assisting Program.
7. To conduct myself in a manner consistent with AAMA Core Values, AAMA Code of Ethics, and the Laws and Regulations governing Medical Assisting Practice (see Chapter RCW 18.360 and WAC 246-827)
8. To meet the requirements necessary for admission to an externship experience with the clinical agencies. These requirements typically include a current BLS card for Health Care Providers (provided in the Medical Assisting curriculum), an annual TB test, Hepatitis B and other immunizations, malpractice, and liability insurance (typically provided by the College for the student to purchase), proof of Health Insurance, and submission to a criminal background check (RCW 43.43.830 through 43.43.845). If the externship site denies privileges to participate at that clinic due to the lack of any of these requirements, withdrawal from the Medical Assisting Program may result. You will not be assigned to an externship site if you have not or cannot meet the clinical site's admission requirements and may necessitate your withdrawal from the Medical Assisting Program. If any documentation is falsified, it is grounds for dismissal from the Medical Assisting Program. Failure to meet due dates for clinical requirements will also prevent you from being assigned to an externship site and could result in your dismissal from the Medical Assisting Program.

E. I understand that I am responsible for keeping myself informed about all information provided by the Medical Assisting Program, including possible program changes. To ensure I am fully informed I agree to check my Olympic College email and my Canvas® Learning Management System daily when enrolled in classes.

Updated September 2023

OLYMPIC COLLEGE

MEDICAL ASSISTING PROGRAM

Letter of Agreement Acknowledgment

By signing this Letter of Agreement (LOA), I acknowledge that I have familiarized myself with the LOA, have had the opportunity to seek clarification from the Medical Assisting Program Faculty, and being fully informed, agree to abide by the requirements and assume the responsibilities described therein.

I understand there is a copy of this document in my student file, and I have been given a copy in my student handbook.

_____

PRINT STUDENT NAME

_____ _____

STUDENT SIGNATURE DATE

OLYMPIC COLLEGE

The Medical Assisting Program

Olympic College Mission, Vision, & Values

Mission

Olympic College enriches our diverse communities through quality education and support, so students achieve their educational goals.

Vision

At Olympic College we envision learning as a life enhancing journey of discovery where:

I. **Our students are life-long learners in a global society.**

To realize our vision, we will focus on student learning and success, promoting learning through accessible education, personalized service, adaptive and innovative teaching, and an ongoing commitment to academic excellence.

II. **Our employees are empowered to achieve the college mission.**

To realize our vision, we will appreciate and value our employees, providing opportunities to enhance professional skills, encouraging learning and advancement, and prioritizing and sharing institutional resources.

III. **Our community recognizes the college as its cornerstone of learning**.

To realize our vision, we will develop strong community partnerships and fulfill our role as a cultural center, enriching those we serve by creating relevant educational options and bringing a diverse array of activities to the region.

Values

We honor our shared values by holding ourselves and each other accountable for:

1. **A Dedication to Public Service and Higher Education**

To demonstrate our values, we…

a. Commit ourselves to student learning and success
b. Embrace the wide-ranging mission of the community college
c. Meet or exceed professional standards of practice and ethics
d. Champion the principles of academic freedom and intellectual honesty
e. Foster innovation, creativity, and flexibility in our efforts to offer exemplary education and service
f. Regularly evaluate our practice and make changes to better support those who are underserved

2. **A Commitment to Life-long Learning**

To demonstrate our values, we…

a. Assess our work rigorously and reflectively to improve our knowledge
b. Improve our practices and behaviors as we learn better ways of working
c. Take thoughtful risks to acquire new perspectives and skills
d. Create a learning environment in which each learner is welcomed, encouraged, and supported

3. **The Practice of Civil and Constructive Discourse and Respect for Diversity**

   To demonstrate our values, we…

   a. Exemplify civility as a hallmark of our institution
   b. Appreciate and listen to one another with respect for our differences
   c. Acknowledge that our own cultural conditioning influences our perceptions of other people
   d. Are open-minded problem solvers who manage conflicts proactively and effectively

4. **A Quest for Community and Environmental Health**

   To demonstrate our values, we…

   a. Contribute to the wellbeing and sustainability of our community
   b. Serve as stewards of our environment
   c. Study and model choices and practices that enhance environmental health, economic vitality, and social justice

5. **The Thoughtful Use of Our Finite Resources, including Ourselves**

   To demonstrate our values, we…

   a. Empower employees to assert leadership and engage in institutional decision making
   b. Develop, prioritize, and communicate our goals collaboratively
   c. Identify, share, and make the most effective use of our resources
   d. Work together to accomplish our tasks and achieve the college mission
   e. Strive for a balanced work environment in which we are efficient and competent, but also kind and friendly

Olympic College measures its effectiveness and fulfillment of the Mission by using the achievement indicators found in the College's Mission Fulfillment available on the OC website: https://www.olympic.edu/about/accreditation

Medical Assisting Program Mission Statement and Program Outcomes

Mission Statement

The mission of the Medical Assisting Program is to prepare Medical Assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. Students are prepared to demonstrate understanding of legal and ethical issues, to practice professionally within the scope of their education and training, to provide competent and compassionate care to a diverse population, to grow professionally through life-long learning, and develop well-rounded educational experiences with a faculty team possessing diverse professional, administrative, clinical, and educational background. Utilizing feedback from the professional medical community, the program will implement necessary ongoing curriculum changes to reflect current standards of practice.

Program Outcomes – Medical Assisting

1. Perform clinical skills appropriate for an ambulatory healthcare setting.
2. Effectively use oral and written communication skills as they relate to a medical office environment.
3. Use computer software to research, enter, or organize data for medical information systems.
4. Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.
5. Recognize and be able to respond to medical office emergencies within scope of training.
6. Perform administrative skills appropriate for an ambulatory healthcare setting.
7. Competently perform entry-level skills in the in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as presented in the Medical Assisting curriculum.
8. Recognize the impact of cultural differences in the care of patients and the interaction with co-workers.
9. Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work, and documentation of charges and payments.

Medical Assistant Student Job Description

Title: Medical Assisting Student

Work Hours: Varies with shifts and setting, could include up to 10-to-12-hour shifts depending on clinical site

Essential Functions of a Medical Assisting Student

Students will be asked to perform the essential functions of a medical assisting student (motor, sensory, communication, cognitive, behavioral/emotional, professional conduct).

Medical Assisting students are responsible for communication with families, caregivers, and other staff, be it written, verbal, and electronic demonstration, or other media in relation to their externship.

Duties may include:

- Sitting
- Standing
- Walking
- Lifting
- Bending
- Twisting
- Squatting
- Carrying
- Pushing
- Pulling
- Reaching
- Writing
- Typing
- Pinching
- Gripping
- Bimanual dexterity

Students must possess **emotional health** for the adequate utilization of intellectual abilities.

Students must possess the ability to **reason morally** and practice medical assisting according to the **AAMA Code of Ethics**.

Reasonable accommodations will be afforded to eligible medical assisting with disabilities as described under federal and state laws. Contact Student Disability Services (360-475-7540) for information on accommodations for students with disabilities.

General Responsibilities/Requirements: Medical Assistants perform routine administrative and clinical tasks to keep healthcare delivery settings running smoothly. The duties of Medical Assistants vary from office to office, depending on office location, size, and specialty. In small practices, Medical Assistants are usually generalists, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators.

Skill areas include, but are not limited to:

Clinical Skills

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during the exam
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Performing EKG's
- Removing sutures and changing dressings

Administrative Skills

- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and housekeeping

While Working the Student Must:

Personal Strengths: The student is expected to accept persons whose appearance, condition, behavior, or values may conflict with his/her own. Care including all needed personal health services must be carried out regardless of the patient's race, ethnicity, age, gender, religious preference, or sexual orientation.

In collaboration with other health team members, the student works toward the goal of easing the burden of physical and emotional pain of those they meet. To assist others in regaining health, it is essential that the student maintains his/her own level of wellness.

Working Environment: There are many settings in which the medical assisting student gains experience, e.g., clinics, urgent cares, some hospitals and in home care. These active, busy environments require the ability to keep track of many activities at a time.

Overall Requirements: Essential functions necessary to complete the program of study leading to a Certificate of Specialization at Olympic College include the use of many senses to gather information, e.g., observing color changes in the skin, hearing blood pressure using a stethoscope, palpating pulses, and feeling heat/cold skin. The program requires sufficient fine motor abilities to manipulate equipment in a safe and effective manner. The program requires the use of sight, speech, reading and writing to communicate with clients, families, and other health care professionals. Patient care requires the ability to synthesize information from a variety of sources and apply to assist in making decisions regarding safe client care. The student always maintains a level of consciousness and alertness that ensures patient safety. The student must have the emotional stability and flexibility to direct care functions, engage in therapeutic communications and counseling, and function effectively in situations of stress. This includes placing clients' needs first.

During each shift during externship experiences or lab courses, the medical assisting student will provide care which includes medication administration and other direct care functions. Assistance in lifting is usually available for items that are too heavy. The student can be relieved of emergency response duties but must be prepared to administer emergency care if other personnel are not available.

The student must notify the Medical Assisting Program of any restrictions or modifications that may need to be considered.

Updated 09/2023

Occupational Risks

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030.

Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include, but are not limited to, the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

STUDENT DISABILITY SERVICES

The Americans with Disabilities Act (ADA) guarantees equal opportunity for individuals with disabilities in public and private sector services and employment and in higher education settings. Determining eligibility for academic accommodation is the responsibility of Student Disability Services, located in building 4 room 205. Their overall mission is to partner with the Olympic College community in fostering a college culture that recognizes disability as a valued aspect of diversity. Student Disability Services are dedicated to ensuring the inclusion and full participation of students with disabilities in all college programs, services, and activities.

If a student needs specific academic accommodations, it is the student's responsibility to request them by contacting Student Disability Services through the phone at 360-475-7540 or via email at disabilityservices@olympic.edu. The student will participate in an intake appointment to discuss the disability and identify the specific accommodations that may be needed. Once approved, Student Disability Services will provide the student with an Accommodation Letter. Student Disability Services will notify the course instructor of the necessary accommodations. Please review the Olympic College Policy for serving students with disabilities (POLICY NUMBER: OCP 300-02).

Per the policy, accommodations are "modifications that (1) are necessary to ensure that qualified students are not discriminated against on the basis of disability and (2) do not impose an undue burden on the College or require a fundamental alteration of essential program requirements. To see the essential requirements of the Olympic College Medical Assisting Program please see the Medical Assistant Student Job Description . Please go to https://www.olympic.edu/student-life-support/student-disability-services to obtain information on the various topics, including:

- New Students – Register for Student Disability Services · Current Students – Requesting Accommodations through myAccess: https://york.accessiblelearning.com/Olympic/Default.aspx

- Eligibility
- Information regarding documentation
- Student responsibilities
- Confidentiality
- Test accommodations
- Assistive Technology Lab

OC Faculty Agreement: Audio Recording

I understand that recording class lectures for any Olympic College course is only permitted for me as an accommodation under Section 504 of the Rehabilitation Act of 1973 (34 CFR § 104.44), and that the sole purpose of recording is to remediate the specific functional limitations of my disability and provide equivalent access to course content as approved by Access Services. I further understand and agree to the following conditions as applicable:

- **Recording is limited to official class sessions**. I must request this accommodation for each course and quarter as needed, prior to recording any classroom lecture or activity.
- I may record using an approved device of my preference, including phone, smart pen, digital voice recorder or other audio technology.
- The instructor may inform students and guest speakers that permission was granted for audio recording, without identifying me as the person recording.
- * The instructor may direct me not to record sensitive material discussed in a given class session and will maintain my confidentiality in this process.
- Recorded content is the intellectual property of the instructor. I will not copy, share, distribute, sell, or use the recorded material in any form for any purpose other than to accommodate my access to course material.

Please be aware that the State of Washington is a two-party consent state, which means that both parties must consent before a private conversation may be recorded. Failure to receive and document consent to record a private conversation is a violation of state law (RCW 9.73.030). Students who record a private conversation without consent of the other party or fail to abide by any of the terms of this agreement may also be subject to disciplinary action pursuant to the Olympic College Student Conduct Code (WAC 132C-120).

_____

Student Name (printed)

_____

Student Signature Date

_____

Instructor Signature Date

_____

Course/Quarter

*** For the Medical Assisting Program, audio recordings involving patient/ client discussion or information are considered a violation of the Health Insurance Portability and Accountability Act (HIPAA), patient privacy, and will not be permitted during clinical conference sessions or in areas where patient information is discussed.**

Scope of Practice Resources

Washington State Department of Health Interpretive Statements

- **WAC 246-827-0110 –** Delegation and supervision
- **WAC 246-827-0230 –** Activities allowed or prohibited
- **WAC 246-827-0240 –** Administering medications and injections
- **WAC 246-827-0140 –** Telemedicine supervision – Activities allowed or prohibited
- **RCW 18.360.050** – Authorized duties
- **RCW 18.360.060** – Delegation – Healthcare practitioner duties

OLYMPIC COLLEGE

Medical Assisting Program Curriculum

Medical Assisting Certificate of Specialization Plan

Fall Quarter Courses		**Credits**
MEDA109	Healthcare Calculations	2
MEDA112	Medical Law, Ethics and Bioethics	3
MEDA130	Anatomy/Physiology & Pathophysiology I	5
MEDA151	Professional Preparation I	1
MEDA162	Medical Terminology	5
CIS150	Survey of Computing	4
Total		20
Winter Quarter Courses		**Credits**
MEDA120	Medical Office Procedures I	4
MEDA131	Anatomy/Physiology & Pathophysiology II	4
MEDA136	Examination Room Techniques	5
MEDA152	Professional Preparation II	1
MEDA163	Medical Insurance Billing	3
MEDA168	Invasive Procedures for Medical Assistants	2
Total		19
Spring Quarter Courses		**Credits**
MEDA113	Pharmacology for Medical Assisting	2
MEDA121	Medical Office Procedures II	4
MEDA137	Laboratory Procedures for Medical Assisting	4
MEDA153	Professional Preparation III	1
MEDA205	Medical Claims and Coding	2
MEDA208	Exit Testing for MEDA	2
MEDA209	Medical Office Emergencies	2
Total		17
Summer Quarter Courses		**Credits**
MEDA210	Practicum for Medical Assistants	6
MEDA211	Human Relations/MEDA	1
Total		7

Medical Assisting Associates of Applied Science – Transfer Degree Plan

This plan has many options for scheduling. Please meet with the Medical Assisting Academic Advisor, Ashley Won, to make an academic plan.

Required Courses		**Credits**
Communication		*10*
CMST&210	Interpersonal communication	5
ENGL&101	English Composition I	5
Computation		5
MATH&107	Math in Society	5
Human Relations (choose one class from below)		*3 or 5*
OLRM205	Working in a Diverse and Inclusive Workforce	3
OLRM220	Human Relations in the Workplace	3
OLRM260	Conflict Resolution	5
Support Course		*4*
CIS150	Survey of Computing	4
Medical Assisting Core		*59*
MEDA109	Healthcare Calculations	2
MEDA112	Medical Law, Ethics and Bioethics	3
MEDA130	Anatomy/Physiology & Pathophysiology I	5
MEDA151	Professional Preparation I	1
MEDA162	Medical Terminology	5
MEDA120	Medical Office Procedures I	4
MEDA131	Anatomy/Physiology & Pathophysiology II	4
MEDA136	Examination Room Techniques	5
MEDA152	Professional Preparation II	1
MEDA163	Medical Insurance Billing	3
MEDA168	Invasive Procedures for Medical Assistants	2
MEDA113	Pharmacology for Medical Assisting	2
MEDA121	Medical Office Procedures II	4
MEDA137	Laboratory Procedures for Medical Assisting	4
MEDA153	Professional Preparation III	1
MEDA205	Medical Claims and Coding	2
MEDA208	Exit Testing for MEDA	2

MEDA209	Medical Office Emergencies	2
MEDA210	Practicum for Medical Assistants	6
MEDA211	Human Relations/MEDA	1
Science, Social Science, or Humanities (Choose 10 credits from at least two different distribution areas below)		*10*
Humanities		
ASL&121	American Sign Language I	5
CMST253	Intercultural Communication	5
SPAN&121	Spanish I	5
Social Sciences		
Anth&100	Survey of Anthropology	5
PSYC&100	General Psychology	5
PSYC102	Psychology of Adjustment	5
PSYC&200	Lifespan Psychology	5
PSYC&220	Abnormal Psychology	5
Natural Sciences		
BIOL140	Environmental Issues	5
BIOL&160	General Biology w/Lab	5
BIOL&260	Microbiology	5
CHEM&110	Chemical Concepts w/Lab	6
CHEM&121	Intro to Chemistry	5
MATH&146	Intro to Statistics	5

Transfer Credits/Articulation Agreements

Olympic College Medical Assisting program allows for transfer of credits from other institutions. Transfer your credits from other institutions sooner than later. Olympic College honors academic credits earned at other regionally accredited institutions and through military service schools. This eases the process of registering for future classes and graduation requirements. For more information go to: https://www.olympic.edu/student-life-support/enrollment-services/transfer-students/transfer-olympic-college/transfer-credit

We also partner with K-12 schools to offer dual credit courses that align with Career & Technical Education classes at the high school with Professional-Technical courses taught at Olympic College. This allows students to earn high school and college credits at the same time. For more information go to: https://www.olympic.edu/academics/high-school-programs/career-technical-education/cte-dual-credit

Olympic College has an articulation agreement with The Evergreen State College to accept the Medical Assisting AAS-T.

Medical Assistant Programs Cost Information

The Medical Assistant student is required to provide the following:

a. Uniforms, including closed toed shoes, name tag: cost varies
b. Wristwatch with a second hand: cost varies
c. Lab coat (optional): cost varies
d. Stethoscope (optional): cost varies

All Medical Assisting Programs are required to pay Olympic College tuition and must also provide:

1. Medical Assisting student malpractice & liability insurance: approximately $16.11 per year
2. Immunizations or written verification of having met all state and federal immunization requirements: cost varies
3. Proof of personal health insurance: cost varies
4. Background Check: $63.00 per year
5. Transportation to and from clinical facilities not located on campus (cost variable)
6. Textbooks: see page 28
7. Student Service: $2/credit (up to 10 credits, maximum $20)
8. Lab fees: $35.00 per lab
9. Technology: $5.00/credit up to 10 credits (maximum $50)
10. Security Enhancement: $20
11. eLearning (online courses): $6/credit, no maximum

Final Quarter Fees:

1. Washington State Certification application fee: $145
2. O.C. Transcript fee: $13
3. National Exam testing fees, $90-$150
4. Certificate Application fee: $20.00 for the first certificate (non-refundable)

Projected Cost Estimate for Medical Assistant Program

Fall Quarter	
Tuition	see cost grid
Background Check	63.00
Books (EST)	$700.00
Immunizations	Varies
Lab Fee	$35.00 (per lab course)
Malpractice & Liability Insurance	$16.11
Technology Fee	$50.00 (max)
Student Services Fee	$20.00 (max)
Security Enhancement Fee	$20.00
Winter Quarter	
Tuition	see cost grid
Books (EST)	$400.00
Uniform, Incl. Shoes	Varies
Watch w/sweep second hand	Varies
Lab Fee	$35.00 (per lab course)
Technology Fee	$35.00 (max)
Student Services Fee	$20.00 (max)
Security Enhancement Fee	$20.00

Spring Quarter	
Tuition	see cost grid
Technology Fee	$35.00 (max)
Student Services Fee	$20.00 (max)
Security Enhancement Fee	$20.00
Books (EST)	$400.00
Lab Fee	$35.00 (per lab course)
MA Pin	$10.00
O.C Transcript Fee	$13.00
National Exam Fee	$90-150.00
State License Fee	$145.00
OC Certificate Application	$20.00
Summer Quarter	
Tuition	see cost grid
Technology Fee	$35.00 (max)
Student Services Fee	$20.00 (max)
Security Enhancement Fee	$20.00

***Note:** All book costs listed are estimates. Uniform costs are varied. Lab coats and stethoscopes are optional and will be provide in class but watches with a sweeping second hand will be needed.

*The tuition and fees listed apply to the 2023-2024 year beginning Fall Quarter 2023 and may be changed without notice by the Washington State Legislature and/or Board of Trustees.

**Clinical placement may require a drug screen prior to clinicals, dependent upon the clinical agency and will require additional fees.

Tuition Cost Per Credit

Lower Division Tuition & Fees (299 and below)		
Credits	**Resident**	**Non-Resident**
1 - 10	$123.58/credit	$317.95/credit
11 - 18	$61.02/credit	$68.96/credit
19+	$110.87/credit	$305.24/credit

Practicum/Externship Placements

Students are placed in approved medical facilities for a supervised, unpaid office experience as a final preparation for working as a Medical Assistant. Practicum/Externship placements will be discussed in the quarter prior to placement. You will have the opportunity to provide your preferences for geographic area and specialty as well as requests for specific areas that you would not like to be assigned to (e.g., a physician you currently see as a patient). We will do our best to accommodate requests, however, not all students will get their preference met due to clinical site availability. We appreciate your flexibility during this process.

Statement on Grading

Refer to the official Olympic College annual academic catalog for grading policies and to the grading information listed in the course syllabi you receive from your instructors.

Test grades are calculated based upon the number of points assigned to each question. The test grade is determined by subtracting the number of points missed from the total number of points possible. If the total points missed, is a fraction, the fraction will be subtracted from the total number of points possible. If the final course grade results in a fraction, rounding will then be done to calculate the final course grade. Rounding will be carried out to the nearest tenth. If the fraction is 0.5 or greater, the number will be rounded up, less than 0.5 the number is rounded down. *Rounding is done for the final course grade only.*

The Medical Assisting Faculty have determined that the grading methods described will be used when computing grades for any course offered within the Medical Assisting Programs. This means that although different faculty members are responsible for the final grade submitted at the end of each quarter, the methodology used by the individual medical assisting faculty members is the same. Students are required to maintain a minimum passing grade of 2.5 (78%) in each MEDA course.

Grading Scale for Medical Assisting Program

4.0 Scale	From	To	4.0 Scale	From	To
4.0	98%	100%	2.5	78%	78%
3.9	95%	97%	2.4	77%	77%
3.8	92%	94%	2.3	76%	76%
3.7	91%	91%	2.2	75%	75%
3.6	90%	90%	2.1	74%	74%
3.5	89%	89%	2.0	73%	73%
3.4	88%	88%	1.9	72%	72%
3.3	86%	87%	1.8	71%	71%
3.2	85%	85%	1.7	70%	70%
3.1	84%	84%	1.6	69%	69%
3.0	83%	83%	1.5	68%	68%
2.9	82%	82%	1.4	67%	67%
2.8	81%	81%	1.3	66%	66%
2.7	80%	80%	1.2	65%	65%
2.6	79%	79%	1.1	64%	64%

2.5	78%	78%	1.0	63%	63%
2.4	77%	77%	0.9	62%	62%
2.3	76%	76%	0.8	61%	61%
2.2	75%	75%	0.7	60%	60%
2.1	74%	74%	0.0	Less than 60	
2.0	73%	73%			

Exam Procedures

Students are expected to take exams as scheduled. If absence is unavoidable, prior notification and agreement of the faculty is required to take the exam at a different time. If faculty is not notified prior to the exam, or the absence is not valid, no credit will be given for the exam. It is the student's responsibility to contact the faculty to arrange the make-up exam. It must be taken within one (1) week of the regular exam schedule unless prior arrangements have been made with the instructor. There will be no make-up exams in the case of a poor grade on the original exam. Disability services students using the testing center are to test according to the course instructions in the syllabus. Refer to your syllabus for specific exam requirements for each class and instructor.

Early Alert

The Olympic College Medical Assisting Program will contact the student if they fall below the 78% mark after approximately one half of the possible course points have been earned. The intent is to notify the student of current standing and encourage them to seek help to reach their academic goals. Faculty encourage you to utilize office hours to discuss helpful strategies. It is expected that your will track and be responsible for knowing your standing in all classes.

Open Lab/Remediation

1. Open Lab is available with the Medical Assisting faculty/Instructional technicians each quarter that lab classes are offered during times discussed at the beginning of each quarter. Please take advantage of this opportunity!
2. Use faculty office hours to seek guidance/clarification with course content.
3. Consult your Faculty Advisor for guidance/direction with academic concerns. Ashley Won is the faculty advisor for Medical Assisting.
4. Olympic College has a writing center to help students with grammar, punctuation, teaching the student to edit & proofread, etc. (Review writing center services at website below)
    a. The Writing Center:
       Phone: 360-475-7318
       For current hours, please check their website at https://www.olympic.edu/academics/academic-support-services/tutoring-services/writing-center.
5. For online e-tutoring go to: https://etutoringonline.org/index.cfm
6. Campus specific tutoring is available through the Olympic College tutoring center. Contact them for an appointment by email, tutoring@olympic.edu , or by phone, 360-475-7765. The office is in building 8, room 125A. For more information, visit their website at: https://www.olympic.edu/academics/academic-support-services/tutoring-services
7. Counseling/Advising center offers test anxiety workshops each quarter. Please call: 360-475-7530 to reserve a spot for the workshop. Counseling services are available online: https://www.olympic.edu/student-life-support/counseling-services.
8. Remediation will be provided during open lab times only. Competencies that are not completed at 85% will need to be remediated with Medical Assisting Faculty/Classroom assistants.

9. Only 2 attempts are allowed for each competency, so be sure to utilize open lab for practice prior to remediation.

Performance Improvement Plan (PIP)

Students are accountable for successfully meeting course and program outcomes and expectations to progress in and complete the Medical Assisting Program. If a faculty identifies that a student is not successfully meeting course and/or program goals, expectations, competencies, outcomes, or meeting the expectations of professional behaviors, the faculty initiates a Performance Improvement Plan (PIP) formerly known as a Mutual Action Plan (MAP) to support the student in meeting course objectives and progress in the Medical Assistant Program. The PIP is a contract created by faculty with the student, to outline performance improvement steps for identified student areas that are not meeting course or end-of-program student learning outcomes (EPSLOs). PIPs are meant to be supportive and not punitive. PIPs will be evaluated throughout the program and available to faculty who instruct the student.

Retention

The success of the Olympic College Medical Assisting Program revolves around Faculty committed to quality education and students committed to the program curriculum.

Developing a supportive atmosphere that promotes learning during the transition into an intense Medical Assisting Program is a challenging task that requires constant nurturing. Olympic College assists students in this transition through a variety of on-campus programs and organizations.

The ability to meet the needs of students is the key to retention and reflects the overall success of the Medical Assisting Program. The Faculty at Olympic College have carefully designed courses which enhance individual growth and promote academic success. By integrating Medical Assisting students into the educational community through information sessions, tutoring, and advisement, Olympic College promotes quality education and quality medical assisting care. These programs include:

Information Sessions:

Information Sessions are provided throughout the year to explain the curriculum requirements and answer questions. In this "open" atmosphere information is shared, program curriculum is explained, and students are encouraged to ask questions and provided an opportunity to explore the Medical Assisting Programs.

Counseling Services:

Counselors provide a myriad of services including workshops designed to reduce test anxiety and stress, as well as workshops to improve one's assertiveness. Counselors are available for confidential counseling to all students free of charge. Referrals are based on student needs and individual desires. Stress management focuses not only on the academic difficulty, but on the student's social integration as well. By integrating student needs and academic requirements, the success rate for students is enhanced.

Academic Advising:

Medical Assisting Program students are assigned to Ashley Won as their Faculty Advisor. Students are encouraged to meet with their advisor at least once per quarter to discuss academic progress and personal concerns.

Study Groups:

Independent study with a small group of peers permits a student to practice a particular experience or to master theory content to achieve learning at the same level as classmates. Group study with peers is recommended to reinforce material learned in class. Group study or use of peers for quizzes, exams, and assignments is not permitted unless expressly authorized by the faculty.

Withdrawal, Reentry and Dismissal

Withdrawal:

If, at the time of withdrawal, a student is above the 78% standard in a course the withdrawal will be classified as a withdrawal Passing (WP). If, at the time of withdrawal, a student is below the 78% standard in a course the withdrawal will be classified as a withdrawal failing (WF).

Reentry:

A student my reenter the program the following academic year with Advisor permission. A meeting with the appropriate advisor is necessary to ensure the appropriate classes are taken to successfully complete the program the student intends to finish. All clinical courses must be taken the year of anticipated graduation. This means that if a student leaves the program after taking and passing clinical courses, those courses will need to be retaken the year the student intends to graduate.

Disciplinary Dismissal:

Medical Assisting Program reentry is NOT an option if the withdrawal is due to a critical safety element or disciplinary action.

*See Letter of Agreement section C 1-4.

*See Letter of Agreement section A & B.

Withdrawal and Reentry

Failure to earn the minimum grade point in a MEDA course, 2.5, will result in a withdrawal from the program and a need to reenter the program the next academic year. A meeting with the appropriate advisor will need to take place in order for the student to continue taking Medical Assisting courses and return to the program the next academic year.

Application for Licensure as a Medical Assistant

Medical Assistants are certified by the State of Washington. To be eligible for certification, students must complete a CAAHEP- or ABHES-accredited medical assisting program. You must also take and pass one of the following examinations:

- Certified Medical Assistant (CMA) Examination through the American Association of Medical Assistants (AAMA)
- Registered Medical Assistant Certification (RMA) Examination through American Medical Technologists (AMT)
- Clinical Medical Assistant (CCMA) Certification Examination through the National Health Career Association (NHA)
- National Certified Medical Assistant (NCMA) Examination through the National Center for Competency Testing (NCCT)
- Clinical Medical Assistant Certification (MAC) Examination through the American Medical Certification Association (AMCA)

All applicants must answer the same personal data questions. They are focused on your fitness to practice the essential skills of this profession.

If you answer "yes" to any questions in this section, you must provide an appropriate explanation. You must provide the documentation listed in the note after the questions. If you do not provide this, your application is incomplete, and it will not be considered.

- Question 5 includes misdemeanors, gross misdemeanors, and felonies. You do not have to answer yes if you have been cited for traffic infractions. You can obtain copies of court records through the county courthouse where the conviction, plea, deferred sentence, or suspended sentence was entered.
- If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.
- Another jurisdiction means any other country, state, federal territory, or military authority.

The Personal Data Questions are as follows:

1. Do you have a medical condition, which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? If yes, please explain.

   "Medical condition" includes physiological, mental, or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disabilities, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.

   If you answered yes to question 1, explain:

   1a. How your treatment has reduced or eliminated the limitations caused by your medical condition.
   1b. How your field of practice, the setting or manner of practice has reduced or eliminated the limitations caused by your medical condition.

Note: If you answered "yes" to question 1, the licensing authority will assess the nature, severity, and the duration of the risks associated with the ongoing medical condition and the ongoing treatment to determine whether your license should be restricted, conditions imposed, or no license issued.

The licensing authority may require you to undergo one or more mental, physical, or psychological examination(s). This would be at your own expense. By submitting this application, you give consent to such an examination(s). You also agree the examination report(s) may be provided to the licensing authority. You waive all claims based on confidentiality or privileged communication. If you do not submit to a required

examination(s) or provide the report(s) to the licensing authority, your application may be denied.

2. Do you currently use chemical substance(s) in any way, which impair or limit your ability to practice your profession with reasonable skill and safety? If yes, please explain.

- **"Currently"** means within the past two years
- **"Chemical substances"** includes alcohol, drugs, or medications, whether taken legally or illegally.

3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?

4. Are you currently engaged in the illegal use of controlled substances?

- **"Currently"** means within the past two years.
- **"Illegal use of controlled substances"** is the use of controlled substances (e.g., heroin, cocaine) not obtained legally or taken according to the directions of a licensed healthcare practitioner.

Note: If you answer "yes" to any of the remaining questions, provide an explanation and certified copies of all judgments, decisions, orders, agreements, and surrenders. The department does criminal background checks on all applicants.

5. Have you **ever** been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or juvenile in any state or jurisdiction?

Note: If you answered "yes" to question 5, you must send certified copies of all court documents related to your criminal history with your application. If you do not provide the documents, your application is incomplete and will not be considered.

If you have been granted certificate(s) of restoration of opportunity, please provide a certified copy of each certificate.

To protect the public, the department considers criminal history. A criminal history may not automatically bar you from obtaining a credential. However, failure to report criminal history may result in extra cost to you and the application may be delayed or denied.

6. Have you ever been found in any civil, administrative, or criminal proceeding to have:

   a. Possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes?
   b. Diverted controlled substances or legend drugs?
   c. Violated any drug law?
   d. Prescribed controlled substances for yourself?

7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a healthcare profession? If "yes," explain and provide copies of all judgments, decisions, and agreements.

8. Have you ever had any license, certificate, registration, or other privilege to practice a healthcare profession denied, revoked, suspended, or restricted by a state, federal or foreign authority?

9. Have you ever surrendered a credential like those listed in number 8, in connection with or to avoid action by a state, federal or foreign authority?

10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence, or malpractice in connection with the practice of a healthcare profession?

11. Have you ever been disqualified from working with vulnerable person by the Department of Social and Health Services (DSHS)?

Application Process for Examination through the AAMA for Medical Assistants

The Olympic College Medical Assisting Program prepares its student to take the Certified Medical Assistant (CMA) examination through the American Association of Medical Assistants (AAMA). The following is the process for this specific examination. However, there are five different examinations, as noted above in Application for Licensure as a Medical Assistant, including the CMA through the AAMA, that can be taken to satisfy the examination requirement.

Step 1. Verify that you are Eligible for the Exam *(Process subject to change, check the AAMA website)*

- **Category 1** - Completing student or recent graduate of a CAAHEP- or ABHES-accredited medical assisting program. Completing students may take the exam no more than 30 days prior to completing their formal education and practicum.
- **Category 2** - Nonrecent graduate of a CAAHEP- or ABHES-accredited medical assisting program
- **Category 3** - CMA (AAMA)® recertificant
- **Educational Pathway** - Graduates of postsecondary medical assisting programs and postsecondary medical assisting apprenticeship programs that meet certain requirements. For more information, see the "Certification Exam Eligibility Pilot Program" webpage.

Step 2. Review All Exam Policies and Information

When you submit your application, you are certifying that you have reviewed and accept all provisions under "Applicant agreement" and that you will abide by all the policies set forth in the CMA (AAMA) Certification Exam Application, so it is important to read them thoroughly.

Step 3. Gather Your Documentation

Gather the appropriate documentation for your eligibility category.

- **Category 1** – No documentation required. Your program completion—including practicum—must be verified by your program director in order for you to receive your official scores and certification.
- **Category 2 –** Official Transcripts
- **Category 3** – No documentation is necessary if you have provided your CMA (AAMA) certificate number and most recent certification or recertification date on the application.
- **Educational Pathway** – At a minimum, the following documentation will be required:
    1. Transcript (an unofficial transcript may be submitted for initial review, but if approved, an official transcript will be required).
    2. Attestation Letter. If curriculum requirements and other criteria are not sufficiently documented, additional documentation will be needed. See the Certification Exam Eligibility Pilot Program webpage for details.

Step 4. Determine Start Date for 90-Day Testing Period

Select the date that you wish your 90-day testing period to begin. This will determine when you should apply for the exam.

(See "Ninety-Day Testing Period" and "Application Timelines" in the CMA (AAMA) Certification Exam Application.)

Online Application Timelines

If submitting the application online, please allow 24 hours after registering to receive the email from PSI with scheduling instructions. If submitting the application by mail, please allow two weeks for processing.

Applicants can schedule their exam as soon as their application is completed, and their payment is processed.

Note: Applicants who must submit specific documentation must allow extra time for application processing:

- Candidates requesting a waiver due to having been found guilty of a felony, or pleaded guilty to a felony, or having a professional license, registration, or certification denied, revoked, suspended, or subjected to probationary conditions by a regulatory authority or certification board
- People with disabilities who require special provisions on exam day
- Non-recent graduates who do not submit an official transcript with their application

Step 5. Monitor Your Email
Use an email address that will be valid for the next year (school addresses often expire after graduation). Add CMAExam@aama-ntl.org and No-Reply@psiexams.com to your approved email list. Check your spam or junk email folder for "CMAExam@aama-ntl.org" and "No-Reply@psiexams.com" emails.

Step 6. Apply for the Exam

Apply Online

Or download the CMA (AAMA) Certification Exam Application and complete the application form on the last page. Verify that you have written your first, middle, and last name as they appear on the government-issued photo ID that you must bring to the test center. Submit the application and your candidate fee and include any documentation you gather in Step 2. Retain a copy of the completed application and documentation for your records. If you mail your application, do not send the other pages of the CMA (AAMA) Certification Exam Application with it.

Step 7. Make Name, Email, and Postal Address Corrections on a Timely Basis
Edit your profile online or email us to update your contact information.
(See "Candidate Name/Address Specifications" and "Test Center Identification Requirements" in the CMA (AAMA) Certification Exam Application.)
Step 8. Schedule Your Exam

Schedule your exam appointment after your application and payment are processed.

(See "Exam Scheduling" in the CMA (AAMA) Certification Exam Application.)

Step 9. Prepare for the Exam

See "Study suggestions." Also, thoroughly review the "Test Center Scheduling and Policies," so that your test session goes smoothly.

Step 10. Complete the Exam

After you have completed your exam, you will receive a pass/fail notification at the test center.

Step 11. Watch for Your Official Score Reports

You'll receive your official exam scores within three weeks after your exam date pending verification of program completion and/or fulfillment of all application requirements.

(See "Post-Exam Information and Policies" in the CMA (AAMA) Certification Exam Application.)

Step 12. Watch for Your Certificate or Digital Badge

If you pass and meet all exam eligibility requirements**,** you will receive a digital badge instead of a paper certificate via an email from Badges@aama-ntl.org titled "AAMA digital badge account management" within 10 business days. Digital badging is cutting-edge technology that allows CMAs (AAMA) to securely—and quickly—share their credential across the web, on résumés, in email signatures, and via social media outlets to celebrate and validate their achievement.

Add Badges@aama-ntl.org to your approved email list to ensure you receive your digital badge.

See the "Digital Badges" webpage for more information.

CMAs (AAMA) may view their certification status at My Certification Information. CMA (AAMA) certification is valid for a 60-month period.

(See "CMA (AAMA) Recertification Requirements" in the CMA (AAMA) Certification Exam Application.)

**Process will be reviewed in MEDA153.*

State of Washington Licensure Steps for Medical Assistants

1. Apply for OC graduation / complete all paperwork & submit to Registration & Records.
2. Request official transcript with degree posted to be sent to the Department of Health at:
   Medical Assisting Credentialing
   PO Box 47877
   Olympia, WA 98504-7877
3. Refer to the Department of Health Medical Assistant webpage for information to apply for a license. You can apply online through this site or print out a paper application and mail into the address above.
4. Register to apply online for licensure through the Secure Access Washington (SAW) portal.
5. Create a link to the Department of Health Online Application Portal through SAW.
6. Pay the **application fee of $145 and $2.50 convenience fee** with a VISA or MasterCard or by ACH (electronic check). Payment must be made with U.S. funds drawn on a U.S. financial institution. Make sure your address on the payment information screen matches the address your financial institution has on file for you.
7. If applying online, attach additional documents at the "Upload Attachments" screen, after successfully submitting payment if appropriate.

OLYMPIC COLLEGE

Professional Licensure Disclosure Statement

According to Federal Regulations at 34 §CFR 668.43, Olympic College is required to disclose student educational requirements of programs leading to licensure that may not meet the licensing standards for students who have marked being from a state other than the state in which enrolled.

Olympic College has not made a determination that the Medical Assisting curriculum meets educational requirements for licensure/certification outside of Washington State. We encourage students who plan to work out-of-state to check relevant local licensure/certification requirements.

This is subject to change annually based on educational requirements that may change from state to state.

Please sign below to acknowledge that the College has not been able to determine if it meets licensure requirements outside of Washington State.

Student Name: (**Please Print**) _____

Signature: _____ Date: _____

OLYMPIC COLLEGE

Student Conduct & Performance

Student Conduct and Performance

The Olympic College Medical Assisting Program adheres to the legal standards of competent performance as defined by the Washington State Department of Health – RCW Chapter 18.360 and WAC 246-827 and the American Association of Medical Assistants (AAMA).

In any profession accountability rests with the individual. Medical Assistants and the Medical Assisting Program students are individually responsible for their own actions. Each student is legally accountable to the level of his/her preparation and does not function under the certification of another Medical Assistant. Accountability is the quality or state of being responsible and answerable for one's decisions, actions, and behaviors. Medical Assistants committed to interpersonal caring hold themselves accountable for the well-being of clients entrusted to their care and are accountable to their clients and colleagues. You are legally and ethically responsible for any failure to act in a safe and prudent manner. Accountability begins with your role as a student.

Student Legal and Ethical Requirements

Medical Assisting Program students must always:

1. Be prepared for lab assignments and externship experiences.
2. Consider all client/family information as strictly confidential. Such information shall not be discussed with anyone except instructors and significant clinical personnel. No audio-recording, picture-taking or video devices may be used at any time. No picture taking allowed in health care settings and/or pictures placed on social media.
3. Submit reports on patients to instructors using patient initials only, never the patient's full name.
4. Remove the name of the patient from copies of documents used in conjunction with learning activities.
5. Consult the clinic staff and/or instructor if the patient or patient's circumstances (friend, relative, etc.) is known to the student prior to delivering care.
6. Always maintain a professional attitude when caring for patients, and/or in the clinical setting.
7. Communicate any critique of an agency, an individual, or an instructor to the Medical Assisting Program Director or lead instructor, and refrain from discussion outside (includes social media sites) of the appropriate parameters.
8. Be respectfully honest at all times. A student who is less than completely honest in the clinical area jeopardizes patient safety and is subject to termination from the Medical Assisting Program.
9. Be responsible for his/her own learning and help promote an atmosphere which facilitates maximum learning for his/her classmates.
10. Conduct himself/herself at all times in a professional manner.
11. Be responsible for reading and familiarizing oneself with printed/electronic college and Medical Assisting Program protocols, policies, procedures, and guidelines.
12. Attend externship orientation, electronic medical record (EMR) orientations, and any requirements by the externship agency.
13. Document in medical record care given to each client.

A violation of these guidelines may be grounds for dismissal from the Medical Assisting Program.

Professional Behaviors

Olympic College Medical Assisting Program students are always expected to conduct himself/herself in a professional manner while in class, uniform, or representing the school. The following are expected standards of professionalism for Medical Assisting Program students:

1. Use clear communication verbally, nonverbally, and in writing (including social media).
2. Take responsibility or be accountable for one's own actions.
3. Recognize that abuse of power or authority is never acceptable.
4. Speak directly to the person with whom one has an issue.
5. Demonstrate openness to other points of view, perspectives, experiences, and ideas.
6. Be polite and respectful and apologize when indicated.
7. Encourage, support, and mentor others, including new nurses and experienced nurses.
8. Listen to others with interest and respect.
9. Be prepared (in all courses i.e., didactic, practicum, & lab) – arrives to class/clinical on time.
10. Demonstrate enthusiasm/positive behaviors.
11. Demonstrate effective teamwork/cooperation.
12. Accept constructive criticism.
13. Recognize the impact of one's behavior on others and modify inappropriate behavior.
14. Demonstrate accountability/legal and ethical responsibilities.
15. Treat others with respect, dignity, collegiality, and kindness.
16. Avoid gossip and spreading rumors.
17. Rely on facts and not conjecture.
18. Collaborate and share information where appropriate.
19. Consider how personal words and actions affect others.
20. Offer assistance when needed and if refused, accept refusal gracefully.

***Not demonstrating professional behaviors may be grounds for dismissal from the Medical Assisting Program**

Academic Integrity

All Olympic College policies and Medical Assisting Program requirements regarding legal, ethical and honorable behaviors apply to this program: (https://www.olympic.edu/about/policies-procedures/student-conduct-resolution-center; Medical Assisting Program Student Handbook).

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. All Olympic College policies regarding academic integrity apply to this program. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. For any material or ideas obtained from other sources, such as the text or things you see on the web, in the library, etc., a source reference must be given. Direct quotes from any source must be identified as such. All exam answers must be your own, and you must not provide any assistance to other students during exams. Any instances of academic dishonesty WILL be pursued under Olympic College regulations concerning academic integrity. Violations may result in failure of the assignment, exam, and course, up to and including dismissal from the Medical Assisting Programs.

Expected Behavior

Expected classroom behavior/conduct includes, but is not limited to, the following:

1. Promote a healthy learning environment.
2. Arrive on time.
3. Allow others to participate in the learning process.
4. Provide constructive feedback.

5. Silence cell phones during class time.
6. Avoid scented products on your person in the classroom/lab.
7. Any other behavior deemed by Medical Assisting Faculty as unacceptable and which interferes with the learning or safety of others, including those behaviors and activities listed in the OC Code of Conduct.

Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

Medical Assistants and Medical Assisting students are legally and ethically obligated to maintain confidentiality of all client information. Only information pertinent to a client's treatment and welfare is disclosed to only those directly involved in the client's care or in the presence of faculty. Willful violation and/or negligence of HIPAA rules will result in serious consequences. No photo copying of client records is permitted. No audio-recording, picture taking, or video devices may be used at any time. Students who are employees of an agency may not access the computers to gain information when in the student role.

Students must abide by the clinical agencies HIPAA regulations.

Constructive Feedback

Students, faculty, and staff should listen-to-learn from constructive feedback. Adherence to professional codes of conduct is expected by all parties. See Olympic College Policies for more details.

Gifts to Faculty and College Staff

RCW 42.52.140, Gifts: No state officer or state employee may receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the officer or employee, or be considered as part of a reward for action or inaction. State employees cannot accept gifts with an aggregate value of more than $50 from a single source in a calendar year.

Gifts to Clinical facility staff or Preceptors

Each clinical facility maintains a gifting policy pertaining to gifts from clients, their families, and any outside agencies. Olympic College Students are representing the College while on site and expected to comply with the facility's gift policy. Students are encouraged to show their gratitude verbally or through greeting cards. Consumable treats may be gifted but should be made available to the entire department or team rather than an individual.

OLYMPIC COLLEGE

Medical Assisting Program Student Affirmations

Initial	I understand that as a Medical Assisting Program student, I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the Medical Assisting profession, I have a responsibility to act in a manner consistent with the essential attributes (Laws of Washington State regarding medical assisting and the AAMA code of ethics) of the profession. In this regard:
Initial	I agree to protect the privacy of faculty, peers, clients and family members of clients by not inappropriately disclosing confidential information about faculty, peers, clients or their family members that is disclosed to me in my capacity as an Olympic College Medical Assisting Program student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as an Olympic College Medical Assisting Program student. I will adhere to HIPAA guidelines.
Initial	I have/will read the syllabus of the Medical Assisting Program courses that I am taking, and I will read the criteria established for grading my course work. I understand that in the Medical Assisting Program I must achieve a minimum of a 2.5 (78%) in each MEDA course and pass every psychomotor and affective competency with 85% within two attempts to complete the program.
Initial	I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Association of Medical Assistants (AAMA) code of ethics.
Initial	I will maintain and uphold the academic integrity policy of Olympic College, Student Code of Conduct, and the Medical Assisting Program Conduct and Performance Standards. I will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing, or copying another's assigned work, or lying about any situation. I will not share completed/graded assignments with other students.
Initial	I will not recreate any items or portions of any exam or course work for my own use or for use by others during my enrollment in the Medical Assisting Program.
Initial	I will not accept or access any unauthorized information related to any exam or course work administered during my enrollment in the Medical Assisting Program.
Initial	I will sign my own papers and other documents and will not sign any other student's name to anything, including class attendance and labs.
Initial	I will not allow any student access to any of my academic work for the purpose of copying.
Initial	I will not discuss or post any information about faculty, peers, clients, client's family members, or any clinical facility on any social network avenue (i.e. Facebook, Instagram, personal blogs/website, Twitter, cell phones, or any technological device). I will not use audio recordings, picture taking devices or videos at any time.
Initial	I will not leave/save any client, client's family members, faculty, clinical facility or student information on any open access desktop or hard drive.

Failure to comply with any of the above affirmations will result in disciplinary action up to and including dismissal from the Olympic College Medical Assisting Program.

Student Signature:			
Student Printed Name:		Date:	

Communities of Interest

The students in the Medical Assisting Program are a community of interest for the Olympic College Medical Assisting Program. Communities of Interest are defined as persons, groups, agencies, and/or organizations that influence the mission services, and outcomes of the Medical Assisting Program education unit.

As a community of interest, the Medical Assisting Programs student are encouraged to actively participate in providing feedback about all aspects of the Medical Assisting Program. Multiple mechanisms are provided for students to give feedback. Feedback opportunities include:

1. All students can provide feedback, and are strongly encouraged to do so, by completing faculty and course evaluations at the end of a course.
2. Students can make an appointment with their in-program faculty advisor and provide program feedback.
3. Students can make an appointment with the Medical Assisting Program Director, or lead faculty to provide program feedback.

Students are strongly encouraged to become active participants in providing feedback to the Medical Assisting Program. Part of the professional role of the Medical Assisting professional is to actively engage in continuous quality improvement. Development of this role while in-program benefits the program and your professional role development.

Absence and Tardy Protocols

The purpose of the absence and tardy protocols is to ensure quality education for the student. Due to the large volume of material covered, and because lab and externship experiences validate learning objectives, it is extremely important that absences and tardiness be avoided, if at all. Attendance and punctuality are considered important professional responsibilities both in the classroom and in the clinical setting.

Attendance

In dealing with attendance, Medical Assisting Program Faculty will be guided by the following beliefs and guidelines:

1. The Medical Assisting Program are learning communities where process, i.e., participation and preparation, is equally as important as content.
2. Students have made a serious commitment to learning when they chose a Medical Assisting Program profession. Therefore, it is expected that students <u>will attend</u> all lecture, lab, and externship experiences.
3. We recognize that there may be unforeseen circumstances that may not permit a student to meet professional obligations. However, students are responsible to notify the faculty member and the clinical agency (if applicable) prior to any absence. Please refer to each course syllabus for specific course attendance guidelines.
4. In the case of an absence, the student will be held responsible for all content missed in lecture/lab/externship experience.
5. Absences and tardiness may result in a reduced grade, or if excessive, dismissal from the Medical Assisting Program.

Tardy Protocol

Tardiness is disruptive to the learning of others and is not acceptable for Medical Assisting professionals. Refer to each course syllabus for specific course guidelines related to tardiness.

Children in Class

Under **NO** circumstances are children or other individuals to accompany you to class, skills lab, clinical, or clinical community settings. If this occurs, they will be asked to leave.

Late Work Guidelines

All coursework must be submitted by the designated due date. Refer to the syllabi for each course and review each instructor's late work policies.

Alcohol and Substance Use Protocols

Medical Assisting Program students are included in the provision of the Uniform Disciplinary Act. The Uniform Disciplinary Act states that: "the following conduct, acts, or conditions constitute unprofessional conduct for any license holder or applicant under the jurisdiction of this chapter: (23) Current misuse of: (a) Alcohol, (b) controlled substances, or (c) legend drugs." (RCW 18.130.180) The effects of alcohol and/or substances while an individual is in a clinical situation and responsible for client care is dangerous. The goal of this protocol is getting help and/or treatment for an individual with a substance abuse problem. However, the safety of clients is of primary importance.

A student who arrives at a clinical site with behavioral or physical evidence of alcohol or substance use verified by the instructor and/or an employee of the agency, will be informed of the evidence and asked to leave the patient care area and go directly to an emergency room or laboratory setting where a blood test for substances can be done. This will be done at the student's expense. The student is expected to provide the result of that testing before being allowed to return to the clinical site for clinical practice.

If the student has a negative test, then the student will meet with the instructor and Medical Assisting Program Director to explore the reasons for the behavioral or physical evidence and determine corrective action.

If the student tests positive for alcohol or substance use, then the student will be asked to have a substance abuse evaluation by a qualified counselor at the student's expense and provide evidence to the Medical Assisting Program that the evaluation took place before being allowed to return to the clinical area. If the evaluation recommends a treatment program, the student must provide evidence of ongoing engagement in treatment, at the student's expense, to be allowed to return to the externship experience.

If a second instance of the student arriving with evidence of alcohol or substance use occurs, the situation will be handled as above except that the student will not be allowed to return. The student may seek reentry based on the reentry policies. Reentry would be available only to an individual actively maintaining a treatment program.

If the student refuses to get tested for alcohol or substance use, they will be asked to leave the site and complete the process required for those who have a positive test.

Students may be required to complete a substance use test prior to clinical or fieldwork placement based on the agency's drug screening policy at the student's expense.

Impaired Practice

As required by the Impaired Professional WAC 246-840-710(5)(b), students must be safe to practice during clinical. Individuals exhibiting "unsafe behavior" will be counseled immediately. The faculty reserves the right to remove any student from the clinical area who, in the faculty member's professional judgment, places the student, their colleagues, the clinical staff, and the client/family members in physical or emotional jeopardy. Physical jeopardy means a situation of high risk for physical injury. Emotional jeopardy means an environment of anxiety or distress leading to risk for emotional or psychological harm.

Students are considered "impaired" per WAC 246-840-710(5)(b) if they have not obtained adequate rest. If a student chooses to work while attending the Medical Assisting Program, they must have an 8-hour break between the end of their work shift and the start of the OC clinical shift.

Olympic College Policies & Procedures

https://www.olympic.edu/about/policies-procedures (retrieved 7/11/2023)

Olympic College Student Conduct Code

*Please refer to links below complete details. (Retrieved 7/11/2023)

- WAC 132C-120-010 Preamble
- WAC 132C-120-015 Freedom of expression
- WAC 132C-120-020 Freedom of association and organization
- WAC 132C-120-025 Student participation in college governance
- WAC 132C-120-035 Student publications
- WAC 132C-120-040 Distribution of printed material on campus
- WAC 132C-120-045 Commercial activities
- WAC 132C-120-050 Authority to prohibit trespass
- WAC 132C-120-055 Emergency procedures
- WAC 132C-120-060 Right to demand identification
- WAC 132C-120-065 Prohibited student conduct
- WAC 132C-120-076 Classroom conduct
- WAC 132C-120-100 Statement of jurisdiction
- WAC 132c-120-102 Brief adjudicative proceeding
- WAC 132C-120-110 Initiation of disciplinary action
- WAC 132C-120-115 Appeal from disciplinary action
- WAC 132C-120-120 Student conduct committee
- WAC 132C-120-125 Student conduct committee hearings-Presentation of evidence
- WAC 132C-120-135 Student conduct committee—Initial decision
- WAC 132C-120-139 Appeal from student conduct committee initial decision
- WAC 132C-120-145 Disciplinary sanctions and terms and conditions
- WAC 132C-120-200 Summary suspension
- Student Complaint Procedure
- Affirmative Action Policy
- Harassment/Discrimination Complaint Procedure
- Academic Standards Progress Policy
- Title IX Grievance Procedure

Grievance Policy

- WAC 132C-285-100 Introduction
- WAC 132C-285-110 Policy
- WAC 132C-285-120 Reporting procedure
- WAC 132C-285-130 Definitions
- WAC 132C-285-140 Who may file a complaint
- WAC 132C-285-150 Confidentiality and right to privacy
- WAC 132C-285-160 Investigation procedure
- WAC 132C-285-170 Publication of antidiscrimination policies and procedures
- WAC 132C-285-180 Limits to authority
- WAC 132C-285-190 non-retaliation, intimidation and coercion
- WAC 132C-285-200 Criminal complaints
- WAC 132C-285-210 Other discrimination complaint options
- WAC 132C-285-220 Complaint form.
- WAC 132C-285-230 Adjudicative proceedings

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General Guidelines

Informing Students of Program Changes

Policies and procedures are communicated to students initially by means of the Medical Assisting Program Student Handbook. This handbook is revised regularly to provide current and accurate information. Each Medical Assisting Program student receives his/her own copy of the handbook upon entering the Program. Changes in the Medical Assisting Program, policies, procedures, and guidelines will be communicated to students via their OC email account within two weeks of program changes.

Faculty and the Program Director will be available to answer questions regarding any changes.

Student – Faculty Communication

Faculty have mailboxes on the outside of their doors in building 3. All faculty have weekly office hours which may be posted outside their doors and in their syllabi. Please contact faculty if you need any assistance.

Adjunct Faculty and Instructional technician part-time faculty will inform you of the best way to communicate with them.

Faculty will communicate with you using OC email, Canvas©, or phone. You are expected to check these communication sources daily while taking courses.

Using Olympic College Email

Students receive an OC network account after paying tuition & fees. The OC network account lets students login to OC computers, the OC wireless system, and OC email using the same login credentials. **Students are required to use OC email for all communications with professors, nursing staff, and all Olympic College services.** The Medical Assisting Program will only communicate with students through OC email accounts and not personal email accounts.

Olympic College offers email accounts through Outlook Web Access to all Olympic College students. To activate and login to an existing student email account, use the Student Email link found at the top of the OC website or at https://login.microsoftonline.com/ .

Updates to existing passwords can be made at https://apps.olympic.edu/studentaccountmanagement/.

Photo/Video Release Form

OLYMPIC COLLEGE

Photo/Video Release Form

CONSENT and RELEASE TO TAKE AND PUBLISH PHOTO, VIDEO, LIKENESS, NAME and VOICE

I understand that *Olympic College* may take photographs, video, audiotape and other image and sound-based media of the campus, including in classrooms, and of its employees, students, and visitors. *Olympic College* may wish to use such photographs or likenesses for educational, promotional, advertising, and other purposes. This permission for release, without compensation or prior notice, would allow *Olympic College* to use photographs in its printed, video, audio, and electronic publications, during presentations, and otherwise.

Therefore, I hereby freely and voluntarily consent to the full use and publication, recording and re-publishing, of my name, voice, participation, picture, and/or likeness by *Olympic College* and/or its employees and/or agents for any and all purposes including, but not limited to, educational, promotional, advertising, broadcast, trade, fundraising, solicitation of donations, conferences and workshops, through any medium or format, including but not limited to electronic, videotape, audiotape, film, photograph, television, radio, digital, internet, theater, or exhibition, at any time from this date forward until I revoke this consent in writing. I acknowledge and agree that the pictures or recordings taken become the sole and exclusive property of *Olympic College*. I further waive any claims against *Olympic College* and/or its employees and/or agents based upon or related to its use or publication of my likeness, voice, participation, picture, and/or name, including but not limited to invasion of privacy or defamation.

I certify that I have read the Consent and Release of Liability statement and fully understand its terms and conditions. I understand that the opportunity to participate is given by *Olympic College* and I have full legal capacity to sign this Consent and Release for myself and/or my child, and I freely give this authorization without expectation of compensation.

Printed Name	Parent/Guardian Printed Name (if under 18)
Signature	Parent/Guardian Signature (if under 18)
Address	Address
Date	Date

To revoke this consent, please contact the Communications & Web Services Department.

☐ I have supplied the college with an original piece of music or art, which the college may also use for the purposes listed above, crediting me as the artist. The college/department will make every attempt to return original works of art by contacting you via email and/or phone. All unclaimed original works of art will be properly disposed if no response is provided.

Attn: Communications & Web Services Dept. | 1600 Chester Ave. | Bremerton, WA 98337-1699
Olympic.edu | communications@olympic.edu | Phone: 360-475-7106 | Rev. March 2019

Medical Assisting Technology Guidelines

Olympic College Medical Assisting Program values a foundation of information technology upon entry into the Medical Assisting Program. A foundation of information technology includes word processing; accessing information and communicating through email; and online teaching and learning tools, such as textbook resources or the learning management system, Canvas©.

Most textbooks are available for purchase in an electronic format if the student desires. Purchase of a new textbook often provides electronic guides in disk format or as web-based media links (web links). Students are encouraged to access these resources. Faculty may require students to answer questions or respond to scenarios using electronic resources or engage in electronic discussions as part of the course grade.

Laptop Rental

OC-IT has laptops for check out either quarterly or daily, weekly, etc. Please see the OC-IT Equipment Check Out Program website for more information:
https://olympic0.sharepoint.com/sites/OCExternal/IT/support/SitePages/OC-IT-EQUIPMENT-CHECK-OUT-PROGRAM.aspx .

Help Desk hours (hours subject to change)

- Monday-Thursday 7:30 AM – 9:00 PM
- Fridays 7:30 AM -5:30 PM
- Saturdays 8:00 AM- 11:30 AM
- Evening and weekend hours may be adjusted during Olympic College academic breaks.

Contact the Help Desk at helpdesk@olympic.edu or phone (360) 475-7600.

If assistance is needed to access on-line teaching/learning tools, the web address in the textbook often provides technology support. In particular, the Canvas© system requirements are listed on the Canvas© homepage https://olympic.instructure.com/login . To access, the student enters their student identification number as their username. A default password is given, and students are prompted to change the password during the initial logon. A week "zero" tutorial is available for student practice using the Canvas© learning management system. Assistance with technology is available in downloads, online with a live chat employee or by toll free phone number.

Students are required to use Microsoft Office© effectively. The college has this available for your use.

Technology Requirements for Courses with Online Components

A personal computer/laptop, a camera (some are built in the laptop), headset including earbuds you use for a phone (assists with blocking out background noise), and internet connection (hotspots are available through IT or can be purchased for those of you in more rural areas) are required for the Medical Assisting Program.

We may be using two types of on-line tools for facilitating your learning and course completion.

- **Zoom links** may be used for synchronous (live online scheduled) classroom.
- **Canvas** may be used for asynchronous supplement & PREP for the synchronous classroom.

Flipped courses are a type of learning consisting of two phases. In Phase One, students use Canvas to prepare for Phase Two. In Phase One, students meet separately, independent of time and location. Students may be required to view videos, read materials, participate in online discussions, complete quizzes and/or other activities. In Phase Two, students meet synchronously at a scheduled time.

What devices can I use Zoom on?

- Laptop/computer (PC/Mac)
- Smartphone (Apple iOS, Android): not recommended due to the size of the screen.

Prepare for a Zoom meeting:

- Make sure you have created a Zoom account (Use your full name so attendance can be taken) Make note of the email that you use to sign up because you may need this in some courses for Breakout assignments. It is possible to sign up for more than one account if you have more than one email in case you want to use a separate account for family contacts and other purposes.
- Find a quiet place with less distractions.
- Test your headphones, microphone, and camera to make sure you can see and hear.

Zoom has tutorials that you can access for free. Note that your instructors will be scheduling your course meetings, so the scheduling would be used only if you were scheduling for different purposes or setting up small group meetings separately.

Tutorials through Zoom

The following are links to tutorials through zoom.

- **Getting Started**
- **Zoom for desktop (Windows or Mac)**
- **Joining a meeting**
- **Joining a meeting by phone**
- **Testing computer audio**
- **Testing computer video**
- **Sharing your screen**
- **Finding and viewing recordings**
- **Reset password**

Netiquette (Network Etiquette) Guide for Online Courses

As with any classroom, normative social behaviors and common courtesy is expected. The virtual classroom online (Zoom or Canvas) is no different than face to face (FTF) traditional classroom environment. The definition of Netiquette is *"the correct or acceptable way of communicating on the internet*". The purpose of this information is to help establish rules for a healthy, safe, learning environment that sets students up for success in their course. The Olympic College Medical Assisting Program Student Handbook of student conduct, professional behaviors, and member of the profession expectations continue to apply in the online mode of instruction. Reminders for students in netiquette include:

- Mute yourself to avoid background noise disruption when not speaking
- On the bottom of the Zoom window, click on "Participants" and "Chat". Two pop-up windows will open on the right side of the screen. When you want to speak, use the "Raise Hand" feature. This will notify the instructor you would like to speak. Please, keep the "Raise Hand" feature visible until the instructor calls on you.
- Use the chat feature to ask questions to avoid disrupting the instructor unless called upon
- If you need to step away from the classroom, communicate in the chat when you will return
- If you lose WiFi, have a backup plan, e.g., use your phone to call in to the Zoom meeting
- Dress as if you were in the classroom or clinical environment depending on the course, e.g., not acceptable to have hoodies cover your head.

- Enable video so that we can see you. You might need to disable video if you need to minimize the activity on your internet connection [If you see the message "unstable internet connection", Just turn on your video when you are speaking if possible. It will also be very helpful if no one else connected is trying to stream or game while you are in class Zoom session.]
- Be aware that many Zoom meetings may be recorded. However, have a plan for taking notes as recordings of Zoom meetings may be delayed or not available.
- Be aware of your location presented on video while in the virtual classroom. **Do not use your bed as your desk.** Laying down on your bed with a hoodie covering your head is not appropriate.

General Online Guidelines:

Content areas: To be prepared for the Zoom sessions, the Canvas modules are used to prime knowledge necessary for optimization of learning. Some modules may have reading assignments in them, and others may not. Reading assignments are in the syllabus and the instructor may add material to the Canvas site modules as pertinent for class content.

Zoom Instruction: Some instruction will occur by Zoom (synchronous). A link will be provided for these online Zoom sessions. Students are expected to attend these sessions electronically and in the entirety of the meeting. Students may not make personal appointments that conflict with the "normal" times the class would have met in a face-to-face manner. In other words, the "normal" class times should be available for these online Zoom sessions. Attendance at these sessions is the expectation. Prompt communication with the faculty if you are sick, is the expectation.

Olympic College E-Learning Information: online learning support can be found on the OC website:

- https://www.olympic.edu/academics/academic-success-programs/student-online-support

Independent Learners: Online students must feel comfortable in a learning environment that places emphasis on individuals taking responsibility for their learning process. While the online classroom includes interactions between the student and instructor, they are not immediate as in a traditional on-ground classroom. Although online instructors answer questions and provide clarification of information to students as they would in the traditional classroom, students must be comfortable waiting up to 24 hours for a response to their emails.

A typical week for an online student might include, but not limited to:

- Reading through the current week's assignments and lecture materials
- Thoughtfully reading the textbooks for the class as assigned and identifying main points and supporting details

With one or more of the following as directed by the instructor:

- Responding, by a deadline, to discussion questions as posted by the instructor
- "Discussing" through email messages, by a deadline, the responses of fellow classmates
- Completing and sending, by a deadline, an assignment to be graded by the instructor
- Completing an assignment, by a deadline, in a work group comprised of four or five classmates

Goal Oriented: Successful online students must be self-disciplined and goal oriented as they work to complete their weekly assignments, post email messages, and work with their classmates in their online class. Online classes move quickly, and instructors often will not allow students to "make up" missed online discussions or assignments.

Proficient Readers and Communicators: Online classes are reading intensive; students are expected to gain information from their texts and from their online lectures to apply to work assigned to them.

Basic Computer Skills: The computer is an integral part of the online classroom. While mastering the lessons of your online course, you do not want to be saddled with less than-adequate computer skills. These basic skills including proficiency in sending and receiving emails with attachments, cutting, and pasting from Word, and

communicating with fellow students in Discussion threads. Olympic College offers classes that can help you improve your computer skills before you enroll in an online class.

Sets a Schedule and Keep to It: Online instructors expect their students to be organized in setting a schedule that allows them to meet their deadlines. Most online classes require signing into the classroom five days out of seven to stay current with class activities which include reading messages and lecture, interacting in discussion threads and work groups, and posting assignments. Online instructors expect successful students to log at least five hours of online work for a five-credit class. In addition, most students find they are successful if they log two hours of homework for every credit hour of class. Successful online students report that they log many hours above the minimum 12 hours expected.

Evaluating Courses

You will be asked to participate in evaluating your course(s) and possibly your faculty using the Evalkit link in your Canvas© course. Remember you have a separate evaluation for every course. **Student evaluations are vital for continuous quality improvement of the Nursing Program. Student feedback is valued, informing, and strongly encouraged.**

Medical Assisting Program Social Media Guidelines

Patients and society trust Medical Assistants with their health and lives. Anything you post online in a public forum should honor this trust and uphold the professional standards of medical assisting. Your words, writings, images, and actions offer a mirror into your professionalism and integrity, now and far into the future. Current and/or potential employers and professional colleagues will likely use social media to assess you, so use good judgment and be respectful in your communications.

The following applies to the use of social media related to the Olympic College Medical Assisting Program and social networking sites that include, but are not limited to, Facebook, YouTube, Instagram, Snapchat, Twitter, LinkedIn, and blogs. As new opportunities and challenges emerge, the following guidelines will evolve.

1. Protect confidential and proprietary information: Do not post confidential or proprietary information about Olympic College students, employees, alumni, people, or issues you encounter in your clinical settings. Information related to patient care or clinical work should not be shared on any electronic platform that is not approved by the Olympic College Medical Assisting Program. This is especially true in cases where postings related to patient care or clinical work could compromise patient confidentiality or reveal patient identity. All persons must follow the applicable federal requirements such as FERPA and HIPAA regulations. Adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws.
2. Do not post anything that could reflect poorly on Olympic College: It is easy for posts you believe to be private to become public. Moreover, the health care community is a well-connected group, and comments made about a certain hospital, doctor, preceptor, or instructor could impact you, and by association, Olympic College. Defamation of Olympic College and others is a violation of the student code of conduct.
3. Use Olympic College intellectual properties only with permission: No user may establish social networking sites that use the Olympic College name or logo, or other intellectual properties such as photography, video, artwork, and publications copyrighted to Olympic College, without authorization from Olympic College. It is a violation of social networking site policies to represent an institution without authorization.
4. Disseminating official information: Olympic College Medical Assisting Program is responsible for posting and publishing online official information on behalf of the Olympic College Medical Assisting Program. All employees and students approached by a media representative regarding any matter of Olympic College business must refer such inquiries to the Office of the Vice President for Equity and Inclusion (360) 475-7437.

Guideline for Professional Attire in the Medical Assisting Program

Purpose

This guideline presents practice attire for the Olympic College Medical Assisting Program.

Guideline/Procedure Statement

Professional attire/presentation is a requirement for all clinical/externship experiences undertaken by medical assisting students.

Persons Responsible for Adherence

Students, Faculty, Administration

Background Information

Professional attire is related to the practice environment and differentiates medical assistants from others, promoting their image as professionals.

Olympic College Guideline for Professional Attire for Medical Assistants

The following summarizes the dress code for Medical Assisting Programs students.

1. **Scrubs:** Medical Assisting students will wear program specific matching grey scrub tops and pants. Sheer, lace, frills, or see-through fabrics are not appropriate. Washable material is required. If an additional shirt is worn, it needs to be worn under the scrub top, and tucked into pants. All scrubs should fit to allow for comfortable sitting, bending, stretching etc. A (grey) skirt may be worn by women, with the designated scrub top. If socks are worn, they must be white and cover the ankle. White or natural tones of hosiery are required and must at least cover the ankle. Closed toed professional shoes are to be worn. Clean professional looking tennis shoes (worn for lab and externship) are allowed.
2. **Identification:** The name tag is worn on the upper chest on the right or left side of the scrub top. The name tag will be provided by faculty and preferred name will be requested during MEDA151, Professional Prep I. If a clinic ID badge is required, it must be worn at chest level.
3. **Hair:** Hair must be clean and out of the face and off the collar during labs and in the clinical setting. Facial hair must be clean and neatly trimmed.
4. **Makeup:** simple, keeping with a professional image.
5. **Nails:** Nails must be clean and short. No artificial nails or nail polish is allowed.
6. **Scents:** Scented products are **NOT** permitted in lecture, lab, or clinical agencies. Students who smoke should not do so in their uniform as the odor clings to clothes and can have ill effects on some patients, peers, and staff.
7. Should a student appear for lab or externship experience in inappropriate attire, the instructors or health agency personnel have been authorized to tell the student to leave the clinical area until the condition(s) is/are corrected.
8. Some of the clinical facilities where you will practice will have additional uniforms and/or appearance requirements. You will be informed of these special requirements at clinical orientation or as they are adopted. In all instances, you must adhere to the policies for dress and appearance in the agencies where we are guests.

Transportation

Each student is encouraged to have unlimited access to reliable transportation. It may be necessary to drive significant distances an externship site. Carpooling with members of your clinical group is encouraged if possible. Clinical assignments cannot always be made according to convenient geographical locations.

Financial Aid

The Financial Aid Office is located on the first floor of Building 4 on the Bremerton Campus. The staff of this office will help you obtain loans, grants, and scholarships. Short term, interest-free loans are occasionally available to help with unplanned expenses. Many scholarships are given each year; check with the Financial Aid Office as to the appropriate times to fill out forms for these and other scholarships (they must be done in advance when seeking a scholarship for the entire school year). There are some scholarships available each quarter, so again, check with the Financial Aid Office about deadlines. (PH: 360-475-7160)

Need Money for College?

Take a short, free, anonymous survey that shows you which funding programs fits your needs. You may eligible for assistance with books, childcare, fees, program supplies, tuition, Work-Study!
Start here: StartNextQuarter.org

The Workforce & Economic Development division at Olympic College is an umbrella for a number of different services for diverse populations: Basic Food Employment and Training (BFET), the Career Center, Cooperative Education and Internships, CTE Dual Credit (formerly Tech Prep) for high school students, Worker Retraining, and Work First.

Inclement Weather or Other Situations

Please check the college's website at www.olympic.edu for updates on campus closures or changes to college operations.

If a decision is made to change or suspend operations at Olympic College for any reason, here is the quickest way to access pertinent information. **IMPORTANT: Messages are posted in the event of emergencies or closures/delays only. If the college remains open and under normal operations, messages are not posted.**

Emergency Communication

Olympic College will notify the media by 5:30 a.m. regarding day classes and by 3:00 p.m. regarding evening classes.

OC Phone Line: 360-792-6050 or 1-800-259-6718

- OC Website: Go to www.olympic.edu. **If there is a delay or closure, a red box** will appear on the top page of the OC website with emergency or closure/delay information.
- NOTE: If there is a campus delayed start, lecture courses that are greater than one hour in length will be held with the delayed start, e.g., if class starts at 0900 and there is a delayed start until 1000, instructor will resume class at delay start and end as regularly scheduled. Course instructor may communicate day of for clarifications.
- Text Messaging: Go to **https://www.olympic.edu/student-life-support/campus-security/emergency-procedures/campus-alerts** to sign up for text messaging alerts on your cell phone.
- TV Stations & Websites
    - KOMO 4 www.komonews.com
    - KING 5 www.king5.com/weather/
    - KONG 6 http://www.king5.com
    - KIRO 7 www.kirotv.com
    - KCPQ 13 https://www.q13fox.com/
- Radio Stations:

- **KITSAP COUNTY:** KCIS 630 AM, KIXI 880 AM, KOMO 1000 AM, KITZ 1400 AM, KWDB 1110AM, KITZ 1400 AM, KPLU 88.5 FM, KVTI 90.9 FM, KMPS 94.1 FM, KUOW 94.9 FM**,** KXX0 96.1 FM, KIRO 97.3 FM, KCMS 105.3 FM, KRWM 106.9 FM
- **MASON COUNTY:** KOMO 1000 AM, KMAS 1030 AM, KGY 1240 AM, KITZ 1400 AM, KPLU 88.5 FM KVTI 90.9 FM, KMPS 94.1 FM, KUOW 94.9 FM, KXX0 96.1 FM, KGY 96.9 FM KRWM 106.9 FM

Personal Safety in Emergency Situations

As in all emergencies or unusual situations, please make decisions to attend class or work based on your own personal safety and circumstances.

Other Information

For Local Road Conditions:
For information on local road conditions, check these websites or phone numbers:
State Highways: http://wsdot.wa.gov/traffic/
Kitsap County Roads: https://www.kitsapgov.com/services/Pages/Roads.aspx or call 360.337.5777. **New this year**: You can sign up for "Road Report" updates through Kitsap County's website.
Mason County Roads: https://masoncountywa.gov/public-works/road-closures.php or call 360.427.8434.

Please do not call your instructor to verify if the campus is opened or closed, weather and road conditions, or if class will be held. As in all emergencies or unusual situations, class attendance is a decision that should be based on conditions in your area, personal safety, and individual discretion.

OC Online Student Resources

College Services
• Admissions, *https://www.olympic.edu/student-life-support/enrollment-services/admissions/how-apply*
• Financial Aid *(Loans, Scholarships)* *http://www.olympic.edu/Students/GettingStarted/FinancialAid/*
• OC CTC Link https://ptprd.ctclink.us/psp/ptprd/?cmd=login&languageCd=ENG&
• Policies & Processes *(Code of Conduct, Grade Appeal)* *https://www.olympic.edu/about/policies-procedures/grade-appeal-process https://www.olympic.edu/about/policies-procedures/community-standards*
• Student Conduct Code, *https://www.olympic.edu/about/policies-procedures/student-conduct-resolution-center*
• Student Records *(Grades, Transcripts, ...)* *http://www.olympic.edu/Students/Records/*
• Registration, *http://www.olympic.edu/Students/Registration/*
• Registration News (Deadline Dates, Registering, Schedule, Tuition) *https://www.olympic.edu/student-life-support/enrollment-services/important-dates-deadlines*
• Records and Registration Forms (i.e. Independent Study, Add/Drop, Registration, Advanced Standing) *http://www.olympic.edu/Students/GettingStarted/recregforms.htm*
• College Regulations Policies and Procedures, • *https://www.olympic.edu/about/human-resources/compliance-and-reporting*
OC Catalog
• Current Catalog, https://catalog.olympic.edu/
• Quarterly Class Schedule, https://csprd.ctclink.us/psp/csprd/EMPLOYEE/SA/s/WEBLIB_HCX_CM.H_CLASS_SEARCH.FieldFormula.IScript_Main?institution=WA030
Online Resources
• Email *(student)* http://portal.office.com/
• Email Policy, *https://www.olympic.edu/student-computing-guide*
• Open Computer Lab Hours, *https://www.olympic.edu/student-life-support/it-helpdesk/computer-labs*
• Student Computing Guide, *https://www.olympic.edu/student-computing-guide*
• Canvas, *https://olympic.instructure.com/login/canvas*
Student Services
• Bookstore, *https://www.olympic.edu/academics/academic-support-services/olympic-college-bookstore*
• Computer Labs, *https://www.olympic.edu/student-life-support/it-helpdesk/computer-labs*
• Counseling Services, *https://www.olympic.edu/student-life-support/counseling-services*
• Disability Services, *https://www.olympic.edu/access-services-students-disabilities*
• Library, *https://www.olympic.edu/academics/academic-support-services/olympic-college-libraries*
• Safety and Security (First Aid, Lost and Found, Safety Escorts, …) *https://www.olympic.edu/student-life-support/campus-security* • Emergency Response, https://www.olympic.edu/student-life-support/campus-security
• Testing Center *https://www.olympic.edu/student-life-support/enrollment-services/assessment-testing-services*
• Writing Center, https://www.olympic.edu/academics/academic-support-services/tutoring-services/writing-center
• Writing Center Online, https://olympic.instructure.com/enroll/DJDB3E
• E-Tutoring, https://www.olympic.edu/student-life-support/virtual-assistance

OLYMPIC COLLEGE

Safe Practice Guidelines

Clinical/Fieldwork Policies and Procedures

Safety guidelines in this section are minimum requirements for students in the Olympic College Medical Assisting Program. **Site specific policies and procedures, which may be more restrictive than these guidelines, will supersede any aspects of these guidelines.** Before performing any medical assisting skill or task at a facility or in a lab, students must familiarize themselves with the lab or facility or community partner's policies and procedures for that skill or task. This includes medical assisting tasks like medication administration and skills like infectious disease prevention.

Clinical/Fieldwork Injury or Illness

When a student is injured or becomes ill in the clinical/fieldwork setting, the clinical or course faculty will be notified immediately. The faculty will notify the designated Program Administrator of the incident and complete the Olympic College Accident and Injury form. The student is responsible for completing any forms required by the clinical/fieldwork agency. Both the faculty and student will document the injury and any additional actions taken.

Clinical Documentation Information

Clinical Documentation is a set of health and safety standards and requirements of all students and faculty caring for clients in the healthcare setting. It serves as a record of immunity status for vaccine-preventable diseases, history of Basic Life Support training, and background check information.

It is your professional responsibility to keep your Clinical Documentation current. Failure to maintain your Clinical Documentation may lead to the inability to attend or delays in starting a clinical experience.

Additional information regarding the Clinical Documentation is provided in MEDA151 course materials.

Immunization Record

Employers and healthcare providers have a shared responsibility to prevent occupationally acquired infections and avoid causing harm to clients by taking reasonable precautions to prevent transmission diseases. Your immunization record is documentation for the employer that you have done your part in this shared responsibility. The record should show all pertinent information about that vaccine and when it was administered.

Substance Screening

Clinical requirements for approval to attend a healthcare facility are the discretion of the facility and may vary by location. Students may be required to obtain toxicology screening prior attending clinical. This screening may need to be done on the student's own time and require a fee collected at the time of service. See Alcohol and Substance Policy.

Infectious Disease Prevention

Standard Precautions and Transmission-Based Precautions

Healthcare providers have an increased risk of exposure to close contact with clients who may have known or unknown infectious diseases. The Centers for Disease Control and Prevention (CDC) created guidance for healthcare providers to protect themselves from infections and prevent the spread of infection to clients. The original precautions were known as Universal Precautions and only focused on protecting against blood borne pathogens. This guidance evolved to protect against other pathogens and is now known as Standard Precautions. Standard Precautions should be used during **all client care**, regardless of known infection status, and include:

- Hand hygiene. Wash hands with soap and water or use alcohol-based hand rub:
    - Prior to and following client contact.
    - After removing personal protective equipment.
- Use personal protective equipment. Gloves should be worn when handling or if there is potential for contact with blood, urine, feces, vaginal fluids, semen, saliva, tears, amniotic fluid, breast milk, and wound

drainage. Gloves should also be worn when carrying blood or body fluids in a container (e.g., urinal, bed pan, specimen containers, etc.). Wear additional protective equipment, like masks, goggles, and/or gowns, if there is risk for blood or body fluids splattering on you.

- Properly handle, clean, and disinfect the environment, equipment, and instruments/devices. Follow clinical agency protocols for cleaning.
- Handle textiles and laundry carefully. Wear personal protective equipment to prevent garments/uniforms contacting blood, body fluids, or other infectious materials. Launder garments/uniforms contaminated with blood, body fluid, or other infectious materials.
- Follow safe injection practices. Injections should be prepared using aseptic technique. Wear appropriate personal protective equipment. Ensure medication containers (vials, bags, bottles, ampules) are not contaminated and used per manufacturer specifications.
- Ensure healthcare worker safety including proper handling of needles and other sharps. Never recap needs. Use equipment engineered for safety such as self-sheathing or retractable needles. Place used sharps in designated sharps container immediately after use. Promptly report any needlestick injuries or contaminated sharps exposures.
- Ensure appropriate client placement. If a client has a known infection, ensure they are placed in appropriate isolation precautions.
    - Contact precautions. Used to stop the transmission of infectious agents spread by direct or indirect contact (e.g., norovirus, MRSA, *C. difficile*, etc.). Includes donning a gown and gloves for all client interactions.
    - Droplet precautions. Used to stop the transmission of infectious agents spread by respiratory secretions (e.g., *B. pertussis*, influenza, mumps, etc.). Includes separating clients in the same room >3ft and donning a mask.
    - Airborne precautions. Used to stop the transmission of infectious agents spread over long distances through droplets in the air (e.g., tuberculosis, measles, COVID-19, etc.). Includes donning N95 or higher respirators and a well-ventilated room with the door closed.
- Respiratory hygiene/cough etiquette. Stop or limit the spread of droplet and air borne pathogens by sneezing/coughing into the elbow, performing hand hygiene after sneezing/coughing, wearing a mask if sneezing/coughing, etc.

To Prevent Infectious Disease Transmission in Clinical Settings

To protect themselves and their client, students must:

- Always follow standard precautions.
- Review the clinical facility or community agency's infection control and preventions policies and procedures.
- Notify lab/clinical instructor if the student has cuts, sores, or broken skin on their hands to determine if clinical practice can be carried out by wearing gloves or by applying an occlusive dressing. If cuts, sores, or broken skin cannot be adequately covered, student will not be in direct contact with clients and may need to be sent home from lab/clinical.
- Notify lab/clinical instructor if appropriate personal protective equipment or supplies are not available in the clinical area. The lab/clinical instructor will use their judgment to determine how to proceed.

Blood Borne Pathogen Exposure

Blood borne pathogens are infectious diseases spread through the blood and other body fluids. The CDC has identified HIV, Hepatitis B, and Hepatitis C as the primary blood-borne pathogens.

A blood borne pathogen exposure is any contact with blood or body fluids. Contact could occur by potentially infectious material splattering onto your eyes, mouth, mucous membranes, or non-intact skin as well as via sticks from a contaminated needle or sharp object.

All blood borne pathogen exposures must be reported to the clinical or course faculty member **immediately**. Both the students and faculty member must document the incident. Faculty must also complete an Olympic College Accident and Injury form.

If a blood borne pathogen exposure occurs at a clinical facility, community agency, or in the Olympic College Medical Assisting Laboratory, neither the clinical agency nor Olympic College will be responsible for costs. The student is responsible for all medical costs. Students should check with their own insurance provider regarding coverage.

Exposures at a Clinical Facility or Community Agency

In addition to the above requirements for blood borne pathogen exposures, if the exposure occurs at a clinical facility or community agency, the student must:

- Follow the policies of the clinical facility or community agency, at the student's expense.
- Complete any forms required by the clinical facility or community agency.

Exposures in the Medical Assisting Laboratory

Medical Assisting students draw blood, practice injections and utilized other potentially hazardous with other students. This poses the potential for blood borne pathogen exposure. In addition to the above requirements for blood borne pathogen exposures, if a contaminated sharps exposure occurs in the skills lab, the student must:

- Clean the affected area.
- Follow up with their healthcare provider, at the student's expense.

Scrubs and Infection Control

Do not wear your scrubs into a public place after leaving the clinical facility or community agency. Scrubs can be a source for infection spread (this is why gowns are required in certain rooms). It is not always known if an individual has an infectious disease that could be transmitted via clothing, so it is recommended to bring a change of clothes to wear home after the end of your shift (or have fresh clothes ready for you upon arrival at home). Having a pair of shoes dedicated to clinical/lab/simulation class can also mitigate risk. Disinfect items used like your cell phones, laptops, and other devices before you go home.

COVID- 19

Please follow the College guidelines for COVID-19 Information (https://www.olympic.edu/about/covid-19-info)

Additional resources for guidance in COVID-19 are available below: Centers for Disease Control and Prevention (2022). Potential Exposure at Work. https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html

Centers for Disease Control and Prevention (2022). Quarantine & Isolation. https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html

Centers for Disease Control and Prevention (2022). Recommendations for People with COVID-19 and COVID-19 Close Contacts. https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation-infographics.html

Centers for Disease Control and Prevention (2022). Stay Up to Date with Your COVID-19 Vaccines. https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fvaccines%2Ffully-vaccinated.html

Centers for Disease Control and Prevention (2022). Symptoms. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Olympic College (2022). COVID-19 Coronavirus Information. https://www.olympic.edu/about/covid-19-info

Olympic College Medical Assisting Programs Student Acknowledgment of Infectious Disease Risk and Program Completion Requirements Academic Year 2023-2024

I understand that health science students, including medical assisting students, must successfully complete clinical coursework in healthcare settings as part of their educational programming. I understand that due to the risk of exposure to potentially infectious material in my role as a student medical assistant, I may be at risk of contracting and transmitting infectious diseases.

While at the clinical facility, community agency, and/or in the Olympic College (OC) Medical Assisting Programs Lab, I agree to take steps to limit exposure to infectious materials by consistently adhering to standard precautions and any additional infection control policies and procedures per the site requirement.

OC recommends that I stay up to date with immunizations, per CDC recommendations, to reduce my risk of contracting and transmitting vaccine preventable diseases. OC has notified me that many of its clinical and community partners will require students to be up to date with vaccinations prior to participation in experiences at their site. I understand that I will need to provide vaccination records as proof that I have met this requirement.

I understand that if clinical or community partners recognize health-related exemptions from the vaccine requirement, I will need to obtain and provide specific documentation of medical contraindications to the designated vaccine(s) upon their request. Similarly, if clinical or community partners recognize religious exemptions from the vaccine requirement, I will need to provide documentation supporting assertion of this exemption upon request. I understand that the clinical or community partner's decision of acceptance or denial for clinical placement at their facility will be final.

I voluntarily choose to participate in-person at the clinical program with full knowledge that the activities may be hazardous. I voluntarily assume full responsibility for any risks of injury, illnesses, loss, or death. I further voluntarily assume full responsibility for all such damage caused to others by my conduct.

_____ _____

Signature **Date**

_____

Student name

Pregnancy Assumption of Risk Form

I am enrolled as a Medical Assisting student at Olympic College. I am aware that during the course of my training, I may be exposed to certain risks that may pose a danger to my health and the health of a fetus or breastfeeding child should I become pregnant and/or engage in breastfeeding.

I understand that the risks posed to myself, my fetus, or my breastfeeding child while participating in the Medical Assisting program at Olympic College **include, but are not limited to, contracting the following diseases, which could result in, among other things, birth defects, miscarriages, still-births, death, immuno-deficiency, tumors, chronic liver disease, liver failure, bronchitis, respiratory infection, and brain or nervous system abnormalities:**

DISEASE	MODE OF TRANSMISSION	PREVENTION	COMMENTS
AIDS/HIV	Blood or body fluids	Standard Precautions	Report blood/body fluid or contaminated sharps exposures immediately
CHICKENPOX (VARICELLA)	Respiratory and lesion via contact with drainage or droplets, or airborne route	Airborne and contact isolation Vaccine available	HCWs without immunity should not care for clients with varicella. Varicella vaccine is recommended for non-pregnant HCW without reliable history of varicella or laboratory evidence of immunity
COVID-19 (SARS-CoV-2)	Respiratory via droplets or airborne route	Standard Precautions Use of face mask or respirator when in close contact of client with known or suspected disease Vaccine available	Healthcare workers are recommended to be up to date with all COVID-19 immunizations and wear appropriate PPE
CYTOMEGALOVIRUS (CMV)	Urine and respiratory droplets	Standard Precautions	Low risk for Nosocomial transmission. Most adult women are already immune.
HEPATITIS A	Oral/Fecal	Standard or Contact-Enteric Precautions Vaccine available Post-exposure prophylaxis available	
HEPATITIS B	Blood and body fluids	Standard Precautions Vaccine available Post-exposure prophylaxis available	Report any blood/body fluid or contaminated sharp exposure immediately. In utero transmission is rare but there is exposure risk for the infant during birth (aka perinatal hep B). Of the infants born with perinatal hep B who do not receive appropriate perinatal care (i.e., post-exposure prophylaxis), 90% develop chronic

			Hepatitis B illness and 10% will have cirrhosis or liver cancer.
HEPATITIS C	Blood and body fluids	Standard Precautions	Report any blood/body fluid or contaminated sharp exposure immediately
HERPES SIMPLEX	Lesion secretions	Standard or Contact Precautions	Report any blood/body fluid or contaminated sharp exposure immediately
INFLUENZA	Respiratory via droplets or airborne route	Standard Precautions plus droplet precautions. Annual vaccine available	All HCW are encouraged to receive yearly influenza vaccine. Vaccine recommended for women in 2nd or 3rd trimester during flu season
MULTI-DRUG RESISTANT ORAGANISMS (MRSA, VRE)	Depends on site of infection or colonization	Standard or Contact Precautions depending on site of infection	If proper infection control practices are used, the pregnant HCW is at no greater risk than the non-pregnant HCW
PARVOVIRUS B19 (FIFTH'S DISEASE)	Respiratory via droplets	Standard Precautions plus droplet precautions	Pregnant HCW should not care for clients with sickle cell or chronic hemolytic anemia who are in aplastic crisis due to parvovirus B19
RSV	Respiratory via droplets	Standard and Contact Precautions	Pregnant HCW or one who is breastfeeding should not provide direct care to the client during the administration of ***ribavirin***. Appropriate signage will be posted.
RUBELLA (GERMAN MEASLES, THREE DAY MEASLES)	Respiratory via droplets	Standard and Droplet Precautions Vaccine available	HCWs without immunity should not care for clients with rubella. Rubella vaccine is recommended for non-pregnant HCW without reliable history of Rubella or laboratory evidence of immunity.
RUBEOLA (MEASLES)	Respiratory via droplets or airborne route	Standard and Airborne Precautions Vaccine available	HCWs without immunity should not care for clients with rubeola. Rubeola vaccine is recommended for non-pregnant HCW without

			reliable history of Rubeola or laboratory evidence of immunity.
SHINGLES (HERPES ZOSTER)	Lesion secretions	Standard, Airborne, and Contact Precautions (if disseminated)	The varicella virus causes herpes zoster. HCWs without immunity should not care for clients with varicella. Varicella vaccine is recommended for non-pregnant HCW without reliable history of varicella or laboratory evidence of immunity.
SYPHILIS	Lesion drainage and blood	Standard precautions	Risk of non-sexual transmission is low
TOXOPLASMOSIS	Persons may become infected by ingestion of infective oocytes from dirt in which cats have defecated	Standard precautions	Greatest risk from insufficiently cooked meat or cat feces (emptying litter box without proper hand hygiene afterward)
TUBERCULOSIS	Airborne	Standard and Airborne precautions	Report any unprotected exposure. TB skin testing is not contraindicated during pregnancy.

I also understand that exposure to certain agents, including those listed below, may pose a risk to the health of a pregnant or breastfeeding person, the fetus, and/or a breastfeeding child, including, but not limited to, birth defects and miscarriage:

1. Aerosolized ribavirin
2. Anesthesia gases
3. Aerosolized pentamidine
4. Cytotoxic agents, including caring for a client who is receiving or has received any cytotoxic agent within the past forty-eight (48) hours

During the course of my training, I will be taught or have been taught techniques designed to minimize and reduce the risks posed to myself and/or the health of my fetus or breastfeeding child. I understand that it is my responsibility as a medical assisting student to master and practice these techniques in order to reduce risks posed to myself and/or my fetus or breastfeeding child during the course of my studies. I understand that failure to adhere to these practices in the educational and clinical setting may result in injury or illness to me and/or my fetus or breastfeeding child.

By voluntarily signing this agreement, I hereby assume any and all of these risks of injury or illness to me and/or my fetus or breastfeeding child arising from my participation in the Medical Assisting Program. I understand the risks inherent in participating in the Medical Assisting Program. I acknowledge that the Medical Assisting Program, upon request, is ready and willing to modify educational and clinical assignments in order to reduce these risks.

I have read this Agreement and understand its terms and desire to participate in the Medical Assisting Program. I agree that I am voluntarily participating in the Medical Assisting Program, and I am aware of the risks involved to both myself and/or my fetus or breastfeeding child.

_____ _____

Signature Date Signed

_____

Print Name

Clinical Passport Information

What is a Clinical Passport?

The Clinical Passport is a set of health and safety standards required of all students and faculty caring for patients in the healthcare setting. It serves as a record of immunity status for vaccine-preventable diseases. The record should show all pertinent information about that vaccine and when it was administered. Additional information regarding the Clinical Passport is provided with externship course materials.

Why are vaccinations important?

You are likely to encounter infectious material from patients, potentially placing you at risk for exposure and possible transmission of vaccine-preventable diseases.

Why is the Clinical Passport so important?

Employers and healthcare providers have a shared responsibility to prevent occupationally acquired infections and avoid causing harm to patients by taking reasonable precautions to prevent transmission of vaccine-preventable diseases. Vaccines help maintain immunity and safeguards you and other healthcare professionals from infection and the potential of patients becoming infected.

Keeping Current

You have the professional responsibility to know and keep current with your immunizations and health requirements.

Clinical Passport Form

All students participating in patient care at clinical sites must meet the following health and safety requirements. **DOCUMENTED PROOF IS REQUIRED FOR ALL IMMUNIZATIONS.**

Immunization Requirements	Proof of Immunization
Tuberculin status The Tuberculin requirement can be met through completion of one of the following:	**A. Two-step TST#1** Place Date:_____ Read Date:_____ Result _____mm _____Neg _____Pos If first TST is positive or new positive with no history of disease then an IGRA and provider examination with Chest XRay is recommended to confirm. **Two-step TST#2** Place Date:_____ Read Date:_____ Result _____mm _____Neg _____Pos **OR** **B. TB IGRA** Date:_____ Result:_____ **C. If new positive results** Date _____ of Exam/X-ray **D. History of positive results** Date:_____
Hepatitis B The Hepatitis B requirement can be met through completion of one of the following:	**A. 3-series** (Recombinex HB or Energix-B or Recombivax HB) Series shots at 0, 1, 6 months plus titer confirmations 4-8 weeks later. **Vaccination Dates:** 1. _____ Titer: 2. _____ Date drawn: _____ 3. _____ Result: _____Neg _____Pos **If negative titer after initial series of 3 vaccines, then vaccine #4 and re-titer OR #5 and #6 vaccines and re-titer** 4. _____ Titer: 5. _____ Date drawn: _____ 6. _____ Result: _____Neg _____Pos **OR** **B. 2-series (Heplisav)** **Vaccination Dates:** Titer: 1. _____ Date drawn:_____ 2. _____ Result: _____Neg _____Pos **If negative titer after initial series of 2 vaccines, then vaccine #3 and re-titer and #4 vaccines and re-titer** 3. _____ Titer: 4. _____ Date drawn: _____ Result: _____Neg _____Pos **C. Immunity by titer (anti-HBs or HepB SAb)** Date: _____ **D. History of disease/non-converter** Date: _____ **E. Signed Declination** Date: _____

MMR (Measles, Mumps, Rubella) OR MMRV (Measles, Mumps, Rubella, Varicella). MMRV if received prior to the age of 12.	**A. Vaccination Dates** 1._____ 2. _____ **OR** **B. Immunity by titers:** Measles titer Date: _____ Mumps titer Date: _____ Rubella titer Date: _____
Varicella (Chicken Pox) Proof of vaccination (2 doses) **OR** proof of immunity by titer	**A. Vaccination Dates** 1. _____ 2. _____ **OR** Immunity by titer Date: _____
TETANUS/DIPHTHERIA/PERTUSSIS 1 dose of Tdap required followed by a dose of Td or Tdap every 10 years	**A. Initial Tdap** Date: _____ **B. Td/Tdap** Date: _____
Influenza (flu) ● Seasonal ●For practicum placement in **Fall** or **Winter** **Signed Declination: _____** **Date:** _____	**Vaccination Date:** _____ Provider: _____
COVID-19 Vaccination ●Proof of vaccination (2 doses for Pfizer or Moderna or 1 dose for Johnson & Johnson)	Manufacturer: _____ Single or 2 dose series: _____ Date of first dose: _____ Date of second dose: _____ **Booster:** Manufacturer: _____ Date: _____ Manufacturer: _____ Date: _____ Manufacturer: _____ Date: _____
Miscellaneous Requirements	
AHA BLS course (course must be American Heart Assoc BLS provider)	Expiration date: _____
Malpractice and Liability Insurance (Through Olympic College)	Purchase date: _____
Personal Health Insurance ●Proof of coverage provided by copy of card	Date Received: _____
Background Check ●National Criminal Background check, including WA State Patrol Check (WATCH), OIG excluded provider list, and GSA sanctions list. Information on Castle Branch background check in Handbook.	Pass: _____ Fail: _____ Date: _____

Background Check Information

In order to practice as a medical assistant student in clinical agencies, it is necessary according to the "Child/Adult Abuse Information Act" (RCW 43.43.830 through RCW 43.43.845) to complete a criminal history background inquiry. This is a requirement of the Department of Social and Health Services to ensure that persons convicted of a crime against "children under sixteen years of age or developmentally disabled persons or vulnerable adults" are not allowed to work in facilities where this population is being cared for.

Because of this statute, you will need to obtain your own Criminal History Background record from Castle Branch pursuant to RCW 43.43.834 and RCW 43.43.838, provide a copy of that record to Olympic College, and authorize the College to transmit that record or copy to the appropriate clinical agency. Some practicum sites may require additional background check processes.

The Castle Branch background inquiry will show any felony or misdemeanor charges for which you have been convicted. If any of these are present, you may not be allowed to perform the duties required of you in a clinical situation. If this is the case, you will not be able to successfully complete the practicum required in this program.

The cost of the search is approximately $63.00, and it includes:

- WA Statewide Search – WATCH
- 7 Year Country Criminal Search Outside WA
- Nationwide Criminal and Sex Offender Database Search
- Nationwide Federal Criminal Search
- Social Security Alert
- Residency History Search

In addition to this background check, the clinical agency may conduct an additional background inquiry directly and the clinical agency may refuse placement of a student who does not provide the requested records or who has a record of prior criminal conduct.

Castle Branch Order Instructions for Olympic College - Medical Assisting Program

1. Go to https://mycb.castlebranch.com/
2. In the upper right-hand corner, enter the Package Code that is below.
   Package Code **OL68**: Background Check

About Castle Branch

Olympic College - Medical Assisting and Castle Branch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check, and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or

visit https://mycb.castlebranch.com/help for further information.

Medical Assisting Program Background Inquiry Request for Release of Information

In compliance with Olympic College policy, I agree to obtain my own criminal history background record from Castle Branch.

I hereby grant Olympic College permission to keep a copy of my Background Inquiry for Criminal History Information and I authorize Olympic College to release a copy of the Background Inquiry to appropriate clinical agencies.

I also understand that the health care provider may also refuse placement of a student who has a record of prior criminal conduct.

I understand that criminal background checks may produce inaccurate results because criminal records may lack "unique" information, the age of the conviction or because of misspellings, clerical errors or inaccurate identification information provided. I agree to provide documentation of any known convictions that are not present on the criminal background check results.

Student Name: (**Please Print**) _____

Signature: _____ Date: _____