

*SOUTHERN STATE COMMUNITY COLLEGE*

*MEDICAL ASSISTING PROGRAM*

*STUDENT HANDBOOK*

*2019-2020*



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## INTRODUCTION TO THE MEDICAL ASSISTING PROGRAM

The Medical Assisting program at Southern State Community College (SSCC) is an accredited program featuring a 4-step program outline with credentialing exam opportunities available upon successful completion of each step.

Brief Outline Summary:

Year One:

Step 1/Semester 1 Administrative Focus

Step 2/Semester 2 Admin/Clinical Focus

Step 3/Semester 3 Clinical Focus

Year Two:

Step 4/\*\*Semesters 4 and 5 General Education Focus

\*\*Online and hybrid options may allow completion of the Associate of Applied Science while working in the field.

A meeting with the Program Director's Office is required prior to program acceptance and course scheduling.

For specific program outline, see I.C.1. Curriculum below (pages 4-5).

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Note: "All Occupations" includes 'all occupations in the U.S.' Economy.

Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

An increasing number of group practices, clinics, and other healthcare facilities need support workers, particularly medical assistants, to do both administrative and clinical duties. Medical assistants work mostly in primary care, a steadily growing sector of the healthcare industry. In addition, the number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform, increasing patient access to medical care.

Medical assistants who earn certification and have familiarity with electronic health records (EHRs) may have better job prospects.

**Last Modified Date:** Friday, April 12, 2019

**<http://www.bls.gov/ooh/healthcare/medical-assistants.htm#tab-6>**

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**O\*NET** provides comprehensive information on key characteristics of workers and occupations.

Administrative duties may include:

- Using computer applications
- Entering and maintaining data in EHR system
- 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 bookkeeping

Clinical duties vary by state, but may include:

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during the examination
- 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
- Injections/Vaccinations
- Authorizing prescription refills as directed
- Drawing blood (Venipuncture/Capillary)
- Taking electrocardiograms
- Removing sutures and changing dressings

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Code of Conduct: Ethical Listening

Community Service Points

Handbook Acknowledgement (signed, dated and returned at the conclusion of Program Orientation)

## I. MEDICAL ASSISTING PROGRAM DESCRIPTION:

### A. PROGRAM PHILOSOPHY:

#### Philosophy of Instruction

We believe:

- Each person has innate worth and is worthy of efforts to help him/her adapt to maintain equilibrium in his/her sociocultural environment.
- Each individual has rights worthy of respect and has responsibilities to self and to society.
- Education is a life-long process by which humans acquire knowledge, values, attitudes, and skills through instruction, study, observation, and/or experience.
- Students should be selected without regard to economic status, age, sex, race, color, religion or creed.
- The educational institution must: a. provide a learning environment that respects individuals and their rights, b. have a responsibility to assist each individual in developing toward their maximum potential.
- Entering students should have a capacity for learning that enables them to successfully complete the desired level in the program.
- Education should be based on sound vocational/technical principles and can and should be an interesting and rewarding experience.
- That each curriculum should be reviewed and/or revised to keep with the changing needs of the occupation, profession, and society.
- That curriculum should be competency-based and provide as much "hands-on" experience as possible.
- Teaching problem-solving and skills necessary for continued growth in the vocational/technical area is important.
- Curriculum should be designed to accommodate the learning styles, learning needs and career goals of students.
- Instructors should have a background in both education and experience and be a role model and a facilitator of learning.
- Instructors should participate in interaction in which both the instructor and student are learners.

### B. PROGRAM GOALS AND OBJECTIVES:

#### Goals

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To maintain a Medical Assisting program consistent with the guidelines of the Commission for Accreditation of Allied Health Education Programs (CAAHEP), with Ohio statutes and regulations for the college.
3. To maintain a Medical Assisting program that is up-to-date with the changing health care field.
4. To work with students, college, and community to provide a program that meets the needs of health care and the communities of interest.

#### Objectives

1. Review literature, publications, and attend seminars that are health-related to maintain awareness of changes in the health care field and instructional/educational changes.
2. Review and revise the Medical Assisting curriculum on a regular yearly basis.
3. Review and revise the Medical Assisting program course syllabi on a regular yearly basis.
4. Maintain the scheduled meetings of the Medical Assisting Advisory Committee to gain information on local health care in order to incorporate this into the curriculum.
5. Survey practicum sites to gain input into the strengths and/or weaknesses of the Medical Assisting program and incorporate this information into the Advisory Committee and into curriculum review.
6. Maintain an active professional development program to keep staff abreast in current health care and in education/instruction.
7. Encourage participation in the Medical Assisting Student Organization (MASO) and in community projects that are health related. The student organization is governed by its membership with the approval of actions by the MASO Advisor (492E Faculty/Program Associate), under (or following) the auspices of the Program Director.

### C. CURRICULUM:

#### 1. Courses

##### **STEP 1 FIRST SEMESTER (Fall Term)**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
MAST 2218	Medical Billing & Coding	3
MAST 2212	Medical Transcription	3
MAST 1115	Medical Terminology	2
ALTH 1160	Electronic Health Records	2
MAST 1111	Administrative Office Procedures	3

\*Pending successful completion of these courses, student may be eligible to sit for the following credentialing exams:

NHA: CMAA – Medical Administrative Assistant  
CBCS – Billing & Coding Specialist

##### **STEP 2 SECOND SEMESTER (Spring Term)**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
MAST 1101	Introduction to Medical Assisting	3
MAST 1118	Human Diseases	2
MAST 2205	Medical Law & Ethics	2
MAST 2220	Emergency Medical Procedures	3
MAST 2230	Pharmacology	3

\*Pending successful completion of these courses (and successful completion of any required practicum hours or MAST 1125), student may be eligible to sit for the following credentialing exams:

AMT: CMAS – Medical Administrative Specialist

\*Pending successful completion of ALTH 2201 (3 credit hours) & ALTH 2225 (1 credit hour), student may be eligible to sit for the following credentialing exams:

ASCP: PBT – Phlebotomy Technician  
AMT: RPT – Registered Phlebotomy Technician

##### **STEP 3 THIRD SEMESTER (Summer Term)**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
MAST 2215	Medical Laboratory Techniques	3
MAST 2240	Clinical Procedures	3

MAST 2297	Clinical Medical Assisting Review	2
MAST 1126	Clinical Practicum I	1
MAST 2226	Clinical Practicum II	1

\*Pending successful completion of these courses, student is eligible to sit for the following credentialing exams:

AAMA: CMA – Certified Medical Assistant  
 AMT: RMA – Registered Medical Assistant

**Medical Assistant Technology Certificate Program Total: 36**

**STEP 4 SECOND YEAR - FIRST SEMESTER (Fall Term)**

Course #	Course Title	Credits
BIOL 2205	Anatomy & Physiology I	4
CSCI 1101	Computer Keyboarding	1
ENGL 1101	English Composition I	3
PSYC 1110	Principles of Psychology	3

**SECOND YEAR - SECOND SEMESTER (Spring Term)**

Course #	Course Title	Credits
BIOL 2206	Anatomy & Physiology II	4
COMM 1115	Fundamentals of Effective Speech	3
MATH 1135	Allied Health Mathematics	3
PSYC 1111	Life Span Human Development	3

**Associate of Applied Science in Medical Assisting Program Total: 60**

Students are responsible for completing any prerequisite courses. Some courses are offered only once each academic year. Some courses are offered online only.

For an official program outline consult the current college catalog available online at [www.sccc.edu](http://www.sccc.edu).

Full Time students will follow the course sequence above. If any course is not completed successfully within a second attempt, the student will need to apply for a one-time program re-admission. The student may or may not gain re-entrance to the Medical Assisting program.

**2. Catalog Description of MAST Courses**

**ALLIED HEALTH - ALTH**

**MEDICAL ASSISTING - MAST**

**ALTH 1160 – Electronic Health Records**

**2 credits**

Introductory level course that includes the basic information all health care workers need to work in any department of the health care environment. It will include an orientation to the health care delivery system including history and definition. This course will cover different allied health care occupations and the multi-disciplinary skills needed for success in the health care environment. This course will also include orientation into OSHA measures and guidelines, infection control, and measurement of vital signs.

**MAST 1101 – Introduction to Medical Assisting**

**3 credits**

**\*Prerequisites: Acceptance into the Medical Assisting Program, MAST 1111 and MAST 1115**

This course begins with introductory level content progressing to intermediate level procedures. Instruction includes an introduction to the occupation of medical assisting and certification requirements. This course includes orientation to the use of the laboratory for practice of skills to be gained throughout the Medical Assisting program. Course content progresses through theory and techniques utilized by the medical assistant performance of competency based skill examinations performed in the clinical setting. A review of body systems, and the specialty exams associated with Ophthalmology, Otolaryngology and Pediatrics, are included along with routine room preparation, inventory and equipment maintenance. Competencies related to the collection of patient history information, cleaning biohazardous spill, contaminated glove removal, hand washing, vital signs, patient examinations, appropriate positioning and draping, Snellen

exam, Ishihara exam, eye/ear irrigation and medication instillation, audiometry, use of the ophthalmoscope, pediatric examinations, plotting growth chart results and patient record documentation are included. This course follows CAAHEP accreditation standards in place for medical assistants.

**MAST 1111 – Medical Administrative Procedures** **3 credits**

**\*Prerequisite: Acceptance into the Medical Assisting Program**

**\*Corequisite: MAST 1115**

This course is designed to introduce the student to general administrative duties found in a medical office and includes appointment scheduling, records management, written communications, preparation of medical records, billing, introduction to ICD-10/CPT coding, health insurance, professional reports, telephone procedures, and telephone competency. The course includes office simulations in all these areas as well as lecture, discussion, and lab sessions using interpersonal skills. This course follows CAAHEP/AAMA accreditation standards in place for medical assistants.

**MAST 1115 – Medical Terminology** **2 credits**

This course is designed for the student in allied health technology and includes the principles of building a medical vocabulary. Emphasis is placed on the use of word parts including prefixes, suffixes and root words used with a combining form to establish medical terms. The course provides an overview of body systems used in conjunction with terminology. Correct spelling, definition and pronunciation of medical terms is stressed. Communication both written and verbally between health care professionals and between the health professional and patient is emphasized.

**MAST 1118 – Human Diseases** **2 credits**

**\*Prerequisites: MAST 1115**

This course includes basic information about common medical conditions, human diseases, and the disease process. Emphasis will be placed on documentation of symptoms, patient assessment, case management - including diagnostic tests indicated, treatment indicated, client teaching required and ways to validate a patient's understanding of their disease and treatment. Course content includes major conditions organized by body system and a nine-part format consisting of description, etiology, signs and symptoms, diagnostic procedures, treatment, complimentary therapy, client communication, prognosis and treatment. Transition from ICD-10-CM coding systems is discussed and codes are listed for each disease reinforcing the importance of proper coding for reimbursement and research. This course follows CAAHEP accreditation standards in place for medical assistants.

**MAST 1126 – Clinical Practicum I** **1 credit**

**\*Prerequisites: MAST 1101 and MAST 1111**

The medical assistant practicum program is a period of unpaid, directed practice which consists of practical medical assisting experience in a hospital, clinic or comprehensive family health care facility.

**MAST 2205 – Medical Law & Ethics** **2 credits**

This course is a series of lecture and discussion of medico–legal issues. It includes requirements for licensure certification and registration of medical professionals. Discussion and class exercises relate to the correlation of medical office employees to the public, litigation in the medical workplace, use of consent forms, patient rights and confidentiality, the medical record and collection of patient accounts.

**MAST 2212 – Medical Transcription** **3 credits**

**\*Prerequisite: Acceptance into the Medical Assisting Program**

This introductory course begins with introductory level content in medical transcription progressing to intermediate level transcription. Instruction includes the use of transcription equipment, computer word processing, formatting and use of appropriate medical forms. The course includes ethical and legal issues for the medical transcriptionist as well as transcription guidelines for punctuation, capitalization, proofreading and making corrections and use of references. Emphasis is placed on accuracy, correct spelling and punctuation of chart notes and letters with an introduction to the history and physical report, the hospital discharge summary and concludes with intermediate level medical specialty reports. This course follows CAAHEP accreditation standards in place for medical assistants.

**MAST 2215 – Medical Laboratory Techniques** **3 credits**

**\*Prerequisites: MAST 1101 and MAST 1115**

An introduction to diagnostic laboratory procedures performed in the physician's office and medical laboratory science. Principles of laboratory procedures will be studied by observation, discussion and practice in the laboratory sessions with emphasis on collection, proper handling, including blood and body fluid restrictions and identification of specimens, basic hematology procedures, routine urinalysis, rapid strep, pregnancy tests and venipuncture for competency. This course follows CAAHEP accreditation standards in place for medical assistants.

**MAST 2218 – Medical Billing & Coding**

**3 credits**

**\*Acceptance into the Medical Assisting Program**

**\*Co-requisites: MAST 1111 and MAST 1115**

This course begins with the fundamentals of initiating, tracking and processing insurance forms for commercial insurance carriers. Basic theory and coding principles utilizing Current Procedural Terminology (CPT), International Classification of Diseases (ICD-10-CM), and Healthcare Common Procedure Coding System (HCPCS) for completion of medical insurance claims. Use of appropriate terminology is emphasized along with accurate abstracting of information from the office medical record. A Competency Based Exam (CBE) for accurate completion of CMS-1500 is completed. The second half of the course continues emphasis of accuracy in CPT and ICD-10-CM coding skills and moves into insurance problem-solving, and initiating, tracking and processing Blue Plans, managed care plans, private insurance, Medicare, Medicaid, TRICARE, Veteran's Health Care, Workers' Compensation, and finishes with introduction to Diagnosis Related Groups (DRGs).

**MAST 2220 – Emergency Medical Procedures**

**3 credits**

**\*Prerequisite: MAST 1101 or ALTH 1101**

An introduction of theory and techniques employed by the medical assistant in emergency situations. The course includes simulations and laboratory sessions to identify and institute appropriate responses to various emergency incidents. Included with the emergency procedures course is a course in cardiopulmonary resuscitation. With successful completion of the course, the student will receive a course completion card in adult, child and infant CPR. This course follows the CAAHEP accreditation standards in place for medical assistants.

**MAST 2226 – Clinical Practicum II**

**1 credit**

**\*Prerequisite: MAST 1126**

The medical assistant practicum program is a period of unpaid, directed practice which consists of practical medical assisting experience in a hospital, clinic or comprehensive family health care facility.

**MAST 2230 – Pharmacology**

**3 credits**

**\*Prerequisites: Acceptance into the Medical Assisting Program, MAST 1115**

This course presents the principles of pharmacology relating to the medical assisting profession. Instruction introduces the student to patient education regarding medications, researching drugs in a drug reference and correlation of drug therapy and pathophysiologic conditions. Knowledge and experience is gained through research of drug generic and trade names, usage, action, side effects and contraindication in a drug reference book and recording the information on pharmacology index cards. The course content includes pharmacology math, routes of medication administration and parenteral techniques most commonly administered in the medical office. Emphasis is placed on competency based skills and worksheet documentation to record oral and parenteral medications administered, dispensed or prescribed during classroom simulation and the practicum experience. This course follows the CAAHEP accreditation standards in place for medical assistants.

**MAST 2240 – Clinical Procedures**

**3 credits**

**\*Prerequisite: MAST 1101**

This course presents the theory and techniques required by the medical assistant to perform fundamental skills at intermediate and advanced level. Procedure skills include those associated with Gastroenterology, Urology, Neurology, Obstetrics, Gynecology, Geriatrics, family medical practice, surgical and specialty practices. Emphasis is placed on competency based skills and techniques used in male and female catheterization, enemas, patient instructions for GI testing, pre- and postnatal exams, Pap smears, preparing for and assisting with minor surgical procedures, assisting with technical diagnostic procedures and technique. This course follows the CAAHEP accreditation standards in place for medical assistants.

**MAST 2297 – Clinical Medical Assisting Review**

**2 credits**

**\*Prerequisites: MAST 2215, MAST 2218 and MAST 2240**

**\*Co-requisites: MAST 2219, MAST 2220 and MAST 2230**

This course is designed as a review tool for the medical assisting student in preparation for the medical assisting credentialing examinations. The course is designed to aid students in recalling clinical and transdisciplinary medical assisting principles and rules. Methods to improve test-taking skills and relieve test anxiety are included. The course incorporates a hands-on skills review component in addition to requiring completion of an approved medical assisting credentialing exam from a CAAHEP approved credentialing body – CMA (AAMA), RMA (AMT), NCMA (NCCT), or CCMA (NHA), or AMCA (CMAC).

Review online SSCC College Catalog for full description of all courses required for program completion (<https://www.sccc.edu/academics/catalog.shtml>).

## II. PROGRAM GRADING SCALE

The final grading scale for the Medical Assisting program is as follows:

A – 90-100%

B – 80-89%

C – 70-79% (course must be repeated – 80% is required for program completion)

D – 60-69%

F – 0-59%

## III. ACCEPTANCE INTO THE MEDICAL ASSISTING PROGRAM

All prospective students must successfully complete the application process for the Medical Assisting program and meet the admission requirements of the program and the college.

Medical assistants must have good vision, hearing and reading skills due to the demands of the profession (see Section XII. ESSENTIAL FUNCTIONS).

## IV. ACADEMIC ADVISORS

**ATTENTION: ALL students must schedule a meeting/planning session with an Academic Advisor prior to registering for classes.**

Academic advisors are available through Student Services and in the Medical Assisting program by appointment. Students are responsible for seeing an advisor to review program progress/completion and to discuss problems they might be having. All full-time faculty in the Medical Assisting program may act as academic advisors to the students in the Medical Assisting program.

Program Faculty attempt to maintain an "open-door" policy for students; students are advised the best policy is to schedule an appointment to ensure adequate time is available around the instructor's calendar and classroom schedule. An Academic Progress Report is a valuable tool in the registration process each term. Students are responsible for keeping track of completed classes and keeping the progress report up-to-date.

## V. MEDICAL ASSISTING PROGRAM STANDARDS

### Professionalism

\*\*Professionalism is being defined here to give the student an explanation of what is to be expected of them:

- Dorland's Medical dictionary defines professional as one who is a specialist in a particular field or occupation.
- Allied health professional: is a person with special training and licensed when necessary, who works under supervision of a health professional with responsibilities bearing on patient care.
- Webster professional: engaged in or worthy of the high standards of a profession.

- The Medical Assisting program will define professional student behavior as maintaining an appearance, attitude, and performance that demonstrates the high standards of a medical assistant.

A professional is dedicated to their profession and accepts the responsibilities associated with it. Members of the medical field are held to a higher standard of morality and ethics that demands specific professional behaviors and characteristics. Professionalism is demonstrated in appearance (attire, cleanliness, properly styled hair, restricted piercings/tattoos, etc.), manner of speech/language, respect, attendance, punctuality, adaptability and strong work ethic. A student who is found to have unprofessional behavior in the classroom, at a clinical/practicum site, at public service/volunteer events and/or working with the public will be placed on probation and may face expulsion from the medical assisting program. Students must promote an environment where all may succeed personally, academically and professionally.

### **Classroom Conduct (Face-to-Face/Online)**

Professionalism is part of the classroom grading scale. Speech, demeanor, attire and attitude will represent that expected of a career professional. Professionalism is essential in successful careers and demonstrates respect for self and for those around you. Professionalism affects how others perceive you in the field, will impact the confidence others instill in you, and influences your chances for promotion.

The Medical Assisting program appearance guidelines closely align with practicum appearance requirements and are in place to ensure high standards of dress and appearance that represent the Medical Assisting program and SSCC to area medical professionals and within our community.

Uniform: To be worn to practicum experiences, simulation lab, practice lab (see practicum and lab requirements below)

Classroom Dress Code: Dress casual to business casual (business casual attire is more formal than weekend wear).

- Clothes and shoes must be clean and neat.
- A basic pair of black slacks is a must for any work wardrobe. Pants or slacks (khakis and/or dress jeans if permitted) must be to the ankle/shoe and free of tears, frays, and/or holes. Check hem length – should not be sagging or dragging the ground.
- Dresses and/or skirts must be covering the abdomen and be of modest length (tip of the longest finger – roughly mid-thigh or longer).
- Dress shirts/blouses are to be buttoned appropriately and of modest cut (complimentary T-shirt/camisole must be worn for modesty; watch hemlines and cleavage).
- Err to the side of caution (think conservative).

The following are not permitted:

- Pajamas, loungewear, etc.
- Bare feet
- Shorts, leggings, jeggings
- Halters
- Sleeveless shirts or camisoles worn alone (cover with a complimentary blouse, sweater, etc.)
- Faded T-shirts, shorts, torn clothing and risqué attire are not appropriate.
- Hat, hoodie or sunglasses
- Flip-flops/slippers - sandals with heel strap may be acceptable in classroom settings
- Excessively high-heeled shoes - no more than 2 inch heel (make sure you can professionally, safely and comfortably walk in heels)

Accessories

- Moderate jewelry - one wedding ring and one pair of small earrings in the ear lobe. No large or dangling earrings should be worn in classroom/lab settings.
- Necklaces should not be visible.
- No other visible body jewelry.
- No tattoos should be visible.
- Avoid heavily scented products: perfumes, after shave/cologne, deodorants, soaps, hair products, laundry products, tobacco, wood smoke, etc.

## Hair and Nails

- Hair is to be clean and neatly groomed.
- Nails should be clean and neatly trimmed; clear nail polish is permitted. Artificial nails are not permitted in the lab/practicum setting (asepsis and client/peer safety issues).
- Male students should be clean shaven or have neatly trimmed beards or moustache.

## Other

- Simple, clean make-up
- Gum chewing is not permitted. It detracts from your professional demeanor (check your breath, mints may be used discreetly).
- Cleanliness is an essential part of providing professional care to clients. Attention to personal hygiene and a clean, unwrinkled appearance are required. It is the right of patients to be cared for by staff who maintain high standards of personal hygiene and the right of classmates, faculty and staff to expect a non-offensive and hypo-allergenic instructional environment.
- Cell phones off and out of sight.
- Make sure clothing fits well and is pressed.

Civility in the classroom is demanded/expected at all times. As professionals, students must conduct themselves in a courteous and respectful way. Disruptive, rude, sarcastic, obscene or disrespectful speech or behavior have a negative impact on everyone, and will not be tolerated. If you engage in any such conduct you will be removed from the class setting and you will receive a zero for any work completed. The instructor reserves the right to permanently remove a student from the class for inappropriate conduct after consultation with the Program Director and Academic Dean.

## **Practicum**

Abide by rules and regulations of the practicum facility in addition to Southern State Community College Medical Assisting program rules and regulations (Practicum Guideline Packet will be available at practicum orientation). Examples of professional/behavioral guidelines include but are not limited to:

- Respect the confidential nature of all information pertaining to the patient, physician, and site.
- Be responsible for your own actions during the practicum experience.
- Maintain a professional attitude/behavior at the practicum site.
- Do not practice fraudulent acts such as falsification of time sheets or falsification of records.
- Do not misrepresent yourself and your status.
- Do not give advice to patients beyond your scope of practice.
- Do not practice breaches of confidentiality.

## **Community Service**

As responsible citizens, all are charged with civic responsibilities and active participation in community and government. Members of the health care team are called to help and/or serve the needs of those around us. Students will complete 3 points of community service for each term over the course of program completion. See the Medical Assisting Community Service outline.

## **Honesty**

Honesty and integrity are major elements in professional behavior and are expected of each student in the Health Science Department/Medical Assisting program. Cheating, falsification of records, dishonesty, and breach of confidentiality is considered unacceptable behavior within the Health Science Department, the Medical Assisting program and Southern State Community College.

Academic misconduct will result in a grade of zero (0) for that test, assignment or in the case of practicum, refer to practicum guidelines. A written report of the incident, signed by the instructor and the student, will be placed in the student's file. This notice will remain on file and in effect for the remainder of the student's enrollment at Southern State Community College. Should a second incident of unacceptable behavior occur in any Health Science program,

the student will be given a failing grade for that course and may forfeit the opportunity to continue in the program.

A zero (0) grade for dishonesty will not be used as the drop grade in a course in which a drop grade is offered.

A student witnessing cheating is morally obligated to report the incident to the instructor. Please refer to the College Catalog for the policy on academic honesty, academic misconduct, student rights and responsibilities, and the appeal process.

### **Confidentiality**

Students will respect the privacy of all individuals encountered on campus and at practicums during the educational experience. The students must hold all information concerning employees, students and patients as strictly confidential. They may discuss this information only with medical personnel involved with the professional care of the patient and only in private patient care areas and conference areas. No patient identifiable records may be removed from any facility. Disregard of this policy will result in disciplinary action (may include dismissal) by the college/program, and the student may also be liable for legal action by the patient, family, and/or health care facility.

### **Text and Materials**

All work produced in a course may be shared with others. Various projects will be used in demonstration in future classes. Student assignments and tests are kept on file for review by various Accrediting Boards of both Medical Assisting and Institutional Boards. On occasion papers may be traded with another student or a work study for grading purposes. Your work may be submitted electronically for plagiarism.

Plagiarism is a serious offense. Work submitted by the student must be the student's own creation. The instructor reserves the right to fail any student who submits plagiarized or duplicated work. A grade of "zero" will automatically be given to the duplicated submissions. The instructor will be the sole judge in such cases. If a student cannot demonstrate conclusively that a work was not copied or plagiarized or, in the case of the original author, was copied without consent, the penalty will stand (refer to college catalog).

### **Social Media**

Online communication through social media and networking is a recognized form of daily communication. Responsible, professional and ethical behavior with this form of interaction/expression is expected. These guidelines are intended to more clearly define program expectations for appropriate student behavior related to social media and to protect the privacy and confidentiality of patients, fellow students, faculty/staff, clinical educators and SSCC affiliated facilities.

For the purposes of this policy, "social media" includes but is not limited to:

- Social networking sites such as Facebook or LinkedIn
- Video and photo sharing websites such as YouTube, Snapchat, Flickr, Vine, Instagram, etc.
- Microblogging sites such as Twitter
- Weblogs and online forums or discussion boards
- Any other websites or online software applications that allow individual users to post or publish content on the internet

SSCC Medical Assisting program students are expected to understand and abide by the following guidelines for use of social media:

- Students should be aware that there is really no such thing as a private social networking site. Comments can be forwarded or copied and search engines can retrieve posts years after the original publication date, even if the post has been deleted.
- Employers are increasingly conducting web searches on job candidates before extending offers. Content posted that is unprofessional or irresponsible may cost students job opportunities.

- Understand that as part of entering a profession, students will interact with individuals who reflect a diverse set of customs, values and points of view. As a professional, caution should be used to not only avoid obviously offensive comments (ethnic slurs, defamatory comments, personal insults, obscenity, etc.) but also to demonstrate proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as politics and religion.
- Students are strongly discouraged from initiating “friend-requests” (or the like) with clinical instructors or staff/patients/clients of facilities to which they have been assigned.
- A violation of the privacy of a patient, instructor, clinical affiliate, college faculty/staff member or classmate is extremely serious. This includes violations to HIPAA and FERPA policies and additionally may include disclosure of confidential information related to business practices of clinical affiliates. Such behavior may result in failure of a clinical practice course, a recommendation to the Program Director for dismissal from the program and may also put the student at risk of legal liability. Students utilizing social media should make absolutely no reference to patients, clinical sites or clinical instructors, even if names are not given or if the student attempts to remove identifying information from the comment.
- Posting, publication and/or distribution of pictures, audio and/or video of patients, clinical affiliate facilities/instructors/staff, college facilities/faculty/staff and/or classmates is prohibited unless the student receives written permission from the subject(s), clinical affiliate, and the program/college. This includes comments on classroom discussion, as well as pictures of the classroom or lab facilities.
- Use of cellphones/smartphones/electronic devices without instructor approval, for social media or any other purposes, is restricted to break-time only so as not to interfere with classroom instruction/learning or clinical experience performance.
- Violations of the social media policy are considered professional behavior violations and may result in dismissal from the program.

## VI. EQUIPMENT AND LAB MAINTAINANCE

1. All needles/sharps (lancets, etc.) are stored in locked cabinets (see instructor).
  - a. Expired materials (vacutainer, sharps, alcohol pads, etc.) will be stored in a designated area for use with practice mannequins only; they are not used for live practice.
  - b. The expiration date of all ‘sharps’ will be checked three times prior to any use.
2. All equipment and supplies should be returned to the appropriate place after they are used for practice.
3. No equipment may be removed from the lab at any time.
4. All students are expected to leave the laboratory in order which includes:
  - a. Cleaning up lab surfaces
  - b. Making and straightening beds
  - c. Returning models and equipment to appropriate spaces
  - d. Table and chairs are neat and in proper place
  - e. All trash and used papers are disposed of properly
  - f. All equipment returned to proper place
  - g. Mannequins secured on exam tables, chairs, or on carts
  - h. Lights are turned off

## VII. PROGRAM ATTENDANCE

### Classroom

To meet the objectives of each course in Medical Assisting, students must attend and participate in all scheduled classes, labs, orientations and **unpaid** practicums/clinical. At the beginning of the term all instructors will pass out a "Class Schedule" that lists all class meetings. If a student must miss class, as a professional courtesy, the student is expected to call and inform the instructor by either talking with instructor or leaving a message should the instructor not be available **before** the scheduled session **each** day the student is unable to attend. A message delivered by a fellow student will not be accepted as an appropriate notification. Students are expected to be prepared to begin the learning experience at the time scheduled.

There are no “excused absences.” Any exam/work completed during a student absence will receive a zero. Students are permitted up to three (3) class absences to cover emergency or unforeseen circumstances before the final course grade is impacted. More than three absences will result in a drop of one full letter grade from the final grade. The fourth absence will reduce a final grade of A to a B; a D would drop to an F.

In case of cancellation or delay due to weather, class begins at the scheduled time of opening for the college. Students are expected to report to any class that has half class-time or more remaining that would be in session upon college opening. For example, if class is scheduled from 9am-11am and the college is opening at 10am, you are expected in class at 10am.

### **Scheduled Exams**

Should a make-up exam be offered in a course, the make-up will only be available when the instructor is contacted in writing (timed email) **before** the originally scheduled class time for the exam. No more than one (1) missed exam or quiz is permitted per term. Students absent during exams or quizzes (**more** than one (1)) will receive a zero (0) score on all further missed exams or quizzes. When a make-up exam or quiz is offered, the content of the offered make-up exam will be the same content covered by the exam given during the absence. The structure of the exam or quiz may vary from the original exam or quiz given during the absence. The make-up exam must be taken on the first day back following the absence in the library, by arrangement of the instructor, on the student’s own time. The exam may not be completed during regular scheduled class time or at a later date/time. Any student missing more than one (1) exam or quiz per term will prompt a review of the student’s progression by the director and faculty. The occurrence may result in the student forfeiting the opportunity to continue in the program. Please refer to each course syllabus.

### **Pop Quizzes**

No make-up quizzes will be given.

### **Lab/Competency**

Any student missing a scheduled competency, either demonstration or check-off, must make an appointment with instructor within one week of return to school to make up this portion of class. Failure to do so will result in a "Fail" for the competency, therefore failure for the course. It is the **student's** responsibility to make arrangements for this.

### **Practicum**

There are minimal days per practicum rotation at the practicum facility; practicums are not and cannot be paid per accreditation guidelines. Students will be allowed one class absence for emergency. This absence will result in a drop of one letter grade from the final grade. The hours missed are required to be made up at the arrangement of the clinical coordinator. A second absence will prompt a review of the student’s progression by the director and faculty. The student will be placed on practicum probation and will be required to drop the practicum. The occurrence may result in the student forfeiting the opportunity to continue in the program. Students reporting to the clinical experience one minute following the time scheduled or leaving the experience more than 15 minutes early will be identified as tardy (two tardy occurrences will be the equivalent of one absence). Site supervisor, practicum instructor and practicum coordinator must be notified in the event of any absence or tardy occurrence.

## **VIII. PRACTICUM/CLINICAL POLICY**

The Medical Assisting practicum will be comprised of 210 unpaid hours of hands-on learning at a clinical site. Students must be 18 years of age to participate in the practicum experience.

### **Uniforms**

Uniforms are required for all clinical/administrative practicums, including clinical classroom and labs, and Human Patient Simulator labs. Related expenses are the responsibility of the student.

Uniform includes:

- Scrub top and pants or knee-length skirt (black or black with royal blue trim)
- Long-sleeve, hip-length lab coat (royal blue) with ribbed cuffs
- Shoes must be white with closed toe and heels (covering the entire foot; heel-less/backless unacceptable)

### **Health Requirements**

A complete medical examination using the required Health Science Division Physical Exam form must be completed within the first 8 weeks of the second term (midterm). The medical exam includes required tests and immunizations which are necessary to protect both students and patients according to the policies of the clinical facilities contracted with the program (see the SSCC Health Science Department Physical Exam form). Related expenses are the responsibility of the student.

#### **Required:**

- General physical exam form signed by physician.
- Documentation of immunity or vaccine: Tetanus/Pertussis, HBV, MMR, Varicella, Flu (as needed).
- Documentation of a recent 2-step TB (or Chest X-ray or Quantiferon®-TB Gold blood test). A repeat 1-step TB skin test, chest x-ray or Quantiferon®-TB Gold blood test is required prior to the beginning of the second year.
- Background check with SSCC representative prior to attending the practicum facility. The background check fee is included in the lab fees for the practicum. The student has a continuous obligation to report any criminal conviction that may impact his/her ability to participate in practicum experiences to the program director within 30 days of its occurrence or entrance into a program. Failure to do so, or to comply with any other aspect of the background check policy, may result in immediate dismissal from the program.
- Documentation of current Personal Health Insurance may be required by the site during each practicum experience. It is the students' responsibility to provide this to the individual site. Student will be removed from all practicum opportunities if unable to provide documentation of personal health insurance upon site request.
- Liability Insurance must be purchased prior to the first practicum course (SSCC Business Office or online through MyRecords). It is good for one year from date of purchase and must be renewed annually. You must turn in the original receipt of purchase for verification (more details will be provided at practicum orientation).
- SSCC photo clinical ID badge (processed at the practicum orientation – the ID is presented to the student at the beginning of the practicum and collected at the end of each experience).

### **Drug Screening**

Per site requirements, students may be required to complete an initial drug screen, as directed by the instructor, prior to attending the first practicum site. The site may require additional screenings prior to each practicum rotation. In addition to the SSCC Drug Policy (see the college catalog) and current Health Science Programs Fitness for Learning Policy, results will be subject to policies of the practicum facility. Any student in the clinical practice area suspected of substance abuse will be subject to the same policies listed above. The student will be sent home immediately, removed from the program and will be required to meet with the Program Director (see the Fitness for Learning policy). The Director will assist the student with participation in any available counseling program of the college. Related expenses are the responsibility of the student.

The student is responsible for informing faculty about health conditions which may affect their safety and competency in the clinical setting. Faculty may require a doctor's statement regarding the status of a student's health condition before participation in a clinical experience. Any student whose state of health changes may be requested to have a second physical at the discretion of the instructor/coordinator and Program Director.

Students are personally responsible for any expense resulting from personal health care received at a clinical agency. This includes health care needed due to concern over possible personal injury from an accident during clinical practice.

## **Protection from Blood Borne Pathogen Infections**

Students in this program are assigned to care for patients in clinical practice courses. This clinical practice assignment may include the care of AIDS patients or other patients with infections transmitted by blood or body fluids, if the instructor sees the assignment as supportive to student learning. Students are required to follow OSHA Regulations of Blood Borne Pathogens as prescribed in health facility policies and procedures while practicing within that facility.

In order to protect the student from the accidental transmission of the HIV or other infections transmitted by blood and body fluids, universal precautions as prescribed by Center for Disease Control (CDC [http://www.cdc.gov/OralHealth/infectioncontrol/faq/bloodborne\\_exposures.htm](http://www.cdc.gov/OralHealth/infectioncontrol/faq/bloodborne_exposures.htm)) for all contact with blood and body fluids will be taught within the program theory and lab instruction and practiced at all times in the clinical practice setting.

The precautions are as follows:

- Use blood and body fluid precautions for all patients, since medical history and examination cannot reliably identify all patients infected with HIV and other fluid or blood-borne pathogens.
- Use of special precautions during pre-hospital and emergency care since the risk of blood exposure to health care workers is increased and the infection status of the patient is usually unknown.
- Use of appropriate barrier precautions to prevent exposure to skin and mucous membrane when contact with blood or other body fluids is anticipated.
- Gloves should be worn when in contact with blood, body fluids and mucous membranes and for handling items or surfaces soiled with blood or body fluids, or for performing venipuncture and other vascular access procedures.
- Masks and protective eyewear or face shields should be worn during procedures likely to generate air-borne droplets of blood or other body fluids to protect exposure of mucous membranes of the mouth, nose and eyes.
- Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Use caution to prevent injuries caused by needles, scalpels and other sharp instruments. To prevent needlesticks, needles should not be recapped, purposely bent or broken by hand. After use, sharps should be placed in puncture resistant containers for appropriate disposal.
- Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouth pieces and ventilation devices available in areas in which the need for resuscitation is predictable.
- Health care workers with open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
- Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
- Wash hands prior to and immediately after patient contact.

**STUDENTS MAY NOT ATTEND CLINICAL/ADMINISTRATIVE PRACTICUM UNTIL PROOF OF GPA REQUIREMENTS ARE MET, ALL HEALTH REQUIREMENTS ARE MET AND ON FILE IN THE DEPARTMENT OF MEDICAL ASSISTING, THE BACKGROUND CHECK RESULT IS RECEIVED AND APPROVED, PROOF OF DRUG SCREEN AND INSURANCES ARE SHOWN, AND ALL CURRENT WAIVERS ARE SIGNED AND ON FILE IN THE MEDICAL ASSISTING/ALLIED HEALTH OFFICE.**

## IX. HEALTH SERVICES

Southern State Community College has no health services available on site, at the campus. The student should seek health care with their own physician. Should an emergency arise while the student is on campus, the local Emergency Medical Squad will be called to transport to the nearest facility.

## X. DISCIPLINARY STANDARDS AND PROCEDURES

Students who violate any of the Health Science program rules and regulations will face disciplinary actions which may include being placed on probation for the remainder of the term, the following term and/or dismissal. If the student commits a second offense in any Health Science program while on probation the student will face dismissal. The student will be entitled to follow the college's appeal process.

If a student is dismissed from the program or fails to successfully complete a course within a second attempt, the student is required to follow the one-time re-admission policy and to set up a meeting with the Medical Assisting Program Director. The student may or may not gain re-entrance to the Medical Assisting program. The letter must be submitted within 60 days of dismissal from the program.

## XI. GRIEVANCES AND APPEALS

Students have the right to fair hearing when they perceive the policies of the program have been violated. The procedure for grievances and appeals will be followed as described in the SSCC Catalog.

## XII. ESSENTIAL FUNCTIONS

Students with disabilities may contact the Southern State Community College Disabilities Service Office. Students will be accommodated to assist learning in support of assessments and plans developed by the SSCC Disabilities Services Coordinator. Accommodations requested with supportive documentation by the SSCC Disabilities Services Coordinator will be granted. Students entering the Medical Assisting program do so with the understanding that they must be able to perform the essential functions and meet the required standards with or without reasonable accommodations.

See the current Health Science Program Physical Exam Form (SAMPLE below):

<b>Standard</b>	<b>Some Examples of Necessary Activities (not all inclusive)</b>
Critical thinking abilities sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, assist physician with patient care plans.
Interpersonal communication abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients, families and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses - verbal and nonverbal.
<b>Standard</b>	<b>Some Examples of Necessary Activities (not all inclusive)</b>
Abilities sufficient to move from room to room and maneuver in small spaces.	Moves around in patients' rooms, work spaces, and treatment areas, administer cardiopulmonary procedures.

Abilities sufficient to provide safe and effective patient care.	Calibrate and use equipment; assist, position and transfer patients/clients. Perform all psychomotor skills.
Abilities sufficient to monitor and assess health needs.	Hears monitor alarm, emergency signals, auscultatory sounds, nebulizer cessation, cries for help.
Abilities sufficient for observation and assessment necessary in patient care.	Observes patient/client responses. Assesses patients/clients for care needs.
Abilities sufficient for physical assessment.	Perform palpation, auscultation functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.

Physical demands representative of those a Medical Assistant encounters while performing essential functions in this field (based on employment postings):

Physical Activity	
Lift/Carry 26-75%	Squat/Bend/Kneel 26-75%
Push/Pull 26-75%	Sit 26-75%
Reach Overhead 26-75%	Stand 26-75%
Climb 26-75%	Walk/Move About 26-75%

### XIII. PROGRAM COMPLETION

Students are responsible for completing the SSCC Graduation Application to receive their certificate. The application must be made in the Records Office one month prior to the start of the term in which you expect to graduate. See the college catalog for details. Graduates are encouraged to participate in the college graduation ceremony held each spring to celebrate completion of their associate degree.

Students must successfully pass all psychomotor and affective competencies in order to pass each course and/or to progress in the program.

### XIV. CMA STANDARDS April 2015

<http://www.aama-ntl.org/resources/library/DisciplinaryStandards.pdf>

#### I. Grounds for denial of eligibility for the CMA (AAMA) credential, or for discipline of the CMA (AAMA):

- A. Obtaining or attempting to obtain certification, or recertification of the CMA (AAMA) credential, by fraud or deception.
- B. Knowingly assisting another to obtain or attempt to obtain certification or recertification by fraud or deception.
- C. Misstatement of material fact or failure to make a statement of material fact in application for certification or recertification.
- D. Falsifying information required for admission to the CMA (AAMA) Certification/Recertification Examination, impersonating another examinee, or falsifying education or credentials.
- E. Copying answers, permitting another to copy answers, or providing or receiving unauthorized advice about examination content during the CMA (AAMA) Exam.

F. Unauthorized possession or distribution of examination materials, including copying and reproducing examination questions and problems.

G. Found guilty of a felony, or pleaded guilty to a felony. However, the Certifying Board may grant a waiver based upon mitigating circumstances, which may include, but need not be limited to the following:

1. The age at which the crime was committed
2. The circumstances surrounding the crime
3. The nature of the crime committed
4. The length of time since the conviction
5. The individual's criminal history since the conviction
6. The individual's current employment references
7. The individual's character references
8. Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients

H. Violation of any laws relating to medical assisting practice, including the common law duty of providing a standard of care that meets or exceeds that of the reasonably competent and knowledgeable CMA (AAMA).

I. The possession, use, or distribution of controlled substances or drugs in any way other than for legitimate or therapeutic purposes, or the addiction to or diversion of controlled substances or drugs (including alcohol), the violation of any drug law, or prescribing controlled substances for oneself.

J. Violation of any policies, procedures, and regulations of the American Association of Medical Assistants Certifying Board, including regulations governing the use of the CMA (AAMA) credential.

K. Violation of the American Association of Medical Assistants (AAMA) Code of Ethics or the AAMA Certifying Board Code of Conduct.

L. Failure to cooperate reasonably with the investigation of a disciplinary matter.

## **II. Expired Credentials**

A. It is unethical and a misrepresentation to publicly display the CMA (AAMA) certification title or to use the CMA (AAMA) initials after your name if your credential has expired.

## **III. Procedures for adjudicating alleged violations of *Disciplinary Standards***

A. The CMA (AAMA) or applicant for the CMA (AAMA) credential shall be informed in writing of the basis for denial of eligibility for the CMA (AAMA) credential, or for discipline of the CMA (AAMA).

B. The CMA (AAMA) or applicant shall be given the opportunity to submit written evidence regarding the alleged violations.

C. The decision of the alleged violation shall be made by the Certification Director.

D. The CMA (AAMA) or applicant shall be given the opportunity to appeal the decision of the Certifying Board to an appeals panel established by the Certifying Board.

## **IV. Possible sanctions**

A. Denial of eligibility for the CMA (AAMA) Exam

B. Scores invalidated, scores withheld, or scores recalled

C. Probation

D. Reprimand

E. Temporary revocation of the CMA (AAMA) credential

F. Permanent revocation of the CMA (AAMA) credential

# **CODE OF CONDUCT:**

## **ETHICAL LISTENING**

**Give the speaker your undivided attention and avoid distractions**

- **If you are late, wait outside until you hear applause before entering**
- **Put cell phones on vibrate, put them away and/or turn in to instructor as directed**
- **Listen courteously with conscious attention**
- **Listen with an open mind; do not listen defensively**
- **Listen to presentation content, do not judge delivery**
- **Respect different perspectives**
- **Take appropriate notes**
- **No eating or drinking**
- **No talking or whispering**
- **No distracting noises, movement or gestures**
- **Do not work on homework for another class**
- **Stay seated unless it is an emergency**
- **Ask appropriate questions**
- **No inappropriate feedback**
- **Be consistent with level of praise and feedback**

~~POTENTIAL COMMUNITY SERVICE ACTIVITIES TO MEET PROGRAM GUIDELINES~~

FIRST TERM = 3 Points  
 SECOND TERM = 3 Points  
 THIRD TERM = 3 Points  
**Total Community Service = 9 Points**

RUBRIC		
Activity # Task/Goal		
0	1	1+
Did not meet any tasks/goals as required/outlined	Met all of the tasks/goals as required/outlined	Exceeded the tasks/goals as required/outlined

All points subject to Advisor/Faculty Review (goals/tasks as outlined)

**OFFICERS** (points for position duties related to event **PLUS** event points)

OFFICE	PTS	OFFICE	PTS	OFFICE	PTS
MASO P FALL	2	MASO VP FALL	2		
MASO P SPR	2	MASO VP SPR	2		
<b>Total</b>	<b>4</b>	<b>Total</b>	<b>4</b>		
OFFICE	PTS	OFFICE	PTS	OFFICE	PTS
MASO TREASURER FALL	1	MASO SECRETARY FALL	1	MASO STUDENT RELATIONS REP FALL	1
MASO TREASURER SPR	1	MASO SECRETARY SPR	1	MASO STUDENT RELATIONS REP SPR	1
<b>Total</b>	<b>2</b>	<b>Total</b>	<b>2</b>	<b>Total</b>	<b>2</b>

ACTIVITY	PTS	ACTIVITY	PTS
<b>OCT/NOV</b>		<b>FEB</b>	
* MASO BLOOD DRIVE		* MASO Fundraiser 2 (Chili)	1
Patient Schedule (1hr shift)	1	<b>MARCH</b>	
Check In (1 hr shift)	1	* MASO Meeting	1
* OSSMA Chapter Meeting (1 per year)	1	* LAB MAINTENANCE DAY (1 hr shift - Max 3)	1
* Health Fair	1	<b>APRIL</b>	
<b>NOV/DEC</b>		* MASO Pink Tea - Per Advisor 1-5	
* MASO Fundraiser 1 (Bake Sale/1 hr)	1	Pink Tea Committee Meeting	1
* ANY ONE EVENT BELOW (Varies)	1	Speakers	
MASO Toys for Tots		Donations	
MASO Coat Drive		Set Up	
MASO Food Drive		Work Event	
MASO Shelter Drive		Tear Down	
MASO Children's Shelter		<b>MAY</b>	
Trunk or Treat		* SSCC Graduation Volunteer	1
* LAB MAINTENANCE DAY (1 hr / Max 3)	1	<b>OTHER</b>	
<b>JAN</b>		* SSCC Patriot Pacers Relay for Life Team	1
* MASO T-Shirt Committee Meeting	1	*OSSMA Essay Submission	1
	8	*OSSMA Video Submission	1

8

**Total Available Yearly 16**

**AAMA MEDICAL ASSISTANT CODE OF ETHICS**

The Code of Ethics of the American Association of Medical Assistants shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of AAMA dedicated to the conscientious pursuit of their profession, and thus desiring to meet the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- A. Render service with full respect for the dignity of humanity.
- B. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- C. Uphold the honor and high principles of the profession and accept its disciplines.
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
- E. Participate in additional service activities aimed toward improving the health and well-being of the community.

### **AAMA MEDICAL ASSISTANT CREED**

I believe in the principles and purposes of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well-being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

### **AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**

20 N. Wacker Dr., Ste. 1575

Chicago, IL 60606

Phone: 312/899-1500

Fax: 312/899-1259

<http://www.aama-ntl.org/>

The Southern State Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

### **COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS**

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

727-210-2350

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

### **Scope of Practice Ohio**

<http://www.aama-ntl.org/employers/state-scope-of-practice-laws>

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**SOUTHERN STATE COMMUNITY COLLEGE  
MEDICAL ASSISTING PROGRAM**

**STUDENT HANDBOOK ACKNOWLEDGEMENT/  
HEALTH SCIENCES INFORMATION RELEASE FORM**

My signature acknowledges that I have read the information given in the 2019-2020 Medical Assisting Student Handbook and understand that these policies, procedures, and curriculum requirements are subject to update and remain in effect while I am a student in the Medical Assisting/Health Science Department program. I understand I must abide by the rules and regulations in order to enter or re-enter the program.

I understand that violation of program policies, procedures, and requirements could result in dismissal from the program with no ability to re-enter the program.

I have also received and reviewed the current Fitness for Learning and Technical Standards policies.

I authorize release of any information required for my Medical Assisting/Health Science practicum experience to any clinical faculty that I may attend during my program. This release will remain in effect for the duration of my Health Sciences program, unless revoked in writing by me.

I authorize use by Southern State Community College of any photograph, video recording, audio recording, testimonial, statement and/or information for educational use, publicity, advertising and/or promotional purposes for the college.

As a student in an accredited program, I understand that in the event of a site visit or audit by the accrediting agency, all coursework including, but not limited to quizzes, exams, exercises, projects, grades, etc. may be viewed by the accrediting agency.

I understand that if I am injured while performing competencies/clinicals, I will not hold Southern State Community College responsible. I also understand that if medical treatment is required, I will be responsible for any expenses incurred.

Southern State Community College cannot guarantee that a lab or facility is latex free. The college will provide latex free gloves and tourniquets to any student with a latex allergy. A student with any latex allergy may continue within an Allied Health program with the understanding there may be a risk of exposure to latex.

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

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Parent/Guardian signature Date

\_\_\_\_\_  
College Witness Signature Date

This page must be signed in front of a MAST/ALTH witness and returned to the Medical Assisting/Allied Health Office #182, Central Campus.