



SOUTHEASTERN
COMMUNITY COLLEGE

**MEDICAL ASSISTANT
PROGRAM HANDBOOK**

2021-2022

Notice: Change in Catalog/Handbook Statement

The Southeastern Community College Medical Assistant Program reserves the right to change courses, requirements, and policies that are stated in this catalog and handbook without advance notice. Students will be informed of changes by email, mail, flyers, posts, and/or announcements.

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Medical Assistant Program Mission

The Medical Assistant Program at Southeastern Community College provides quality training and promotes student success and economic vitality in an ever-changing health care environment.

Medical Assistant Program Philosophy

In complying with the philosophy and objectives of Southeastern Community College, the Medical Assistant Program offers the student the opportunity to develop to the maximum of her/his potential. Each student has the opportunity to acquire the knowledge and skills necessary to perform successfully as a medical assistant in a physician's office or clinic.

Each student is viewed by the faculty as an individual with special needs and skills. It is the objective of the facility that these needs and skills be directed towards assisting the physician with patient examination, performing basic medical laboratory tests, and executing routine administrative duties. To accomplish this, a wide variety of courses are included to prepare the student for the versatile requirements of the position she/he will ultimately assume.

Educational development of each student is directed toward the application of accurate knowledge in practical situations, making judgments, applying reason, thinking independently and engaging in problem solving.

The Medical Assistant faculty believe the curriculum must include a basic knowledge of all facets of the medical office followed by classroom practice and drills of basic skills utilized in the physician's office. The curriculum includes clinical practice in selected medical offices. The curriculum is evaluated and revised as medical office procedures and techniques change.

Medical Assistant Job and Program Description

Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

Upon successful completion of both the theory and clinical practicum of the program curriculum, the graduate is eligible to write the national certification examination administered by the Certifying Board of the American Association of Medical Assistants (AAMA). The CMA (AAMA) credential is awarded upon successful completion of this exam. This credential is evidence of competence in a demanding field.

Program Accreditation & Certification

The Southeastern Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

- Commission on Accreditation of Allied Health Education Program
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org
- Medical Assisting Education Review Board (MAERB)
20 North Wacker Drive, Suite 1575
Chicago, Illinois 60606
800-228-2262
www.maerb.org

"To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Code of Ethics

The Code of Ethics of AAMA 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 merit 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.

Medical Assistant Program Objectives

The curriculum is designed to prepare students who, upon successful completion of the classroom and clinical experience of the program, will:

1. Function in all areas of the physician's office under the direction of the physician/provider and/or their staff.
2. Be able to communicate and establish interpersonal relationships with the patient, family, the physician/provider and other office employees.
3. Provide honest, loyal and efficient service to the physician/providers who employ them and the community in which they live.
4. Have an understanding of themselves, their abilities, limitations, and their role as a member of the health team.
5. Demonstrate principles of ethics, conduct, and personal appearance applicable to the medical assistant.
6. Perform clinical procedures.
7. Acknowledge the importance of continuing education because of the rapid changes in the health field.

Medical Assistant Program Goals

- To prepare competent entry level Medical Assistants in the cognitive, psychomotor, and affective learning domains.
- To provide the student with academic assessment of critical thinking, effective communication and personal responsibility for their own learning.
- To meet or exceed all of the following Medical Assisting Education Review Board (MAERB) established thresholds for outcomes assessment in the MA Program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
 - Programmatic Retention/Attrition Rate at $\geq 60\%$
 - Positive Job Placement $\geq 60\%$
 - Graduate Survey Participation Rate $\geq 30\%$
 - Graduate Survey Satisfaction Rate $\geq 80\%$
 - Employer Survey Sent Rate 100%
 - Employer Survey Satisfaction Rate $\geq 80\%$
 - National Credentialing Participation Rate $\geq 30\%$
 - National Credentialing Passage Rate $\geq 60\%$

Program of Study - Medical Assistant - Diploma

The program is 3 semesters in length conducted over a period of 11 months.

Students begin in the fall and continue through the summer months when they gain supervised clinical experience in a physician's office.

Admissions standards apply to this program.

Fall Semester		Lec.	Lab.	Credit
BIO-163	ESSENTIALS OF ANATOMY & PHYSIOLOGY	3	2	4
HSC-114	MEDICAL TERMINOLOGY	2	2	3
MAP-121	ADMINISTRATIVE PROCEDURES I: MEDICAL OFFICE	2	4	4
MAP-139	INTRODUCTION TO ELECTRONIC HEALTH RECORD	1	2	2
MAP-364	CLINICAL PROCEDURES FOR MEDICAL OFFICE I	3	8	7
MAP-431	HUMAN RELATIONS	1	0	1
		<hr/>		
		12	18	21
Spring Semester		Lec.	Lab.	Credit
HIT-211	BASIC MEDICAL INSURANCE & CODING	2	2	3
MAP-122	ADMINISTRATIVE PROCEDURES II: MEDICAL OFFICE	2	2	3
MAP-369	CLINICAL PROCEDURES FOR MEDICAL OFFICE II	4	6	7
MAP-370	SPECIALTY PROCEDURES	2	4	4
MAP-401	MEDICAL LAW AND ETHICS	1	0	1
MAP-532	HUMAN BODY: HEALTH & DISEASE	3	0	3
		<hr/>		
		14	14	21
Summer Semester		Lec.	Lab.	Credit
MAP-602	CLINICAL EXTERNSHIP SEMINAR	1	0	1
MAP-615	CLINICAL EXTERNSHIP	0	20	5
		<hr/>		
		1	20	6

Course Descriptions

BIO-163 - ESSENTIALS OF ANATOMY & PHYSIOLOGY

Lecture: 3 Lab: 2 Credit: 4

Description: This introductory course is designed for the student needing a one-semester combined anatomy and physiology course with laboratory. All systems will be covered with greater emphasis on the cardiovascular, respiratory, immune and urinary systems. This course also provides background for the more advanced course BIO-168 and BIO-173.

HIT-211 - BASIC MEDICAL INSURANCE & CODING

Lecture: 2 Lab: 2 Credit: 3

Description: This course is designed to assist students in understanding the complexities of current insurance procedures encountered in today's medical facilities. The student will be familiarized with claims submission for programs such as Blue Cross/Blue Shield, Medicaid, Medicare, CHAMPUS/CHAMPVA, and Worker's Compensation. A comprehensive unit on CPT Procedural Coding as well as ICD-10-CM Diagnostic Coding is incorporated into the course. Managed health care is explored in depth.

HSC-114 - MEDICAL TERMINOLOGY

Lecture: 2 Lab: 2 Credit: 3

Description: This course is designed to study the basic language related to medical science with emphasis on word analysis, construction, definitions, pronunciations, spelling and standard abbreviations.

MAP-121 - ADMINISTRATIVE PROCEDURES I: MEDICAL OFFICE

Lecture: 2 Lab: 4 Credit: 4

Description: This course is designed to acquaint students with the front-office administrative responsibilities of the medical assistant. The student will develop competency in written communication skills, including editing practice, sentence revision, paragraph writing and exercises in grammar, mechanics and usage. Other competencies will include appointment scheduling, telephone techniques, recording and filing medical records, processing mail, billing and collection procedures, banking services, accounting methods and payroll preparation. The student will also be introduced to preparation of professional medical meetings, travel arrangements and development of professional reports. The content of the course is adapted to the 2015 approved standards of CAAHEP.

MAP-139 – INTRODUCTION TO ELECTRONIC HEALTH RECORDS

Lecture: 1 Lab: 2 Credit: 2

Description: Introduction to Electronic Health Records involves the student in the management and application of health records. This includes the implementation and management of electronic schedule, creating patient medical record, management of immunization, electronic correspondence, laws and regulation of medical records.

MAP-122 - ADMINISTRATIVE PROCEDURES II: MEDICAL OFFICE

Lecture: 2 Lab: 2 Credit: 3

Description: This course introduces basic computer concepts and emphasizes the practical applications approach using simulated medical office management programs. The student is guided through a series of computer applications that highlight the most common aspects of the modern medical office including electronic claim filing. Resume development and job-seeking skills are also presented.

MAP-364 - CLINICAL PROCEDURES FOR MEDICAL OFFICE I

Lecture: 3 Lab: 8 Credit: 7

Description: This course includes the numerous competencies required to assist the physician with patient examinations. Fundamental skills include: aseptic techniques and the sterilization of medical supplies; the psychological and physical preparation of the patient for a medical examination; preparation of surgical trays and assisting with minor surgeries; and the performance of routine urinalysis as ordered by the physician. Prerequisite: Acceptance into the program.

MAP-369 - CLINICAL PROCEDURES FOR MEDICAL OFFICE II

Lecture: 4 Lab: 6 Credit: 7

Description: This course is designed to acquaint the student with the knowledge and skills required in the preparation, administration and documentation of various forms of medications. Dosage calculations and the physiological actions of drugs on the human body are addressed. Students will gain knowledge of venipuncture and use of quality controls. The student will gain knowledge of blood chemistries, serology, microbiology and hematology. Student will gain knowledge regarding the electronic medical record and its application in the clinical setting. Prerequisite: Successful completion of all fall semester curriculum.

MAP-370 - SPECIALTY CLINICAL PROCEDURES

Lecture: 2 Lab: 4 Credit: 4

Description: This course expands on basic clinical procedures with advanced theory, techniques and knowledge in specialty procedures and practice. Students will also focus on knowledge and skills to prepare and respond to emergency situations in a medical practice.

MAP-401 - MEDICAL LAW AND ETHICS

Lecture: 1 Lab: 0 Credit: 1

Description: This course is designed to expose the student to legal concepts of standard of care, scope of employment, criminal and civil acts, contract, negligence and ethical concepts.

MAP-431 - HUMAN RELATIONS

Lecture: 1 Lab: 0 Credit: 1

Description: This course includes fundamental principles related to human relations. Basic psychological and developmental theorists, factors that influence behavior, professional attitudes and behavior, self-improvement, and communication in the health care setting are emphasized.

MAP-532 - HUMAN BODY: HEALTH & DISEASE

Lecture: 3 Lab: 0 Credit: 3

Description: This course is designed to acquaint the student with the basic concepts and characteristics of disease processes, to impart basic knowledge of the etiology of the disease and to enable the student to understand the relationship between clinical signs and the disease process. Diagnostic tests and common treatments will be discussed. Concepts of Health promotion and client education will be emphasized. Prerequisite: BIO-163.

MAP-602 - CLINICAL EXTERNSHIP SEMINAR

Lecture: 1 Lab: 0 Credit: 1

Description: A discussion of job related problems and study of current medical office procedures and clinical skills. Prerequisites: All previous program classes. Corequisite: MAP-615.

MAP-615 - CLINICAL EXTERNSHIP

Lecture: 0 Lab: 20 Credit: 5

Description: Following successful completion of the academic hours, the student is placed in a selected physician's office for a two-month required clinical practicum, working directly under supervision. A balance of learning experiences in both the administrative and clinical areas of the medical facility will be provided for the student during this training period. Students do not receive monetary compensation for externship experience. Prerequisites: All previous program classes. Corequisite: MAP-602.

Equipment and Obligations List (required)

Note: The following will be at the students own expense, unless otherwise stated. This list is not all inclusive, but a close approximation.

Supplies:

-4 large boxes disposable gloves	\$8 / box (personal use)
-Watch with second hand (Apple watch not recommended)	\$15
-Blood Pressure Cuff (sphygmomanometer)	\$25-\$35
-Stethoscope	\$37-\$40

Miscellaneous:

-Computer access with Microsoft Word	per student
-Internet access	needed
-Uniforms: One lab jacket	\$35 each
One pants	\$24
One scrub top	\$33
One pair of duty shoes	\$50-125
-Professional business suit –	\$30-50
A matching pinstriped or solid long sleeve,	
A button jacket, pants/skirt	
(Color examples: dark gray, black)	
-Coordinating shirt with suit	\$10-50
-Dress shoes – coordinate with suit (no sandals)	\$20-30

Mandatory Requirements:

-Criminal background check included in your tuition fee	\$56
-Urine drug screen, if, “for cause”, necessary	\$45
Note: at students own expense	

Medical Requirements:

- Hepatitis B vaccination series	\$120
- Tb skin tests x 2	\$15- \$30 each
- Physical Examination	\$50 - \$125
- MMR	\$50 - \$150
Titers x 3 (if needed)	\$100-\$200
-Diphtheria/Tetanus Booster (if needed)	\$30 - \$50
-Varicella vaccination	\$50 - \$65
- Influenza vaccination	\$30 - \$35
Note: fees may vary, close approximation	

Mandatory Certifications/registrations:

-Fee for certification Exam (2 nd semester)	\$125
Note: should be attached to a course/tuition	
-Fee for convention registration (if attending)	\$100 + room
-Mandatory Reporter Dependent Adult & Child Cert.	\$0
-BLS for Healthcare Providers	
(student obtains at own expense)	\$69
-HIPAA Training Certificate	\$10
-Bloodborne & Airborne Pathogens Cert.	\$20
Note: fees may vary. Revised: 5/2021	

Core Curriculum Statement for Medical Assistants **from the Medical Assistant Education Review Board**

There are three domains in which entry level objectives for the course should be obtained in the Medical Assistant Program for compliance with the “Core Curriculum for Medical Assistants as defined by the Medical Assisting Education Review Board (MAERB) Curriculum Plan”. The Cognitive Essentials Domain; the Psychomotor Essentials Domain; and the Affective Essentials Domain.

See Core Curriculum for Medical Assistants, Medical Assisting Education Review Board (MAERB) Curriculum Plan.

Nondiscrimination Statement - Board Policy 107

BOARD POLICY TYPE: **PHILOSOPHY & GOALS**

POLICY TITLE: **Nondiscrimination Statement**

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status in its program, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact Tina Young, Title IX & Equity Coordinator, 1500 West Agency Road, West Burlington, Iowa 52655, 319-208-5101, tyoung@scciowa.edu, fax number 319-208-5005 or the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov.

Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Adopted: May 11, 2020

Reviewed:

Revised:

Admission, Program Progression, Graduation Criteria

Administrative Guideline 320

ADMINISTRATIVE GUIDELINE TYPE: Student (Registration and Admissions Functions)
ADMINISTRATIVE GUIDELINE TITLE: Admissions, Progression, and Graduation Criteria for the Medical Assistant Program

DEPARTMENT RESPONSIBLE: Academic Affairs
GUIDELINE STATEMENT OF PURPOSE: Admissions Criteria for the Medical Assistant Program

I. Admission

Students must meet all of the following criteria to be accepted into the Medical Assistant Program:

- A. High school diploma or equivalency.
- B. Students must complete one of the following standardized tests in Math and Reading and attain the minimum scores listed in the grid below:

ACT®	SAT®	Next-Gen Accuplacer®	ALEKS®
Reading 19	Reading/Writing 330	Reading \geq 248	Math \geq 14
Math 19	Math 510		

- C. Standardized placement scores must be completed within 24 months at the time of review for acceptance.
- D. Completion of the required meeting with the Student Advocate.

II. Enrollment

Students must meet all the following criteria before enrolling in the first class of the Medical Assistant Program:

- A. Accepted students are required to attend the mandatory Medical Assistant Orientation to confirm enrollment.
- B. Complete and obtain clearance of a criminal, dependent adult and child abuse background.
- C. Complete and obtain clearance of a physical evaluation.
- D. Documentation of required immunizations for Healthcare Personnel.
- E. Complete and sign a Confidentiality Agreement.
- F. Students must have earned a grade of C (2.0) or above in all Medical Assistant program coursework. "All coursework" includes all Arts and Science courses required in the Medical Assistant Program.
- G. Satisfy "Iowa Core Performance Standards" / "Essential Functions" guidelines.

III. Progression

- A. Students must meet designated course prerequisites to enroll in Spring Semester courses (refer to College catalog for course descriptions.)
- B. Students must successfully complete all Medical Assistant Program course work with a grade of “C” (2.0) or above by the end of their final spring semester to be eligible to enroll in MAP-615 Clinical Externship and MAP-602 Clinical Experience Seminar.
- C. All coursework required in the Medical Assistant Program with a grade of “C” or above.
- D. Students who have not completed all preparatory coursework with a grade of “C” (2.0) or above may repeat these courses during their spring semester if the course is available and scheduling allows.

IV. Graduation

- A. Students may participate in spring Commencement if there is evidence of satisfactory progression as determined by the program coordinator and Registrar that diploma requirements will be met following the summer term externship.
- B. Student’s must earn a grade of “C” (2.0) or above in all required courses in the Medical Assistant Program to be eligible for graduation.

Adopted: March 12, 1996

Reviewed: May 12, 2009

Revised: July 25, 2006, January 29, 2021

Grading Policy

The following system is used by instructors to report course grades to students and for recording on transcripts:

<u>Grade</u>	<u>Meaning</u>	<u>Grade Point</u>
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0

During the first class period for each course, students will be given a written explanation of the grading scale/percentages in each course syllabus.

Cheating Policy

Any student who is discovered to be involved in cheating will be required to meet with Southeastern Community College's Dean of Health and Instruction, Health Programs Administrator, Student Coordinator and faculty member. This committee will make the final decision regarding disciplinary action.

This policy applies to both theory and clinical practicums. Dishonesty will not be tolerated within the profession.

Note instructor policy in syllabi and SCC Administrative Guidelines.

Laboratory Policies

Students are to follow Standard Precautions, Universal and OSHA guidelines at all times when in the laboratory setting. Students will assist in maintaining a clean and safe environment by cleaning and returning supplies/equipment to storage areas, cleaning workstations. Eating, drinking, the application of cosmetics, or the application of contact lenses is prohibited in the lab.

Students will use the laboratory setting for practice and preparation of competencies. Students must pass all competencies or they fail the course which will then cease their progression in the program. This is a Pass/Fail grade. All students are encouraged to take responsibility for their own learning and are held accountable for their actions.

Students are not permitted to operate program equipment or participate in any activity that has potential for injury without an instructor present. Materials and supplies are not permitted to be taken out of the classroom or laboratory setting without instructor permission.

Infection Control Guidelines

Precautionary guidelines for Infection Control will be followed per Centers for Disease Control (CDC) and Iowa Department of Public Health (IDPH).

Basic Life Support Certification for Healthcare Professional

All MA students are required to obtain Basic Life Support Course (BLS) for **Healthcare Professional**. This certificate is a requirement to enter into the program. This needs to be for **Healthcare Professional**, if not it will be asked for you to obtain it. (AHA preferred)

Students must provide a **copy** to the Program **prior to starting program** and when needs updated.

BLS certification must remain current throughout enrollment in the program. It will be the student's responsibility to maintain this certification.

Student will not be eligible to attend externship practicum without current certificate on file.

Mandatory Reporter for Dependent Adult and Child Abuse Certificate

All MA students are required to obtain certificate for the Dependent Adult and Child Mandatory Reporter course prior to starting the program. Contact Department of Human Services' website to schedule and complete an online class.

[Department Human Services Link for Mandatory Reporter Course](#) - Free

It is the student's responsibility to maintain this certification according to current guidelines.

Students must provide a **copy** of certificate to the Program Coordinator **prior to starting program**.

Program Curriculum Financial Cost Requirement

**MEDICAL ASSISTANT
WEST BURLINGTON CAMPUS - DIPLOMA REQUIREMENTS
2021-2022**

Course #	Name of Course	CR	2021-2022	2021-2022
			IN-STATE TUITION	OUT-OF- STATE TUITION
FALL SEMESTER				
BIO-163	ESSENTIALS OF ANATOMY & PHYSIOLOGY	4	\$812.00	\$832.00
HSC-114	MEDICAL TERMINOLOGY	3	\$609.00	\$624.00
MAP-121	(1) ADMINISTRATIVE PROCEDURES I: MEDICAL OFFICE	4	\$812.00	\$832.00
MAP-139	(2)INTRODUCTION TO ELECTRONIC HEALTH RECORDS	2	\$406.00	\$416.00
MAP-364	(1) CLINICAL PROCEDURES FOR MEDICAL OFFICE I	7	\$1,421.00	\$1,456.00
MAP-431	HUMAN RELATIONS	<u>1</u>	\$203.00	\$208.00
	TOTAL	21	\$4,263.00	\$4,368.00
SPRING SEMESTER				
HIT-211	(2) BASIC MEDICAL INSURANCE & CODING	3	\$609.00	\$624.00
MAP-122	(1) ADMINISTRATIVE PROCEDURES II: MEDICAL OFFICE	3	\$609.00	\$624.00
MAP-369	(1) CLINICAL PROCEDURES FOR MEDICAL OFFICE II	7	\$1,421.00	\$1,456.00
MAP-370	(1) SPECIALTY CLINICAL PROCEDURES	4	\$812.00	\$832.00
MAP-401	MEDICAL LAW AND ETHICS	1	\$203.00	\$208.00
MAP-532	(2) HUMAN BODY: HEALTH AND DISEASE	<u>3</u>	\$609.00	\$624.00
	TOTAL	21	\$4,263.00	\$4,368.00
SUMMER SESSION				
MAP-602	CLINICAL EXPERIENCE SEMINAR	1	\$203.00	\$208.00
MAP-615	CLINICAL EXTERNSHIP	<u>5</u>	\$1,015.00	\$1,040.00
	TOTAL	6	\$1,218.00	\$1,248.00
	PROGRAM TOTAL	48	\$9,744.00	\$9,984.00

- (1) COURSES CONSIDERED PROGRAM COURSES - NO PREPPING ALLOWED.
 (2) PREREQUISITES REQUIRED

2021-2022	IN-STATE TUITION PER SEMESTER HOUR	\$203
Tuition	OUT-OF-STATE TUITION PER SEMESTER HOUR	\$208

Medical Assistant Program
Textbook/Software Costs Statement Guideline as of 6/2021

Fall Semester		Lec.	Lab.	Credit	Approx. Cost
BIO-163	ESSENTIALS OF ANATOMY & PHYSIOLOGY	3	2	4	\$100.00
HSC-114	MEDICAL TERMINOLOGY	2	2	3	\$95.00
MAP-121	ADMINISTRATIVE PROCEDURES I: MEDICAL OFFICE	2	4	4	\$190.00
MAP-139	INTRODUCTION TO ELECTRONIC HEALTH RECORD	1	2	2	\$130.00
MAP-364	CLINICAL PROCEDURES FOR MEDICAL OFFICE I	3	8	7	\$0.00
MAP-431	HUMAN RELATIONS	1	0	1	\$50.00
		<hr/>	<hr/>	<hr/>	<hr/>
		12	18	21	\$565.00

Spring Semester		Lec.	Lab.	Credit	Approx. Cost
HIT-211	BASIC MEDICAL INSURANCE & CODING	2	2	3	\$250.00
MAP-122	ADMINISTRATIVE PROCEDURES II: MEDICAL OFFICE	2	2	3	\$65.00
MAP-369	CLINICAL PROCEDURES FOR MEDICAL OFFICE II	4	6	7	\$245.00
MAP-370	SPECIALTY PROCEDURES	2	4	4	\$0.00
MAP-401	MEDICAL LAW AND ETHICS	1	0	1	\$95.00
MAP-532	HUMAN BODY: HEALTH & DISEASE	3	0	3	\$100.00
		<hr/>	<hr/>	<hr/>	<hr/>
		14	14	21	\$755.00

Summer Semester		Lec.	Lab.	Credit	Approx. Cost
MAP-602	CLINICAL EXTERNSHIP SEMINAR	1	0	1	\$0.00
MAP-615	CLINICAL EXTERNSHIP	0	20	5	\$0.00
		<hr/>	<hr/>	<hr/>	<hr/>
		1	20	6	\$0.00

Total
 Apprx \$1,320.00

These are approximations, not exact amounts due to publisher changes after the time of printing of this handbook.

Revised: 6/2021

Background Check Policy

BACKGROUND CHECK POLICY

The education of health career students at Southeastern Community College requires collaboration between the college and clinical affiliates. The education of health career students cannot be complete without a quality clinical education component. The college shares an obligation with the clinical affiliates to protect the affiliate's patients to the extent reasonably possible.

In establishing clinical affiliation agreements, healthcare educational programs are contractually obligated to comply with the requirements set forth by the clinical affiliates. Students enrolled in health care educational programs must conform to the rules, policies and procedures of the clinical affiliate in order to participate in clinical learning experiences. Therefore, all students enrolled in a Southeastern Community College Health Career Program will be required to complete a criminal background check. An independent third party vendor will be used to complete all Southeastern Community College background checks. The cost of these background checks has been added to your student fees when you enrolled in the program.

Students will be notified of the requirement for the background check prior to admission and upon admission to a health career program. The background check may include, but is not limited to searches, histories, and verification as listed below:

- Positive Identification
- Maiden/AKA Name Search
- Social Security Number Trace which is verification that the number provided by the individual was issued by the Social Security Administration and is not listed in the files of the deceased. The SNN trace is also used to locate additional names and addresses.
- Residency History
- National Criminal Database Searches which includes a compilation of historical data, collected from multiple sources in multiple states by background check companies.
- Child and Dependent Adult Abuse/Registries
- Office of Inspector General (OIG) search

Background checks which would render a student ineligible to obtain clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit the obtainment of clinical learning experiences with clinical affiliate(s). Positive findings on background checks can have licensure/certification implications upon graduation from a health program. Criminal offenses which occur during the health program shall consider due process which provides that an individual is innocent until proven guilty up until which time he/she pled or is found guilty and is then subject to review by regulating authorities.

Documentation of criminal background checks is maintained in secured files and destroyed after the length of time to provide and maintaining accreditation data.

Students who are unable to resolve a positive background check will be dismissed from the health care program. A grade of "F" will be recorded for the course if the student does not officially withdraw. The student will be advised as to their eligibility for program re-entry and the mechanisms for reapplication to the program.

One background check is required during continuous enrollment in a program. In the event a student leaves the program, a new background check will be required prior to re-entry.

Iowa Department of Human Services Authorization for Release of Child and Dependent Adult Abuse Information Form will be completed by the student. This will allow the SCC program to obtain information regarding this student appearing on the registry. If positive, the student will need to meet with the program coordinator, to clarify, resolve or determine if a student is ineligible to enter the program. See Appendix for copy of the release form.

Background Check and Release Form

Program – MA _____ MCB _____

I have received and carefully read the Background Check and Release policy and fully understand its contents. I understand that the healthcare program to which I am admitted requires a background check to comply with clinical affiliate contracts. By signing this document, I am indicating that I have read and understand Southeastern Community College's policy and procedure for background checks. I voluntarily and freely agree to the requirement to submit to a Background Check and to provide a negative Background Check prior to participation in clinical learning experiences. I further understand that my continued participation in the health care program is conditioned upon satisfaction of the requirement of the Background Check with the vendor designated by the College.

A copy of this signed and dated document will constitute my consent for release of the original results of my Background Check to the College. I direct that the vendor hereby release the results to the College. A copy of this signed and dated document will constitute my consent for the College to release the results of my background check to the clinical affiliate(s).

Printed Student Name

Student Signature

Date

Drug Testing Policy

Drug testing/screening is not required for students who are to complete clinical or field internships/externship as part of a Southeastern Community College Health Career Program. If an instructor/coordinator feels there is just cause, they will ask the student to obtain a drug testing/screening at that time. The test shall consist of a urine specimen test and be completed at the assigned agency. The cost of this test is the student's responsibility at the time of the testing. The Program Coordinator/Director will provide more information as to testing times and location if and when it is needed.

The drug test information of any student receiving a positive result will be reviewed by the Dean of Career, Technical, and Health Education, the Program's Coordinator/Director and the student. A representative from the assigned clinical experience or field internship site may also be contacted to ascertain the appropriateness of allowing the student to participate in clinical or field experiences.

SCC reserves the right to conduct random drug screening. In the event a student leaves the program due to a positive drug screen, a new test will be required prior to re-entry.

Documentation of drug test information is maintained in secured files.

Administrative Guideline 840

Tobacco Free Policy

ADMINISTRATIVE GUIDELINE TYPE: Physical Facility Functions

ADMINISTRATIVE GUIDELINE TITLE: Tobacco Free Guideline

PURPOSE:

Southeastern Community College is committed to providing its students, employees, partners and visitors safe and healthy environments. Tobacco products are a proven health and safety hazard, both to the tobacco user and non-smokers who are exposed to secondhand smoke. In addition to causing direct health hazards, smoking and other tobacco use contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

POLICY:

In compliance with the state of Iowa's Smoke Free Air Act and Board of Trustees directive, as of July 1, 2008, the use of tobacco products, which includes smokeless and smoking tobacco, is prohibited:

- In all areas within Southeastern Community College buildings.
- On all property owned or jointly owned, leased, or operated by Southeastern Community College.
- In all vehicles owned, leased, or rented by the school.
- In all private automobiles parked on college property.

This policy applies to all employees, students, partners and visitors.

All persons in non-compliance of the Smoke Free Air Act and SCC's policy will be considered in violation and subject to disciplinary action.

PROCEDURE:

- 1.No tobacco products shall be sold or distributed on Southeastern Community College property.
- 2.Campus organizations are prohibited from accepting money or gifts from tobacco companies that promote use of their products.
- 3.Tobacco advertisements are prohibited in college publications and at any athletic or other campus events.
4. Signs stating that the entire campus is tobacco free will be prominently posted at all campus and building entrances and other conspicuous places. All ash receptacles will be removed from the school grounds.
- 5.People who wish to consider employment at Southeastern Community College will be notified of its tobacco-free environment through information provided on the school's website and job applications.
- 6.Employees will be advised of the provisions of this policy during new hire orientation. Supervisors will be responsible for notifying their employees of the provisions of this policy and assisting with enforcement.
- 7.This policy will be communicated to the public through signs, announcements, newsletters, media events, advertisements, the school website, and job applications.
- 8.Employees may attend tobacco cessation counseling. The state and national tobacco quit lines will be promoted as well.
9. Employees or students smoking or using tobacco products on Southeastern Community College property are in violation of the stated policy and subject to disciplinary action outlined in the employee handbook or student handbook as applicable. Employees and students will be educated on the tobacco policy and opportunities for cessation counseling throughout the disciplinary action process.
10. All Southeastern Community College employees are authorized and encouraged to communicate and reinforce this policy with courtesy and diplomacy to any person whom they see violating the policy. Individuals who refuse to comply with the policy should then be reported to your immediate supervisor, Human Resources, or Student Services as appropriate for immediate follow-up action.
11. Students, partners and visitors will be notified of this policy prior to arrival whenever possible.

Ethical and Professional Conduct

Southeastern Community College Health Career Program faculty expect students to comply with standards of ethical and professional conduct. Enrollment of a student in the Medical Assisting, Medical Coding and Billing, Respiratory Care, Nursing, Emergency Medical Services and Health Career Continuing Education programs constitutes student agreement to comply with the standards.

All members of this academic community are responsible for the academic and professional integrity of the program. Students must demonstrate such integrity at all times in completing classroom assignments, in taking examinations, in performing patient obligations and in dealing with others. It is also the responsibility of students to report acts of academic dishonesty and professional misconduct to faculty or to school administration.

Ethical and professional conduct means that the student will demonstrate the following:

1. Honesty and integrity:
 - a. Act with honesty and integrity in academic matters and professional relationships.
2. Trustworthiness:
 - a. Demonstrate dependability to carry out responsibilities.
3. Empathy and cultural diversity:
 - a. Differentiate appropriate interpersonal interaction with respect to culture, race, religion, ethnic origin, gender, and sexual orientation.
 - b. Demonstrate regard for differing values and abilities among peers, other health care professionals, and patients.
4. Communication:
 - a. Communicate effectively with faculty, staff, students, patients, and other professionals.
 - b. Demonstrate confidence in actions and communications.
 - c. Formulate written communications with professional content and tone.
5. Punctuality:
 - a. Demonstrate punctuality in academic and professional environments.
 - b. Adhere to established times for classes, laboratories, professional experiences, and meetings.
 - c. Comply with established verbal and written deadlines.
6. Professional behavior:
 - a. Display professional behavior toward faculty, staff, students, patients, and other health professionals in the classroom, laboratory, and professional settings.
 - b. Show regard for persons in authority in classroom, laboratory, and professional settings.
 - c. Exhibit fitting behavior when representing the health career programs in extracurricular activities and professional meetings.
7. Ethical standards:
 - a. Demonstrate high ethical standards related to education and practice.
8. Social contracts:
 - a. Demonstrate professional interactions with patients.
 - b. Relate to patients in a caring and compassionate manner.
 - c. Recognize instances when one's values and motivation are in conflict with those of the patient.
 - d. Comply with federal, state, school and institutional requirements regarding confidentiality of information.
9. Negotiation, compromise, and conflict resolution:
 - a. Demonstrate abilities of conflict resolution.
 - b. Display positive attitude when receiving constructive criticism.
10. Lifelong improvement and professional competence:
 - a. Produce quality work in academic and professional settings.
 - b. Demonstrate a desire to exceed expectations.
 - c. Demonstrate characteristics of lifelong learning.

11. Time management and decision-making:
 - a. Utilize time efficiently.
 - b. Demonstrate self-direction in completing assignments.
 - c. Demonstrate accountability for decisions.
12. Appearance:
 - a. Maintain dress appropriate to classroom, laboratory, clinical and professional settings.
 - b. Maintain personal hygiene and grooming appropriate to the academic or professional environment.
13. Health Career Program requirements:
 - a. Comply with student health requirements for working with patients in various health care environments.
 - b. Maintain appropriate records (e.g., CPR certification, immunizations, insurance) to demonstrate professional competence.

Demonstration of professional standards is an academic requirement for graduation from the Health Career programs. Failure to meet these standards will result in disciplinary action up to, and possibly including, dismissal. See Ethical and Professional Conduct Faculty Documentation Form.

Adopted: 5/2010 Reviewed: 6/2020

SCC Medical Assistant Program Confidentiality Agreement

As a student of the **Medical Assistant** Program of Southeastern Community College, I will receive information and have access to medical records concerning assigned patients. Federal and State law forbids me from disclosing any information about a patient to any other party including family or other health care workers. I agree to participate in education provided by the **Medical Assistant** Program outlining the responsibilities of HIPAA legislation and to abide by the guidelines. I understand that violations may result in fines and/or imprisonment.

I understand that a breach of confidentiality will result in disciplinary action up to and including termination from the program. Further, I understand that I may be subject to other legal action if I breach confidentiality.

As a student, I agree to honor the confidentiality of all clients. I also agree to comply with all rules, policies and guidelines established to protect confidentiality by the facilities in which I have clinical assignments.

Student Signature

Date

Disciplinary Policy

1. **General Policy.** Certain behaviors, both academic and non-academic, are considered unacceptable by the Health Career Programs and are grounds for disciplinary action.
2. **Forms of Disciplinary Action.** There are four general forms of disciplinary actions: written warning, disciplinary probation, suspension and termination. However, these forms of disciplinary action may be imposed in combination and special conditions may be imposed in addition to them. For a relatively minor offense, a student shall receive a written warning for the first offense, a disciplinary probation for the second offense, suspension on the third offense and termination on the fourth offense. Students should be aware, however, that some behaviors are so unacceptable as to warrant immediate disciplinary probation, suspension or termination.
3. **Grounds for Disciplinary Action.** The Health Career Programs have determined that the following inappropriate behaviors are grounds for disciplinary action. This is not an inclusive list of inappropriate behavior and is intended only as a guideline. Additionally, the consequences imposed for inappropriate behavior shall be at the discretion of the administration. Disciplinary action will be decided on a case by case basis.
 - A. Written Warning:
 - Insubordination.
 - Unsafe clinical practice.
 - Any violation of the Ethical and Professional Conduct Policy.
 - Unsafe action in the classroom.
 - Use of tobacco products in unauthorized areas.
 - Unauthorized possession or use of property belonging to Southeastern Community College, clinical education/field settings, clients, employees or peers.
 - Continued poor grooming or poor hygiene.
 - B. Disciplinary Probation:
 - Cheating.
 - Plagiarism.
 - Falsifying reports.
 - Falsifying records.
 - Breach of confidentiality.
 - Any repeated behavior for which a written warning was previously issued.
 - Unsafe clinical/field practice.
 - Unsafe action in the school/classroom.
 - Unjust or unprofessional gossip, criticism or discourtesy, which contributes toward reducing morale of peers.
 - Unjust or unprofessional gossip, criticism or discourtesy, which affects clients, visitors, peers or educators including guest speakers).
 - C. Suspension:
 - Chemical or emotional impairment.
 - Unsafe clinical/field practice.
 - Any inappropriate behavior during or following disciplinary probation.
 - Fighting or attempting bodily injury to anyone on school or clinical premises.
 - Use of abusive or threatening language.
 - Unsafe action in the school, classroom or clinical education sites.
 - Unauthorized removal of property belonging to SCC, clinical/field education sites, clients, families, employees or peers.
 - Willfully damaging, destroying, defacing or wasting property or supplies of SCC, clinical education sites, clients, families, employees or peers.
 - Sexual harassment of clients, visitors, families, employees or peers.

D. Termination:

- Unlawful possession, use, or distribution of narcotics or other controlled substances.
- Unlawful possession, use or distribution of alcohol on SCC premises or at School activities.
- Abuse of clients.
- Conviction of any crime involving illegal drugs, child or elder abuse, or other actions incompatible with professional practice.
- Unauthorized possession of firearms, explosives or other weapons.
- Repeated violation of Rules or Polices of SCC.
- Any repeated behavior during or following suspension.
- Willfully submitting false information or willfully withholding information for the purpose of obtaining or maintaining enrollment.
- Conviction of a felony while enrolled.

4. Documentation and Reporting.

- a. Written Warning. A written warning shall include a description of the unacceptable behavior, a delineation of acceptable behaviors for similar situations and an explanation of the consequences should the unacceptable behavior occur again. Any member of the Health Career Faculty may issue a written warning. The student shall receive a copy of the written warning using appropriate form (yet to be determined) and forwarding the written warning to the Director of Health Career Programs. This form will be placed in the student's file. Upon graduation, the written warning shall be removed from the student's file.
- b. Disciplinary Probation. Disciplinary probation is a written agreement between the Administration and the student. It specifies the unacceptable behavior(s) or type(s) of behavior, explicitly delineates behavior necessary in order to continue in the program and the consequences should the student fail to comply. The student, Administration, and a witness shall sign this written agreement. A copy of the agreement shall be delivered to each party and the original Disciplinary Probation agreement shall be placed in the student's file. The agreement shall be removed from the student's file upon graduation.
- c. Suspension. Suspension is the temporary dismissal of a students from nursing (or other) coursework and/or clinical activities. No credit will be given for missed coursework even if this results in failure of the course. It is also possible that suspension could result in an inability to complete the course unless it is repeated at a later time. A statement from Administration regarding the grounds for suspension shall be written on the suspension form and shall be placed in the student's file.

The suspension statement will be removed from the student's file upon graduation. Following suspension and upon satisfactory completion of any requirements or conditions imposed, the student may continue in the program. However, readmission will be contingent on completion of prerequisite requirements and space availability in the course desired.

- d. Termination. Termination is the immediate and permanent dismissal of a student from the program. A terminated student shall not be permitted to complete current course objectives, to continue to the next specified course or to finish the program. A statement by Administration regarding the grounds for the termination shall be documented and placed in the student's permanent record. A terminated student shall complete an exit interview with Administration. The student to complete business transactions with SCC will complete a student withdrawal slip from the college.
- e. Faculty Documentation. In the event that special evaluation of a student is required, the instructor must provide verbal and written feedback. The student must sign the evaluation to confirm that the evaluation has been read. The student may make comment on the written evaluation. The student must be informed that the evaluation becomes a part of the student file. Date any contracts with the student regarding the situation under question and, if appropriate, give written follow-up outlining the action to be taken.

5. **Imposition of Disciplinary Action.** Any member of the Health Career Faculty may issue a written warning to any student. Disciplinary probation, suspension or termination shall be imposed at the discretion of Administration and is subject to any rights of appeal.
6. **Disciplinary Investigation and Determination.** Preceding imposition of any disciplinary action other than a written warning, the student shall be notified of the problem by Health Career Faculty or by Administration. The student shall meet with Administration and shall have an opportunity to respond to any accusations. Administration shall investigate the accusations and request input from appropriate parties. Administration shall determine the form of disciplinary action. The student shall be informed in person by Administration of the determination, the reasons warranting the action and the conditions, if any, under which the student will be allowed to proceed with the program.
7. **Referral for Treatment.** In conjunction with disciplinary action, Administration may require that the student be examined for chemical dependency or some other physical or mental impairment. Related requirements, which may be imposed upon the student, may include:
 - a. health evaluation
 - b. completion of any treatment/rehabilitation recommendation
 - c. signed release of information by the student to SCC Health Career Director or designee.

As appropriate, the student shall be removed from clinical/field activities during evaluation and/or treatment periods. The student's participation in or completion of a treatment or rehabilitation program alone shall not qualify the student for reinstatement to clinical or classroom activities or to the program. The student's continuation in the program depends entirely upon the severity of the infraction for which disciplinary action is imposed and the student's compliance with that disciplinary action.

Health Career Program students maintain the right to appeal decisions which are guided by this policy through the Judicial Codes and Appeals process of Southeastern Community College.

Technical Standards

Iowa Core Performance Standards for Healthcare Career Programs

Iowa Community Colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.	<ul style="list-style-type: none"> • Identify changes in patient/client health status • Handle multiple priorities in stressful situations
Critical Thinking	Utilize critical thinking to analyze the problem and devise effective plans to address the problem.	<ul style="list-style-type: none"> • Identify cause-effect relationships in clinical situations • Develop plans of care as required
Interpersonal	Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.	<ul style="list-style-type: none"> • Establish rapport with patients/clients and members of the healthcare team • Demonstrate a high level of patience and respect • Respond to a variety of behaviors (anger, fear, hostility) in a calm manner • Nonjudgmental behavior
Communication	Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.	<ul style="list-style-type: none"> • Read, understand, write and speak English competently • Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual methods • Explain treatment procedures • Initiate health teaching • Document patient/client responses • Validate responses/messages with others
Technology Literacy	Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.	<ul style="list-style-type: none"> • Retrieve and document patient information using a variety of methods • Employ communication technologies to coordinate confidential patient

CAPABILITY	STANDARD	SOME EXAMPLES NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"> • The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available
Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation	<ul style="list-style-type: none"> • Position patients/clients • Reach, manipulate, and operate equipment, instruments and supplies • Electronic documentation/ keyboarding • Lift, carry, push and pull • Perform CPR
Hearing	Auditory ability to monitor and assess, or document health needs	<ul style="list-style-type: none"> • Hears monitor alarms, emergency signals, auscultatory sounds, cries for help
Visual	Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination	<ul style="list-style-type: none"> • Observes patient/client responses • Discriminates color changes • Accurately reads measurement on patient client related equipment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	<ul style="list-style-type: none"> • Performs palpation • Performs functions of physical examination and/or those related to therapeutic intervention
Activity Tolerance	The ability to tolerate lengthy periods of physical activity	<ul style="list-style-type: none"> • Move quickly and/or continuously • Tolerate long periods of standing and/or sitting as required
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> • Adapt to rotating shifts • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded • Work in areas of potential physical violence • Work with patients with communicable diseases or conditions

Sign and complete Essential Functions Student Statement Form and give to program coordinator.
See Essential Functions For Health Career Program and Iowa Core Performance Standards Form.

Essential Functions For Health Career Program Students

The following essential functions have been identified as necessary abilities for participation in the Health Programs at Southeastern Community College.

1. Must be able to maintain balance from any position.
2. Must be able to lift at least 40 pounds.
3. Must be able to hear high and low frequency sounds produced by the body and environment. (Example: heart sounds, telephone, and transcribing)
4. Must be able to visibly detect changes in or around patients.
5. Must be able to feel body changes and vibrations. (Example: palpate pulse, intercostal spaces, and veins).
6. Must be able to smell body and environmental odors. (Example: electrical equipment burning or infected wounds).
7. Must be able to coordinate eye and hand movements. (Example: releasing a blood pressure cuff valve while observing the blood pressure gauge, focusing microscopes, and word processing)
8. Must be able to coordinate fine and gross motor movements with hands. (Example: able to give injections and perform phlebotomy).
9. Must be able to see different color spectrums. (Example: bright red drainage as opposed to serous drainage, distinguish positive and negative urinalysis reactions).
10. Must be able to comprehend readings and write legibly when documenting notes on patients' records.
11. Must be able to send familiar message(s) to the receiver and interpret the feedback appropriately. (Example: receiving telephone orders from a physician or obtaining history from a patient).
12. Must be able to correctly perform simple mathematical computations for administering drugs (without the use of a calculator) and bookkeeping.
13. Must be able to demonstrate a mentally healthy attitude which is age-appropriate and congruent with the local and cultural norms.
14. Must be able to input/output data using the computer.
15. Must be able to perform all aspects of cardiopulmonary resuscitation (CPR).
16. Must be able to move quickly throughout the clinical site.

The instructor reserves the right to amend and augment this listing if, in his/her professional judgment, the safety of the student or of others in the instructional setting is in jeopardy.

Every effort is made to create a learning environment similar to the actual workplace. However, Southeastern Community College cannot predict the essential functions as identified by various employers. The skills identified on this essential functions form are those which the program feels are necessary for participation in the program. No representation regarding industry standard is implied.

SOUTHEASTERN COMMUNITY COLLEGE

Health Career Programs

Essential Functions Student Statement Form

READ AND SIGN ONE OF THE FOLLOWING STATEMENTS.

1. **These essential functions were explained to me and I certify, to the best of my knowledge, that I have the ability to perform these functions.**

Student's Name (Print)

Student's Signature

Date

- **OR –**

-
- **These essential functions were explained to me and, to the best of my knowledge, I will be unable to perform function(s) # _____ due to a disability.**

Student's Name (Print)

Student's Social Security Number

Student's Signature

Date

(For Instructor's Use Only)

******Students who sign Option #2 should contact Southeastern Community College's Disability Services Office below.**

The Disabilities Services Office is the primary office on campus with the specialized knowledge and experience in disability issues. This office serves students with physical, psychological, medical and learning disabilities.

**Angela Mickelson, LBSW, IADC
Student Success Advocate
Southeastern Community College
1500 West Agency Rd.
West Burlington, IA 52655
319-208-5167
amickelson@scciowa.edu**

Social Media Policy

Southeastern Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in SCC programs will uphold the ethical standards of their prospective professions and the Southeastern Community College Health Career Programs. Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication.

No information identifying a patient, patient situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, MySpace, YouTube, Twitter, SnapChat etc. Healthcare workers have been fired for discussing patient cases on Facebook even though no names were discussed. Student use of photography and/or recording devices is prohibited in all classroom, laboratory, and clinical sites, unless formal permission of the instructor of record is granted before the fact.

Do not give healthcare advice on social media sites. Students should not become a patient's "friend" on a social media site.

Any violation of this policy must be reported to the program faculty as a possible HIPAA violation. Disciplinary actions will be taken accordingly. Students may be banned from the clinical facility and subject to immediate expulsion from the **Medical Assistant Program** and subject to potential investigation by the Federal Office of Civil Rights.

See Read and Sign Social Policy Form.

Electronic Communication Devices

Electronic devices cannot be used in class or clinical without permission of the instructor.

Cellular phones or similar devices are to be turned off during class or in the clinical setting. Device may be used for researching information at the request of the instructor.

If an emergency situation arises, cellular phones may be used if permitted by the instructor. Discuss with individual instructor.

This policy also includes the use of Apple watches – please put on **Do Not Disturb** during classes.

Social Media Policy Form

Southeastern Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in Southeastern programs will uphold the ethical standards of their prospective professions and the Southeastern Community College Health Career Programs. Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication.

No information identifying a patient, patient situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, My Space, YouTube, Twitter, etc. Health Care workers have been fired for discussing patient cases on Facebook even though no names were discussed. Student use of photography and/or recording devices is prohibited in all classroom, laboratory, and clinical sites, unless formal permission of the instructor of record is granted before the fact.

Do not give healthcare advice on social media sites. Students should not become a patient's "friend" on a social media site.

Any violation of this policy must be reported to the program faculty as a possible HIPAA violation. Disciplinary actions will be taken accordingly. Students may be banned from the clinical facility and subject to immediate expulsion from the **Medical Assistant Program** and subject to potential investigation by the Federal Office of Civil Rights.

Signature _____ Date _____

Witness _____ Date _____

Revised 5/2015 Reviewed: 6/2020

Attendance/Tardiness Policy

1. Attendance and participation in all scheduled activities is necessary to meet the objectives of the Medical Assistant Program. Absences and tardiness must be reported to the classroom instructor, who will then report them to the program coordinator. Attendance and/or tardiness will be recorded and placed in your permanent file. **These will be reported to employers upon reference and will be considered when placing at externship. This is considered part of professionalism.**
2. If an absence/tardiness is necessary:
 - a. The student must notify the individual instructor at least one hour prior to the scheduled class or experience.
 - b. If no notification is given at least one hour prior to clinical or classroom sessions, disciplinary action will be initiated.

The **student will be responsible for initiating contact** with the instructor about a missed examination and makeup work or labs. The scheduling of the missed examination, work or lab will be at the discretion of the instructor.
 - c. Refer to course syllabi regarding late assignments/activities/exams/labs.
3. Tardiness/leaving early is not acceptable in the classroom, during laboratory sessions or when at clinical sites. Instructors will follow policy.
4. Students who exceed three absences/tardiness per semester are subject to disciplinary action. Refer to Disciplinary Policy. A student's expected behavior will be outlined and followed closely to assure compliance. Student will be seeing coordinator prior to the maximum amount to remediate further disciplinary action.
5. An absence is defined as one calendar day. Tardiness and absences will be kept track in the Canvas Attendance.
6. Make-up work will be expected for all absences, if allowed by individual instructor. Follow instructor's syllabi.
7. A student who is absent 2 or more days for reasons of health may be required to bring a written affirmation to return to classes from his/her medical provider before returning to class or to the externship site. Health policies of participating agencies will be followed.
8. When **scheduling medical appointments or other appointments for you and your family**, arrange them for when you are not in class to prevent missed lecture or lab work.
9. Attendance/tardiness information **will be provided for employment references.**

Student Health Policy

Physical Examination Requirement –

Students must have a physical examination completed by a health professional (physician, NRP, PA) prior to starting the program. See **Appendix/Handouts** for Demographic Sheet and Physical Examination Form.

Immunization Requirements -

- Diphtheria-Tetanus – Booster must be recorded within the last 8-10 years.
- Tuberculin Skin Test - Two consecutive Mantoux Skin Tests must be given before the start of the fall term classes. This is called a Two-Step Tuberculin (Mantoux) Test. QuantiFERON Gold Blood testing is also acceptable.
 - Any student with a positive skin test is required to get a chest x-ray. (Exception: Pregnant students would have x-ray only with their physician's approval order; otherwise a sputum culture would be acceptable).
- Polio – This immunization/booster is completed at the discretion of the student's physician.
- MMR – Students must be able to document receiving two MMR vaccinations (specific dates) **OR** have a Rubeola titer, Mumps titer and Rubella titer drawn. If titers are insufficient, the student needs to receive respective vaccinations of Rubeola, Mumps and/or Rubella (unless contraindicated by their physician).
- Hepatitis B – Student are strongly encouraged to receive the Hepatitis B vaccine for their own protection. A consent/waiver form must be signed which indicates the student's intentions of receiving this vaccine. This will be a 3 dose series: #1 – initial dose; #2 – in one month; and #3 – 6 months from the initial dose.
 - Note: Some offices have declined to allow students to perform some procedures and/or unable to host student at their facility who have not received their Hepatitis B vaccine series.
- Varicella – Document date of serologic proof of immunity; or prior vaccination; or history of varicella. If unable to document, suggest being given 2 doses of varicella vaccine 4 weeks apart (unless contraindicated by their physician)
- Influenza Vaccine – highly recommended during season for student and patient protection,
 - Note: Some offices may decline to host students at their facility who have not received their Influenza vaccination.

These immunization dates of documentation need to be recorded either on the provided form verified by physician/provider or a copy of a physician's/provider's electronic health record, or department health record.

Bloodborne Pathogen Exposure Guidelines

Students may be participating in activities within the Health Programs (Nursing, Medical Assistant, and Respiratory Care) which have potential for exposure to infectious diseases including but not limited to Hepatitis B and HIV. All measures must be exercised to minimize the risk. Students who fail to comply, thereby jeopardizing the safety of others or themselves, may be asked to withdraw from their respective program. See **Appendix/Handouts** for Hepatitis B Vaccine Consent/Waiver Form.

In the event of an exposure to blood and/or body fluids (e.g. an occupational incident involving eye, mouth, other mucous membrane, non-intact skin, or parenteral contact), the student must report the incident immediately to the instructor or clinical supervisor and file an incident report for the college.

Follow-up evaluation will be required consistent with Federal regulations. This may involve going to their personal physician/provider or the emergency room. Students are responsible for the cost of their own medical care.

Hepatitis B

It is highly recommended that all Health Program students providing direct patient care receive immunization against Hepatitis B. Although this is not required, it is highly recommended and is considered to be an extremely good investment. Students are particularly vulnerable to contamination as their hand skills generally are not yet well developed. Although the incidence of the infection is relatively low, the outcome can be fatal. Since there is a vaccine available, all health care providers who are at risk are encouraged to become immunized.

The Disease

Health care professionals are at increased risk of contracting Hepatitis B infection. Hepatitis B is usually spread by contact with infected blood or blood products. The risk of acquiring Hepatitis B increases with the frequency of blood contact. Hepatitis B virus may also be found in other body fluids, such as urine, tears, semen, vaginal secretions and breast milk. Hepatitis B infection can have severe consequences, including progressive liver damage and the possibility of developing hepatocellular carcinoma. Six to ten percent of the people who contract the virus become chronic carriers.

The Vaccine

Vaccination is the only available means of protection against Hepatitis B. No currently available therapy has proven effective in eliminating the infection. This vaccine, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Full immunization requires three doses of the vaccine over a six month period. Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and in that case, the vaccine would not prevent development of clinical hepatitis.

Procedures

You will need your physician's approval or order prior to being immunized. He or she will provide you with information regarding the contraindications and side effects of the vaccine. Contact your physician for additional information.

Education

As part of the curriculum all students in Health Occupations programs will receive instruction regarding Hepatitis B and HIV essential to providing assigned patient care. This shall include but not be limited to:

1. Epidemiology
2. Method of transmission
3. Universal blood and body fluid precautions
4. Types of protective clothing and equipment
5. Work practices appropriate to the skills they will perform
6. Location of appropriate clothing and equipment
7. How to properly use, handle, and dispose of contaminated articles
8. Action to be taken in the event of spills or personal exposure
9. Appropriate confidentiality and reporting requirements

Post Exposure Procedure for Students in Health Programs

1. If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:
 - a. Inform instructor of incident immediately.
 - b. Immediately wash the affected area with the appropriate solution (soap and water, alcohol, or water - depending upon contact area).
 - c. Student: seek appropriate medical attention through their personal physician/agency (students are responsible for their own medical care and cost). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the student's status in regard to tetanus and hepatitis immunization at this time.)
 - d. Source individual: follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students may be responsible for the cost of any testing).
 - e. Maintain confidentiality of patient.
 - f. Seek appropriate counseling regarding risk of infection.
 - g. Complete occurrence report; obtain copy for student's file on campus.

Universal Guidelines for Health Program Students

1. The Center for Disease Control has specific guidelines for health care workers which are revised periodically. They have been incorporated into these policies and are reviewed annually.
2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
3. Barrier or universal blood and body fluid precautions are to be used routinely for all patients. These include:
 - a. The use of glove(s) when:
 - 1) Cleaning rectal and genital areas;
 - 2) Carrying soiled linen;
 - 3) Bathing patients, if the student has a cut/open lesion on the hand;
 - 4) Suctioning or irrigating even if the orifice does not require sterile technique;
 - 5) There is, at any time, a possibility of spillage of blood or body fluid onto the student's hands, (i.e. CLIA-waived testing, discontinuing an IV's, IM's, venipuncture, dressing changes, irrigating eyes, ears etc.) regardless of the presence of open lesions;
 - 6) Emptying urine drainage bags, suction catheters, colostomy and ileostomy pouches, handling of blood and urine specimens;
 - 7) Providing mouth care; and
 - 8) Assisting with minor surgeries, sanitizing, disinfecting and sterilizing instruments
 - 9) Other (at discretion of student and/or instructor).
 - b. The use of masks, goggles or glasses and/or gowns when there is a possibility of fluids splashing onto the face or body and clothing. (refer to Infection Control Guidelines)

Provision of Patient Care

Assignments are made in the clinical setting to enhance and/or reinforce student learning. It is the expectation that students will provide care for patients to whom they are assigned.

Medical Insurance and Student Liability

Health Insurance

Southeastern Community College does not provide medical coverage for students. Any medical expenses you incur due to an accident or injury while you are a student at Southeastern Community College are your responsibility. Students should have access to health insurance through their family's plan or through coverage they purchase individually.

Student Professional Liability Insurance

The college provides professional liability coverage for medical assistant students when they are placed in a physician's office to gain supervised clinical experience. This coverage is provided at no charge to registered college students while engaged in an off-campus practicum.

The Vice President of Academic Affairs will see that all incidents of student professional liability are properly documented with a copy forwarded to the attention of the Vice President of Administrative Services. Wherever there is a suspicion that a malpractice claim will be filed against the student, college, or the clinical facilities, this information should also be immediately reported to the Vice President of Administrative Services.

Uniform and Dress Code Guidelines

Note: Orders for the lab coat and uniform from the SCC Bookstore will be arranged by coordinator by end of August for assurance of product return by September-October when needed for competency returns and observation day at the clinical sites. Bookstore Director and MA Coordinator will schedule time for fitting and ordering. Note: You may need to consider holding back payment (saving) with financial aid and private pay). It will be up to you if you would like to order more than 1 (one) uniform set.

Uniform tops

- 1 (one) MA logo scrub top required
 - Must be purchased at SCC Bookstore

Uniform pants

- 1 (one) required, - no cargo pockets, no knit cuffs, no splits on sides, hemmed to heel height
 - Must be purchased at SCC Bookstore

Lab Coats

- 1(one) matching lab coat required, long sleeves required for professional uniform
 - Must be purchased at SCC Bookstore
 - No other jackets, coats or sweaters will be acceptable

Hose/Socks

- Full, all white or black socks (covers ankle)

Shoes

- Solid white or solid black duty shoes – no logos, no mesh, no fabric, no crocks, no slingbacks (must be full shoe) (OSHA required) these are to be only worn for healthcare setting

Badge

- Picture name badge required
 - Must be acquired from SCC - will set up group timing in class
 - Must be visible at all times

Dress Code Guidelines

Jewelry

- If ears are pierced, the student may wear small post earrings only (small gold, silver or pearl balls are preferred); 1 pair, if multiple piercing, in lower lobe only
- No other jewelry is allowed except wrist watch and wedding rings
- No other visible body jewelry allowed

Hair

- All hair must be neat, clean, and "well controlled" so that it does not interfere with patient care. No "messy buns" allowed.
 - If there is any question in your mind regarding the appropriateness of your hairstyle, consult your clinical instructor for advice
- Beards and moustaches must be kept neatly trimmed and "controlled"
- No hair ribbons, bands or ornaments allowed other than small barrettes, bobbie pins which closely match hair color
- Hair color cannot be extreme and no streaks of color

Undergarments

- Not to be seen or identifiable

Other

- Do not wear perfume or cologne
- Fingernails should be cut short
- No artificial nails allowed
- A clear nail polish may be worn in designated areas
- Cosmetics, if worn, should be used in moderation.
- No visible tattoos will be allowed. Tattoos must be covered by the uniform, lab coat, tattoo sleeve

Library Resources Info

YOHE MEMORIAL LIBRARY - NORTH CAMPUS

LOCATION - The Yohe Memorial Library is located in the center of Callison Hall, Building 100.

HOURS - The library is open Monday through Thursday from 8:00 a.m. to 9:00 p.m. Friday hours are 8:00 a.m. to 4:30 p.m. Summer Hours: 8:00 a.m. to 4:30 p.m.

The library is designed for quiet individual study. Every effort is made to have an environment conducive to study in the library. A group study room which seats 3-5 people is available and may be reserved at the circulation counter.

CIRCULATION POLICIES - A library card is required for checking out ALL library materials including those items on reserve.

1. Books on open shelves are checked out for three weeks and can be renewed.
2. Materials on reserve shelves may be checked out according to the time limit requested by the instructor.
3. Newspapers and magazines may be used only in the library.
4. Videos for viewing are available in the library. These materials are cataloged and are included in the online catalog. To request an item, present the call number and title to the library staff.
5. Online Resources such as electronic books and databases are available through the college's web site, SCC Website (www.scciowa.edu). Please contact the library for passwords to access these online resources.

INTERLIBRARY LOANS - Students wanting books and/or periodical articles not owned by our library may request them from another library. Inquire at the circulation desk.

Students may access the Internet and complete health computer aided instruction assignments using computers located in the library.

Revised: 5/2007; 5/2014, 5/2016

National Certification Information

The American Association of Medical Assistants (AAMA) offers a certification examination to medical assistants who have completed a program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). [American Association of Medical Assistants \(AAMA\) Website](#)

Application forms and certification examination information are provided for each student by the Program Coordinator during the spring semester of the program. \$125 examination fee is paid thru tuition attached to spring course. The student will apply for any special accommodations at that time. The AAMA will inform the candidate of his/her application status within 60 days of the examination application deadline. The candidate will receive a Scheduling Permit with instructions to make an appointment with a Prometric, Inc® testing center via valid email student provided to AAMA.

The Medical Assistant Advisory Committee, Program Coordinator, physicians/providers, employers and instructors recommend certification.

Professional Organizations

National:

The American Association of Medical Assistants is a national, non-profit organization dedicated to the professional advancement of medical assistants. Its educational services enable members to increase their effectiveness to the physicians and patients they serve and to advance professionally.

The address for your professional organization is:

American Association of Medical Assistants, Inc.
20 North Wacker Drive, Suite 157
Chicago, Illinois 60606

Website: [AAMA Website](#)

As a professional, it is your responsibility to keep abreast of changes and to support your professional organizations.

Southeastern Community College:

The students enrolled in the Medical Assistant Program comprise our institutional organizational Medical Assistant Club. Officers are elected in early fall including 2 student representatives.

Southeastern Community College's Student Board allocates monies to our student organization. (These are derived from your student fees.) Students conduct a variety of fundraising activities throughout the year to increase their treasury. MA students have raised funds for internal and external community projects; bringing local awareness for marketing the SCC Medical Assistant Program; membership in the Medical Assistant organization, pinning ceremony/pins and other various activities.

Shoquoquon Chapter:

The local chapter of the Iowa State Society, Inc. is the Shoquoquon Chapter. Student membership fees are paid by the SCC student organization of Medical Assistants.

Meetings are held on a bi-monthly basis. Attendance with either face to face or virtual meetings provides you with up-to-date information regarding the changing role and responsibilities of the profession, continuing education, and professional networking. This also gives you the ability to participate in a professional club organization in a professional capacity in your chosen career path.

Website: [Shoquoquon Local Chapter Link](#)

Iowa Society of Medical Assistants, Inc.:

The state organization receives information from the national organization and is responsible for helping to keep local chapters up-to-date on changes that are occurring that have an impact on the profession. The state organization also holds a convention in late spring to up-date members and offer continuing education. Students are able to attend this event, not mandatory. Student is responsible for their own expense. Fundraising through the club is an option.

Website: [ISMA Website Link](#)

Additional Policies and Procedures

See Southeastern Community College Student Handbook /Catalog for any policies not specifically discussed in this program handbook.

Academic Accommodations

Any student who feels they may need academic accommodations and/or assistance should contact a student advocate. The Advocate will coordinate appropriate and reasonable accommodations and/or assistance if needed. **Refer to Essential Functions Statement Form – contact Angela Mickelson, Student Success Advocate.**

MA and Health Program Faculty

Please feel free to talk with our health program faculty concerning any problems or concerns that arise during the college year. The faculty is here to do everything we can to assist you in becoming an efficient, effective and competent professional.

Debbie Shaffer, RN, CMAC – Coordinator/Instructor

Email: dshaffer@sciowa.edu

319-208-5213 Office

Office Room#: HP204J

Megan Massner, CMA (AAMA), CPC, CCC - Instructor

Email: mmassner@sciowa.edu

319-208-5203 Office

Office Room#: HP204K

Anne Abel, CPC-I, CPC – MCB Instructor

Email: aabel@sciowa.edu

319-208-5293 Office

Office Room#: HP204F

Appendix-Handouts

- CastleBranch Website Info
- Confidentiality Form
- Core Curriculum for Medical Assistants Medical Assistant
Education Review Board (MAERB) Curriculum Plan
- Demographic Form
- DHS Authorization for Release of Child **and**
Dependent Adult Abuse Information Form
- Essential Functions Student Statement Form
- Handbook Receipt Form
- Physical Examination Form
 - Immunization Record
 - Hepatitis B Consent/Waiver Form
- Program Student Due Dates and Checklist Form
- Social Media Policy Form