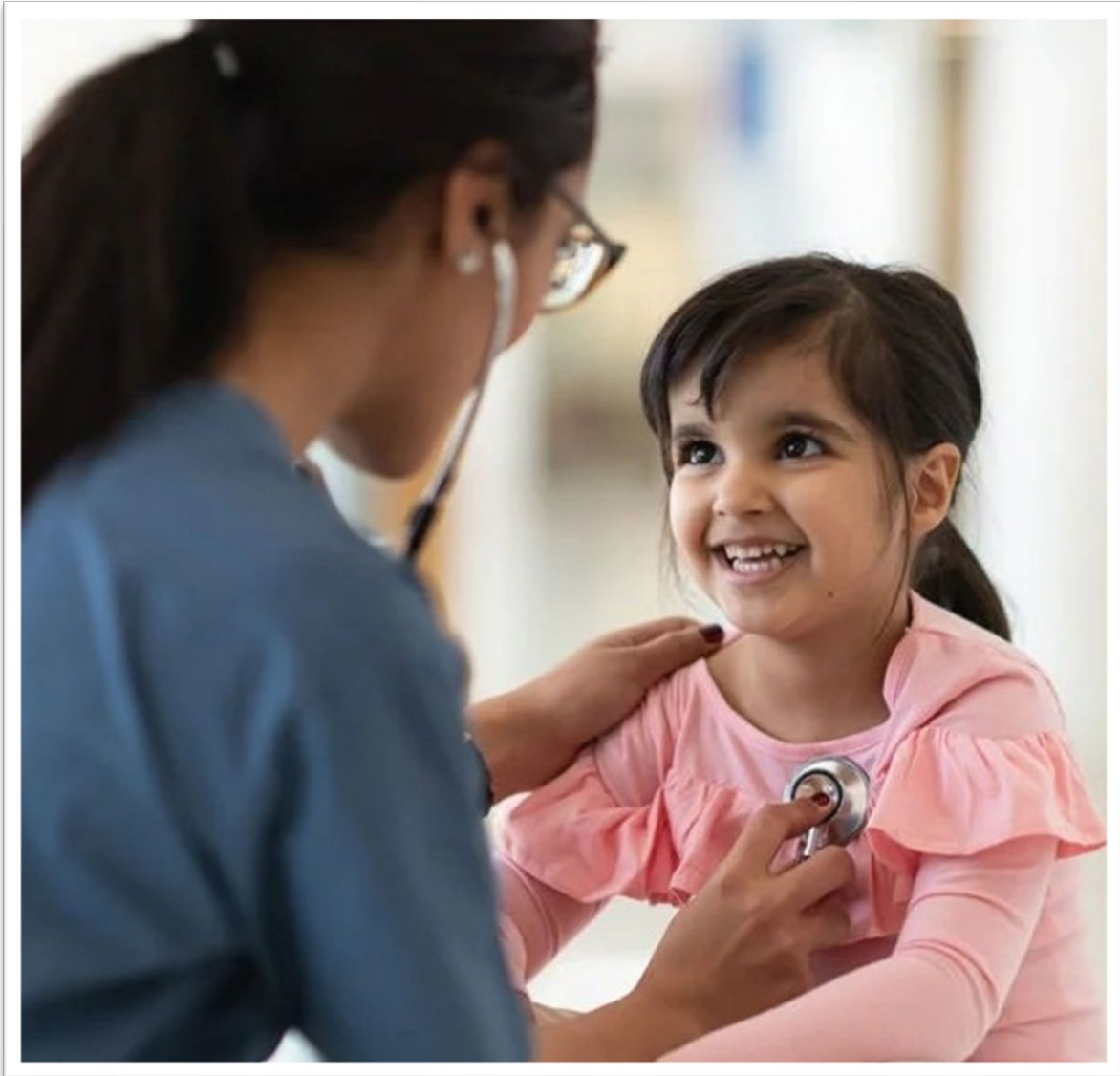


Medical Assisting

2024-2025 Academic Year

Program Resource Guide



Mohave Community College

Medical Assisting Program

INTRODUCTION

Mohave Community College welcomes you to the Medical Assisting program and the faculty looks forward to assisting you in attaining your educational goals. This resource guide is designed to serve as a helpful guide for students, providing valuable information that we hope will be easily accessible as you progress through the Medical Assisting program.

All students in the Mohave Community College Medical Assisting Program are expected to know the information contained in this resource guide when beginning the program. Failure to read the regulations will not be considered an excuse for non-compliance. Students will be expected to sign the documents indicating an understanding of the resource guide and specific policies/procedures.

The Medical Assisting Program Director, in cooperation with the program faculty and administrative personnel, reserves the right to revise policy guidelines as needed if a change is felt necessary for improvement of the program. Students will be notified of any change that affects them.

The educational program takes place in the classroom and clinical lab, as well as in a supervised clinical setting.

MEDICAL ASSISTING PROGRAM CONTACT INFORMATION

Frequently Visited Links:

[Medical Assisting Webpage](#)

[Medical Assisting Certificate Program Requirements](#)

Please contact one of the following individuals or the program website if you have additional questions about the Medical Assisting Program:

Holly Berebitsky

Director, Medical Assisting Phone: 928-692-3039 Ext. 1023

Email: hberebitsky@mohave.edu

Kandice Rankhorn

Practicum Coordinator, Full-time Faculty

Phone: 928-758-4436 Ext. 4018

Email: KHarrison@mohave.edu

Erin Dodge

Practicum Coordinator, Full-time Faculty

Phone: 928-565-9060 Ext. 1034

Email: edodge@mohave.edu

Carrie Truelove Hernandez

Full-time Faculty

Phone: (928) 505-3317 Ext 3317

Email: ctruelovehernandez@mohave.edu

[MCC POLICY AND PROCEDURE](#)

It is important that students be well informed about their college and academic program rules and regulations, as well as their own rights and responsibilities. To accomplish this task, students are expected to be aware and maintain a running knowledge of the following items upon the start of the first day of class:

[STUDENT CODE OF CONDUCT](#)

[STUDENT HANDBOOK](#)

[CAMPUS SAFETY and TITLE IX](#)

[DISABILITY SERVICES \(ADA\)](#)

THE MEDICAL ASSISTANT

Medical Assistants are essential in the medical office. They work under the direct supervision of the physician and /or nurse practitioner, and their work includes administrative, lab, and clinical duties. The Medical Assisting Program provides the student with an entry level understanding of the concepts, basic skills, and terminology to function as a medical assistant. The student will gain an understanding of the regulations, guidelines, responsibilities, and liabilities of being a medical assistant.

Students will gain an understanding of their role in the administration of the medical office and knowledge of the basic principles of human behavior and how it affects patient or client interactions. The clinical and laboratory classes are designed to give students a hands-on application of the procedures performed in a medical office setting. By the end of the course work, medical assisting students will complete 180 hours of unpaid externship in a medical office practicing the skills and knowledge learned to prepare for certification through the AMT (American Medical Technologist) or AAMA (American Association of Medical Assistants).

The curriculum is designed for the optimal use of technical innovation, hands-on learning, and comprehensive practical clinical education. This structure drives our emphasis on technology and communication to facilitate learning in the classroom and the lab. Graduates will meet the needs of employers in the community while providing high quality patient care under the direction and supervision of a physician and/or nurse practitioner.

The Medical Assisting Program provides students with a curriculum consistent with the Medical Assisting Educational Review Board Core Curriculum.

The curriculum for the Medical Assisting Program is meticulously structured, to include classroom instruction, web-enhanced courses, laboratory work, clinical practice, and a significant component of personal study. The program is primarily designed as a full-time endeavor; however, students have the option to pursue it on a part-time basis, recognizing that this may extend the time required for completion. **(Please note that not all courses may be available each semester, and classes are scheduled during the evening. Additionally, students may be required to attend one of the other MCC campuses outside their local area to fulfill course requirements.)**

Program faculty will ensure that students demonstrate competency in all necessary skills—**cognitive, psychomotor, and affective**—through practical examinations and competency assessments, prior to the application of these skills with patients during the practicum.

The expectations of students in the program include, but are not limited to:

1. Being available and on time for class or clinic as scheduled
2. Preparing in advance for class/lab activities
3. Providing your own transportation to assigned Practicum (Externship) sites and Lab courses
4. Providing your own housing during assigned clinical externships
5. Continual demonstration of professional behavior

Upon successful completion of the Medical Assistant Program at MCC, graduates receive a Certificate of Proficiency in Medical Assisting and are eligible to sit for a national certification exam, either the RMA (Registered Medical Assistant) or the CMA (Certified Medical Assistant). The RMA exam is administered through AMT (American Medical Technologists), while the CMA is administered through the AAMA (American Association of Medical Assistants). The RMA exam will be taken during the latter portion of the Practicum MEA 258 course, and the first attempt is included in the course fees for MEA 258.

We encourage all students to engage in the college and program evaluation process by providing feedback to the program faculty regarding areas of strength and opportunities for improvement. Our faculty and staff hope you find your experience in the Medical Assistant program to be both successful and enjoyable.

- **RMA (Registered Medical Assistant) Exam:** this is administered through AMT (American Medical Technologists) and will be taken through the latter portion of Practicum (MEA 258). The first attempt includes course fees for MEA 258.
- **CMA (Certified Medical Assistant) Exam:** this is administered through the AAMA (American Association of Medical Assistants).

COLLEGE MISSION STATEMENT

Mohave Community College serves our communities, empowering students to succeed through innovative pathways and quality education.

MEDICAL ASSISTANT PROGRAM GOAL STATEMENT

“To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

1. Facilitate student success through a quality curriculum that is student-centered.
2. Obtain entry level mastery of administrative and clinical procedures performed in an ambulatory (out-patient) care setting.
3. Meet the patient's needs and respond by providing appropriate care per physician's orders.
4. Exhibit compliance to scope of legal and regulatory boundaries.
5. Conduct self in an ethical and professional manner while functioning as an integral member of the healthcare team.
6. Take a professional credentialing exam and demonstrate a commitment to life-long learning through professional development to ensure up-to-date knowledge.
7. Maintain a Medical Assisting program that meets CAAHEP accreditation standards.

MEDICAL ASSISTANT PROGRAM LEARNING OUTCOMES:

1. Demonstrate competent psychomotor and affective domain performance of administrative and clinical skills within the Medical Assistant scope of practice.
2. Apply technological methods to retrieve, process, and communicate information
3. Employ critical thinking skills in performing patient assessment and care.
4. Conduct oneself to the professional standards in the healthcare setting
5. Recognize and appreciate diversity, historical viewpoints, and the global perspective
6. Employ effective positive communication techniques in interacting appropriately with peers, patients, their support persons, and members of the health care delivery system.
7. Participate as a member of the healthcare team by providing support and working in close harmony with other healthcare team members

ACADEMIC INTEGRITY AND PROFESSIONAL BEHAVIOR

In addition to fully supporting [MCC's Honor Code](#), the Medical Assisting program believes academic integrity and professional accountability are inextricably linked. These qualities are essential to practicing as a Medical Assistant in a safe and ethical manner within the parameters stated in the [AAMA Code of Conduct](#) document. During clinical lab experiences, students are required to exercise confidentiality regarding all patient and staff information. The student's progress in developing professional characteristics, including observances of legal and ethical standards, is evaluated in all Medical Assistant courses.

Student Honor Code

The Honor Code is the promise made by all members of the Mohave Community College community to uphold the MCC Honor Policy. The Code states:

We, the members of the Mohave Community College academic community, hereby resolve to uphold individually and collectively the honor of the College by doing all that is within our power to prevent any form of dishonesty in our academic work, including, but not limited to, refusing to participate in any acts of cheating, fabrication, stealing, plagiarism, misrepresentation, collusion or facilitating the academic dishonesty of another.

Statement of Academic Integrity

All faculty and staff of the Medical Assisting Program are responsible for the academic and professional integrity of the program. Students must demonstrate such integrity in completing classroom assignments, testing purposes, performing patient care, and demonstrating classroom professionalism. The integrity of the academic program rests on the principle that the grades awarded to students reflect only their **own** individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of the work submitted, such as papers, reports and examinations.

A breach in the rule of Academic Integrity and Conduct will occur if a student:

- Knowingly represents the work of another as their own (plagiarism)
- Uses or obtains unauthorized assistance in any academic work (cheating)
- Gives fraudulent assistance to another student (facilitating academic dishonesty)
- Intentionally uses unauthorized falsification or invention of any information or citation in an academic exercise (fabrication)

The Medical Assistant Program Director, faculty, and the Dean of Health Professions, Human Services, and Public Safety will address the violation of any of the regulations for academic misconduct. The individual

instructor may reduce the student's grade, including the assignment of an "F" in the course. Depending on the severity of the case, the Medical Assisting Program Director or the Dean of Health Professions, Human Services, and Public Safety may impose suspension from the college, or recommend dismissal. If the student feels that the penalty imposed by the Program Director or the Dean of Health Professions, Human Services, and Public Safety is unjust, the student may request a review by the Review Board. Please refer to the Mohave Community College student handbook for further clarification.

Professional Conduct

Integrity is crucial in the medical field, and in the practice of Medical Assisting. Therefore, the behavior of all Medical Assisting students must demonstrate acceptable moral, ethical and legal values. Medical Assisting students must adhere to the Mohave Community College conduct code as found in the MCC student handbook.

1. **Any incident involving a breach of integrity** will be reviewed by the Medical Assisting Program Director and the program faculty and **may be grounds for dismissal** from the Medical Assisting program. Please note the Academic Integrity and Conduct Policy in the College Student handbook.
2. **Email etiquette**
Proper salutation (Dear Dr./Mr. /Mrs. _____.
Good morning, Dr./Mr./Mrs._____, etc.)
No texting abbreviation
Complete information on the subject line
Response time from faculty will be within 24 hours Monday through Friday
3. **Professionalism**
Professionalism is a highly valued personal characteristic that employers expect from all individuals, including students in MCC's Medical Assisting Program.
4. **Positive Attitude**
Each Medical Assistant serves as a representative of the entire profession to the clients and patients they serve. The attitudes displayed by Medical Assistants towards others, as well as towards fellow health professionals and services, significantly influence patients' perceptions of both Medical Assistants and the healthcare system as a whole. These attitudes may be reflected in various forms of behavior, including non-verbal communication (facial expressions, actions, and body language) and verbal communication. Students are encouraged to demonstrate behaviors that convey a willingness to learn and a commitment to helping others. Instructors will engage with students throughout the program to discuss the importance of cultivating and applying positive attitudes.

OPEN DOOR PHILOSOPHY

The Program Director, Faculty and Academic Advisors are committed to the success of each Medical Assisting student. Faculty are available to discuss professional and educational issues with all the students. The program encourages students to immediately speak with any faculty member regarding comprehension of the material to ensure success with the course material. Students are encouraged to arrange a meeting whenever the need arises, such as supplemental instruction or to address learning difficulties. Each faculty has office hours and supplemental instruction hours posted within the course syllabi.

CURRICULUM PATHWAY

| Prerequisites (cannot be taken more than 10 years prior to starting core courses) | | | |
|---|------------------------------|----------------------------|-------|
| Course Number | Course Title | Credits | Grade |
| HES 113 | Medical Terminology | 3 | C |
| HES 129 or BIO 160 | Anatomy and Physiology | 3 (HES 129) 4 (BIO 160) | C |
| COM 121 | Interpersonal Communications | 3 | C |

| Semester 1 Core Courses | | | |
|-------------------------|---|---------|-------|
| Course Number | Course Title | Credits | Grade |
| MEA 100 | Medical Law & Ethics | 3 | C |
| MEA 110 | Administrative Medical Assisting | 3 | C |
| MEA 256 | Medical Assisting Clinical Procedures I | 3 | C |
| MEA 205 | Pathophysiology | 3 | C |

| Semester 2 Core Courses | | | |
|-------------------------|---------------------------------------|---------|-------|
| Course Number | Course Title | Credits | Grade |
| MEA 116 | Electronic Medical Records | 3 | C |
| HES 128 | Pharmacology for Health Professionals | 3 | C |
| MEA 249 | Medical Assisting Lab Procedures | 3 | C |

| MEA 257 | Medical Assistant Clinical Procedures II | 3 | C |
|-------------------------|--|---------|-------|
| | | | |
| Semester 3 Core Courses | | | |
| Course Number | Course Title | Credits | Grade |
| MEA 258 | Medical Assistant Practicum | 4 | C |
| MEA 260 | Medical Assisting Capstone | 3 | C |

Prerequisites cannot exceed 10 years of age.

Graduates are eligible to take a national certification exam, which is recommended to work in any state.

PROGRESSION/RETENTION POLICY

As the Medical Assisting profession develops increased responsibility and accountability, Medical Assisting students must be prepared for the role they will assume in the healthcare field. To facilitate this process the Medical Assisting student must comply with the following:

Students must achieve a minimum “C” **70%** for their final grade in ALL Medical Assisting Core courses. This must include these two criteria*:

1. Students must have an avg exam score of **70%** or higher in each Core course,
2. Every Student competency must be passed at an **75%** or higher.

*If these two criteria are not met for each course, the Final grade for that course will be a **60% “D”**

Students must meet **both** exam and course averages of the above requirements to progress in the program

Any Medical Assisting Core Course in the program of study may be attempted only twice. An “attempt” is defined as:

1. Completing the course with a failing grade
2. Late withdrawal from a course (withdrawal after 50% course completion)
3. Second occurrence of an early withdrawal from a course (see below)

A withdrawal prior to completing 50% of the course (early withdrawal) does not count as an attempt but is limited to one occurrence per course. If done a second time for the same course, the early withdrawal will count as an attempt.

After three Core Medical Assisting class attempts that result in failure, the student will be dismissed from the program of study. This is for a total of three failures within the entire medical assisting program. Any student that fails a Medical Assisting course must meet with the Program Director of Medical Assisting prior to re-registering for the failed course.

If a student misses more than 2 weeks of a Clinical or Lab course, they will be withdrawn from the course. If due to a documented medical situation, this attempt will be waived as their 1st attempt (due to the medical situation). Only one waiver due to a medical situation will be accepted.

Students must complete the Medical Assisting program within three (3) years. The timing begins when the student begins any of the Medical Assisting Core Courses (not prerequisites).

Prerequisites must be taken within 5 years of entering the program. If not, they must be retaken.

Failure to comply with any of the above criteria will result in dismissal from the Medical Assisting program without the possibility of reapplication, readmission or progression.

MEDICAL ASSISTING EXAM/TESTING PROCEDURES

Face-to-Face (F2F) Classes:

The class will take the exam in one designated location at the same time.

Students needing accommodation should submit their letter of request before the exam to take the test in an alternate setting and/or with adjusted timing.

Testing:

Face to face testing may be scheduled on campus for those courses that are online.

If a student arrives late or does not take an exam at the assigned time, unless the faculty member is notified ahead of the scheduled exam time, it will result in listed deductions in the syllabus.

If a make-up exam was approved, the student must contact the instructor within two academic days to schedule the exam.

All exams will be proctored by the instructor or approved designee.

Instructor/proctor will be present for the entire exam

Personal items are to be placed away from the testing table/station. (i.e. at the back of the room).

Online testing

No additional browsers open

No minimized windows/documents

Exam access is “locked down”, except during the set testing time (and review times after everyone has taken the test)

Cheating and consequences

Definition of cheating

- *Giving* or receiving any dishonest work
- *Witnessing* another giving or receiving dishonest work and not reporting it.

Consequences

Consequences for student(s) caught cheating or violating testing policies will not be tolerated at any time. If you are suspected of cheating or caught in the act of cheating on an assignment, exam, or any form of evaluation, you will be immediately dismissed from the classroom and will be scheduled to meet with the Medical Assisting Program Director.

The [AAMA Code of Ethics](#) for Medical Assisting does not accept this type of behavior.

The student, classroom instructor, and the Program Director will discuss the lack of academic integrity. Failure to meet the academic integrity expectations set forth by Mohave Community College’s Medical Assisting program may result in obtaining a zero for that assignment or dismissal from the entire program. Each situation will be examined individually, with the final determination made by the Medical Assisting Program Director.

Medical Assisting Competencies

Medical assistants graduating from programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) will demonstrate critical thinking based on knowledge of academic subject matter required for **competence** in the profession. They will incorporate the cognitive knowledge in performance of the psychomotor and affective domains in their practice as medical assistants in providing patient care.

All Medical Assisting competencies ([MEARB](#)) must be passed with a 75% or better. Each student will have three attempts for each competency. Each attempt will come with a 10% deduction. If a competency is

failed, the student will fail the entire course and must repeat the entire course. If the student misses a competency due to an unexcused attendance, when they return to class and attempt the missed competency, they will already be on a 2nd attempt. Missed class or absences do not excuse class competencies.

Student Complaint Grievance Policy

This procedure is used when regular communication channels and approaches have failed. You can contact the Dean of Students office for the form to file a complaint.

Student Complaint Policy may be found at:

<https://www.mohave.edu/resources/complaint-procedure/>

MCC provides an internal complaint process that is outlined in the [Student Handbook](#). Students and prospective students may also file complaints with MCC's accrediting body, the [Higher Learning Commission](#). This is a new regulation that requires independent, third-party review of complaints. Additional information can be found on the [Accreditation and State Regulatory Authorization](#) webpage.

STUDENT UNIFORM CODE – PRACTICUM, CLINICAL AND LAB COURSES

Official Medical Assisting student's uniform:

1. Official Mohave Community College pewter gray scrub top, black scrub pants, and a black or pewter lab jacket (optional), as ordered through Mohave Community College-
2. An optional white collarless shirt may be worn under the scrub top with; Shirt should be tucked in and not showing below the hem of the scrub top.
3. The uniform must be clean, wrinkle-free and in good repair.
4. Official Mohave Community College Medical Assistant photo ID badge on the left upper chest must be worn at all times.
5. Clean shoes in good repair and cover entire foot and sock, (white shoe preferred). Shoe material should be impervious to fluids (no mesh or canvas material). No crocs, sandals because they do not protect your feet.

6. Jewelry must include a wristwatch with a second hand or a digital watch with ability to display seconds. Watch band should be one that can be easily cleaned. Wedding ring set or one ring with no wrappings. Must be able to remove ring if it pops a hole in gloves. One pair of small, stud posts earrings allowed. No hoop earrings allowed.
7. Facial or tongue piercings must be removed for clinical and lab and externship settings.
8. Ear gauges must be solid and appropriately, flesh colored.
9. Clean, short fingernails. No artificial nails of any length. Clear polish, if worn. (Free from chipping)
10. Clean hair secured off face and in controlled manner. No hats. Face should be clean-shaven with trimmed sideburns or well-trimmed beard and/or mustache that can be contained within an isolation or surgical mask.
11. All hair coloring must be a naturally occurring color. No pink, purple, green, etc.
12. No chewing gum.
13. Students must be free of offensive body odor and offensive breath. No perfume or perfumes/ cosmetics.
14. Students should not smell of tobacco smoke or other substances (including alcohol).
15. All visible tattoos or other body markings must be either covered at all times or deemed acceptable by the instructor in the lab and/ or health affiliate clinical site.
16. Required clinical equipment: stethoscope, BP cuff, measuring device, black ink pen, and bandage scissors.

In addition to these guidelines, the student must abide by each clinical site's personal grooming and uniform policy.

CLASS ATTENDANCE POLICY

Definition: Class attendance refers to being physically present in the classroom. Tardiness and absenteeism include arriving after the class start time, leaving before the class ends, or failing to attend a scheduled session.

Expectations: Regular attendance and punctuality are essential professional responsibilities for students. It is expected that students arrive on time and participate in all course components. If a student anticipates being late or needs to leave early, they must notify the instructor as soon as possible. If the instructor is unavailable, students should leave a message via voicemail or email.

Technology Requirements: Students are responsible for having a reliable internet connection.

Submission of Assignments: All assignments must be submitted through the LMS Canvas. Students should not email assignments to instructors outside of this platform.

Instructor Communication: Instructors will respond to student communications within 24 hours on weekdays (Monday to Friday) and within 48 hours on weekends (Saturday and Sunday).

Due Dates: Assignment due dates and times may vary between classes and instructors.

Distraction-Free Environment: Students enrolled in hybrid or face-to-face courses should arrange for childcare and minimize distractions during class times. This includes avoiding phone calls, deliveries, and noise from televisions, as children or other distractions are not permitted in the classroom.

Withdrawal Policy: Students will be automatically withdrawn from their course (designated as WR1) after three consecutive weeks of non-participation in an online course or two consecutive absences in an in-person course. Additionally, a student will face automatic withdrawal (WR1) for non-participation if they miss three sessions in a full 15-week semester, as this constitutes missing more than 12% of the course, which can hinder their ability to meet the necessary course objectives for successful completion.

DISMISSAL PROCEDURES

Progressive discipline will be utilized to assist the student in correcting issues that may negatively impact program progression, graduation and/or employment. It will be expected that the student will resolve identified issues at the lowest disciplinary level: verbal warning. Failure to resolve previously identified concerns or sufficient seriousness of an initial concern will result in action at the next disciplinary level: student conference and write-up for probation. A third offense of any manner will likely result in failure of the course (at minimum) and may include dismissal from the Medical Assisting program.

A student may be put on warning or probation in the Medical Assisting Program for any number of reasons. Examples include, but are not limited to:

- Failure to adhere to established program and college policies and procedures.
- Unsatisfactory performance in the clinical setting, unsafe or unprofessional practice.
- Inability to maintain physical or mental health necessary to function in the program.
- Inability to maintain a clear background or drug screen and maintain fingerprint clearance card.

Actions which may result in dismissal from Medical Assisting Program (list may not be conclusive):

- Violation(s) while on probation; inability to resolve issues at the probationary level.
- Academic dishonesty.
- Failure to demonstrate success once remediation plans are exhausted.
- Dismissal from a clinical site (will depend on offense).
- Positive drug and/or alcohol screen before or during a clinical rotation.
- Failure to maintain a clear background.

READMISSION POLICY

Students requesting re-entry into the Medical Assisting program will be required to take a re-entry assessment to include written and lab practical of previously completed Medical Assisting courses to determine the student's level of competency. Students will be given 1 attempt for re-entrance exam. Depending on the outcome of the assessment, the student may be required to re-apply to the Medical Assisting program as a new student.

If a student wishes to re-enter the program and re-matriculate into another cohort, they will be required to submit a written request to the Medical Assisting Office within 12 months of their departure/dismissal. Readmission is NOT guaranteed and will be limited to a single occurrence.

Only students who left the program within the past twelve months will be given consideration for readmission. If the student has been out of the program for more than 12 months, they must reapply for the program and commence training from the beginning

Students seeking re-matriculation into the program must submit a signed letter outlining what caused their departure, what has changed since then, and what specific measures will be taken to ensure their success the next time around (examples of contingency plans)

Students exiting the program in good behavioral and academic standing will be given preference
Readmission is not guaranteed and will be based on the availability of clinical externship sites

CLINICAL AND LAB NOTIFICATIONS

While working in any clinical and lab sessions of any course, students MUST wear appropriate PPE (Personal Protection Equipment). At no time will there ever be any food or drink to be stored or consumed in the lab area. Eating or drinking in the lab is a CLIA violation, so there will be no exceptions to this rule.

UNIVERSAL PRECAUTIONS

Appropriate universal precautions should be utilized, as outlined by the Centers for Disease Control (CDC) guidelines, by all Medical Assisting students and are the responsibility of the student. The CDC guidelines describe risk reduction measures for health care workers to use when they encounter blood or body fluids. MCC's Medical Assisting programs comply with the position that all health care workers must follow universal precautions and established infection control procedures to reduce the infection risk to the patient and themselves. It is the responsibility of the student to follow these guidelines in the clinical setting.

PRACTICUM

Practicum Student Requirements

Student externship experiences are arranged by the Program Director/Practicum Coordinator and affiliation agreements obtained with affiliating agencies. The 180-hr externship requirement is unpaid. These agreements outline the responsibilities and privileges of both parties. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

Practicum Information

Clinical practicum/externship courses allow medical assistant/phlebotomy students to apply techniques and theory learned in lab and lecture sessions to direct patient care in a variety of medical practice settings. Patient care is provided at outlying facilities under the direct supervision of a licensed physician, nurse practitioner, physician assistant and/or clinical lab director.

Students will not be using cell phones for personal use during clinical work hours, as it is disrespectful and unprofessional. Use of a personal phone while treating patients may cause a potential HIPAA violation. Students should always introduce themselves as a Student Medical Assistant and wear their name tags. Students should not congregate in semi-public areas, such as the patient reception areas. Patients waiting do not understand the presence of idle medical personnel; the patient may feel he is being kept waiting unnecessarily.

Students should accept constructive criticism gracefully. They are there to learn from experts in their field and will want to accept critique objectively and gracefully.

The practicum site proctor is the student's direct supervisor and must treat the site and all individuals within as if they are coworkers. The utmost professionalism in the facility must be continually maintained; and students are expected to follow contact procedures established by the site with whom they are working. In any and all cases of tardiness or absence from a scheduled clinical extern site shift, the student will contact BOTH their extern site proctor and the Practicum Coordinator.

Absences greater than 12.5% of the required practicum hours will not be successful with the clinical practicum. Students will be required to extend or repeat the practicum or may receive a failing grade.

Practicum/ Externship Work Policy

Students will not be substituted for paid personnel during clinical externships.

Students working in the clinical setting are considered volunteers and will not receive any type of payment for services rendered as current MCC Medical Assistant program students.

Students will not seek medical care or advice from the site physician, or another healthcare personnel employed at the clinical site unless it is an *emergency*. If the student becomes ill, they must consult their own personal physician.

Practicum/ Externship Hours & Attendance Policy

Students are expected to be at their clinical assignment until the agreed upon finish time. Students may be required to stay later than their assigned time should the demands of patient care require extended time. Students should be given the opportunity to make alternative travel arrangements if an extended day is required.

Students are expected to BEGIN work at their scheduled starting time. The student must contact the faculty and their clinical instructor (CI) if unable to report to the clinical site at the appointed starting time. All absences must be reported to the Practicum Coordinator and clinical site instructor as soon as possible.

For any absences or instances of tardiness, students are required to notify both the Practicum site and their Practicum Coordinator at least 30 minutes prior to their scheduled start time. Early departure should only occur if directed by the office supervisor. Additionally, failure to communicate regarding an absence (no call/no show) may lead to removal from the externship site and could result in a course failure unless there are extenuating circumstances.

Any student that comes to **Practicum** impaired due to alcohol or drugs will be immediately removed from the Medical Assisting Program.

Practicum Informed Consent

One of the rights reserved by patients is to know who is treating them and their scope of practice. It is your responsibility to be clear to the patients who you are (name and that you are a student) and procedure(s) you will be performing. Your Preceptor can facilitate this exchange of information as well. Remember that patients have the right to refuse treatment. Patients have the right to know that their opting out of working with a student will not impact their care. Billing usually remains the same if a student works with a patient. Please respect the patient's right to refuse treatment with dignity and tact – it is simply a preference, not personal. Inform your clinical instructor of the patient's choice.

Practicum Evaluations

Assessment of a student's performance during the clinical externship should be an ongoing process. The Practicum site supervisor is expected to guide the experience with an emphasis on the provision of feedback which will assist the student to be successful in the duties and skills of the medical assistant. The site supervisor should formally meet with the student at least one time per week to discuss the student's strengths and areas of performance which may require improvement. Students will be evaluated on both Administrative, Clinical, Lab and Professionalism. Medical Assisting students must complete 180 hours. Phlebotomy students will be evaluated on the same basis as medical assistants. This assessment will constitute 60% of the overall grade for the externship course.

Practicum Exposure/ Injury to Student

The intent of the Mohave Community College Medical Assisting program is to promote the highest quality of care and safety for clients, students, staff and faculty. The Medical Assisting program follows accepted policies, standards, and guidelines set for by Mohave Community College, the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA). Students must carry Medical Insurance will at their practicum sites

Students are taught Universal Precautions in the first clinical course and content is practiced and reinforced throughout the program. Students are responsible for using universal precautions and for any personal expenses which may be incurred in the event of an exposure.

Practicum Hours/ Days

While normal hours are 8 am to 5 pm, the individual clinical sites may modify these hours to suit their specific needs. The student will be required to work the same hours as the extern supervisor, which could vary. Students are expected to work a minimum of 25 hours per week.

Practicum Transportation

Each student is required to provide their own transportation to the clinical site. Every attempt is made to arrange the location of the clinical education site with respect to the geographic location of the student's residence. Understand that Mohave County is considered rural. Students may be required to travel up to an hour each way to and from the clinical site. Unwillingness or inability to travel to a site outside of the students' local geographic location will delay the completion of the program.

All fees associated with housing and transportation to and from the clinical site are the responsibility of the student.

Practicum Dismissal

If terminated from your site, the student may be unable to pass the MEA 258 course. The student will need to request readmission into the MA program in writing. If accepted they must successfully pass remediation and then retake the entire MEA 258 course.

Behavior detrimental to the Medical Assisting Program, Profession and/or patients will result in suspension.

Rights of the Practicum Site

The site reserves the right to terminate a student from their Practicum. Reasons for possible termination:

- Excessive Absences/ Tardies
- Unprofessionalism
- Poor Performance/ Poor Patient Care
- Conduct that places the health and safety of patients or employees at risk
- Breach of Confidentiality
- Lack of Remediation
- Not following Proper Protocol

Practicum Communication and Documentation

- Students will use *Trajecs* to their practicum hours
- Students will complete a weekly one-page journal about their weekly experience at the externship site
- Students will complete student evaluation of clinical site and experience. This document will be turned into the program director or the practicum Coordinator at the completion of the practicum.
- Students will receive a grade for the Practicum course following completion of the required documents and graded Evaluations.

NATIONAL CERTIFICATION

The MEA 258 Medical Assistant Practicum has been designated as the practicum course in the Medical Assisting Program. Students are required, as a part of the MEA 258 Medical Assistant Practicum, to complete the RMA (Registered Medical Assistant) exam through the AMT (American Medical Technologists). Students may also apply to take the CMA (Certified Medical Assistant) exam through the AAMA (American Association of Medical Assistants).

Mohave Community College cannot guarantee any student will pass a certification exam. Certification exam questions are drawn from databases of thousands of possible questions; therefore, a thorough understanding of the subject matter is required. Professional certification signifies a level of expertise in your field. Additionally, it is a professional credential that is recognized in all 50 states without the need for reciprocity.

Furthermore, accommodation may not be offered for the certification exam. If students are provided with accommodation for their MCC courses, it is not a guarantee of accommodation for the certification exam. Instructors cannot recommend accommodation to the RMA or CMA testing board.

Students are encouraged to access the AMT website at: [American Medical Technologists \(AMT\) Home](#), as well as the AAMA website at: [AAMA Home](#), to learn more about the benefits of this highly regarded, professional credential.

Positive findings on a criminal background check may impact an individual's ability to obtain certification or to gain employment.

Precheck

All records must be current **prior** to being placed at a clinical site. Background checks and drug screens will need to be repeated prior to site placement if the current one on file is more than 12 months old. TB screening will need to be repeated every 12 months. If the current TB test expires during a clinical rotation, a new TB screening will need to be done

THESE REQUIREMENTS ARE IN PLACE AT THE REQUEST OF THE CLINICS THEMSELVES. NO MEA PROGRAM REPRESENTATIVE NOR OTHER MCC EMPLOYEE MAY WAIVE THESE REQUIREMENTS UNDER ANY CIRCUMSTANCES

- I. Background Check
- II. Healthcare Provider CPR Card
- III. Student Health and Immunizations
- IV. Health Insurance
- V. Drug Screening

The college uses Precheck to store the results of drug screens, background checks, proof of immunizations, and physical exam results. The student is responsible for completing the Precheck online processes and other required paperwork by required due dates, as well as paying the required student fees for these services. If a student does not complete ALL the Precheck requirements by the stated deadline, they will be unable to complete their practicum for the following semester and may be asked to leave the program.

By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student. The student, the College, and clinical sites will have access to the secure web-based results.

I. Background Check

A. A background check is required for all students coming into the Medical Assisting programs. This is a requirement of our clinical sites. The background check is conducted by Precheck, Inc. and has to be received by the Department of Medical Assisting in time to be reviewed by the staff and the clinical site. To complete the request for your background check, go to www.mystudentcheck.com and make sure to select Mohave Community College.

B. If a background check comes back flagged, the MA Department will make every attempt to find a clinical placement that can accept that student. If a student is unable to be placed in a clinical facility, the student may drop or withdraw from the course per deadlines set in the MCC Academic Calendar. If the student chooses to stay in the course, they will receive a clinical failure for the course due to inability to complete the clinical requirement.

C. Students who cannot be placed at a clinical facility as a result of the background check may not be able to finish their program or gain employment in their chosen field.

D. Students are required to notify the program director within 7 days of any offense. Failure of notification may result in immediate dismissal from the Medical Assisting program. The program has the right to require another background check at any time at the student's expense.

II. Healthcare Provider CPR

All students must have a valid American Heart Association Healthcare Provider CPR card that is valid for all clinical rotations. CPR training must be obtained through the American Heart Association. CPR certification is good for 2 years.

III. Student Health and Immunizations

Students must obtain a physical exam and submit it to the Medical Assisting program office before beginning school. Students are required to maintain immunizations. This includes yearly 2-step TB testing, the Hepatitis B vaccine series, tetanus (every 10 years), and other routine childhood immunizations.

Some facilities require further immunizations, updated physical exams and health insurance which students must provide prior to being accepted for a practicum in that facility. Students should be aware that there is a potential risk of exposure to Hepatitis B and other communicable diseases during clinical affiliations.

Students will be oriented to safety procedures at Mohave Community College and at all clinical facilities. Students will have access to Faculty within their clinical area for any additional information. Students are expected to accept all types of patient assignments. Students are financially responsible for their personal health care/hospitalization costs incurred while participating in the Medical Assisting program.

IV. Health Insurance

Students will be required to provide proof of health insurance prior to the start of the program and again before practicum. The program will provide information to clinical sites on request. Health insurance is not provided by the college to cover injury during academic and clinical training. If you do not have health

insurance, please call your local DES office or a local insurance provider to inquire about a policy. *Failure to obtain health insurance will prevent students from attending Externship, and subsequent completion of the Medical Assisting program.*

V. Drug Screening Guidelines

A drug screen is required of all students prior to beginning their clinical practicum assignments. A positive report will be grounds for disciplinary action and may include dismissal from the program.

Students who fail and/or fail to submit the drug screen by the required date can be denied clinical placement and removed from the MA program.

A failed drug screen constitutes:

- Failure to provide a specimen to the contracted occupational health office in the required time frame (minimum of 24 hours, maximum of 72 hours)
- Positive findings of drugs not consistent with student's prescribed medication
- Refusal to provide a urine and/ or serum specimen in the required allotted timeframe by the contracted occupational health office

STATEMENT REGARDING DRUG AND ALCOHOL SCREENING

The Mohave Community College Medical Assistant Program recognizes the importance of maintaining a safe learning environment while simultaneously demonstrating respect for the inherent dignity and worth of each individual student. The Medical Assistant Program also respects the human rights of every individual and understands that each student has certain rights and freedoms in accordance with state and federal law.

The Medical Assisting Program requires its healthcare professionals to ensure the health and safety of the clients and organizations with whom we work. One of the standards the Medical Assistant Program holds is that its students, particularly since throughout their educational experience they may care for clients in vulnerable situations, must demonstrate mental acuity and clarity of decision-making always, as well as possess physical abilities appropriate to the circumstances.

Student mental or physical impairment stemming from the influence of alcohol or drugs (or any other cause) may pose an unacceptable safety risk which might endanger our clients, fellow students, faculty members, the clinical agency, or the College. Medical Assisting students occupy safety-sensitive positions, particularly when participating in clinical programs, in which a single instance of mental or physical impairment could result in disastrous consequences; it is of paramount importance that such risks to the safety and welfare of the public be prevented whenever possible.

It is also important to note that, while some of these clinical programs or agencies affiliated with the Medical Assisting Program may have their own drug and alcohol screening requirements, this Procedure applies to all students in the Medical Assistant Program.

Substance abuse can also be found in the healthcare setting, particularly since healthcare professionals may have access to drugs as part of their provision of care; therefore, the Medical Assistant Program also has an interest in protecting the public health and safety through detection and prevention of substance abuse.

The Medical Assistant Program also recognizes that chronic substance abuse is an illness that can be successfully treated. Therefore, if a student admits to a substance abuse problem and requests assistance, the Medical Assistant Program will provide the student with appropriate treatment referrals. However, it is important to emphasize that if a student's conduct otherwise violates the College's or the Program's Policies, Practices, Procedures, or Protocols (whether set forth in the Medical Assistant Program Resource Guide, the Mohave Community College Student handbook, or in any other document) in any fashion, the student may be subject to discipline apart from the terms of this policy, up to and including dismissal from the program.

Confidentiality

All aspects of this procedure will be conducted to safeguard the personal privacy rights of the student to the maximum degree possible. The laboratory will notify the Medical Assisting Program Director of the results of any positive screening test by providing the Director with a secure transmission of the screening test results.

To ensure that the test results are kept confidential, there will be minimal identification information on the sample taken, and the Director of the Medical Assisting Program will only share the screening test results with the student and any faculty, staff members, or other individuals who need to know the test results (for instance, when it is necessary for a faculty member to participate in the student disciplinary process).

The Medical Assisting Program Director will rely on the opinion of the laboratory which performed the screening test in determining whether the positive test result was produced by something other than consumption of a drug or of alcohol. The transmission containing screening test results will be placed into the official individual student file maintained in the Program Director's office of the Medical Assisting Office. Student files are stored in locked file cabinets and the office is always locked when personnel are not present; only the Program Director, permanent office staff and faculty have access to student files.

Any deadlines provided for within this Procedure may be extended by the Medical Assisting Program Director for good cause, which shall be documented, or when the day upon which an event is to occur falls on non-College workdays. Failure to comply with any aspect of this policy may result in dismissal from the Medical Assistant Program.

DEFINITIONS

"Designated medical service facility" means a testing laboratory capable of conducting the required drug and alcohol screening tests. "Drug and alcohol screen" or "screening test" means a scientifically substantiated method to test for the presence of illegal drugs and/or controlled substances such as cocaine, marijuana, opiates, amphetamines, phencyclidine (PCP), oxycodone, or Blood Alcohol Concentration (BAC), or the metabolites thereof, in a person's urine.

"Positive" when referring to a drug or alcohol screening test administered under this policy means a toxicological test result which is considered to demonstrate the presence of a drug or of alcohol, or the metabolites thereof, using the standards customarily established by the testing laboratory administering the screening test.

“Reasonable suspicion” means a suspicion of drug or alcohol use based on specific and articulable observations made by a faculty member, clinical instructor, or staff member of the appearance, speech, or behavior of an individual student, or the reasonable inferences that are drawn from those observations.

“Student” is in reference to an individual enrolled in the Medical Assisting Programs at Mohave Community College, or a person who has been accepted to the program but who has not yet officially begun their formal schooling.

“Substance Abuse” means the use of any drug, alcohol, or other substance which results in the mental or physical impairment of a student.

“Dilute sample” (may be marked as a negative dilute result) it will be assumed as positive, and the student will be required to obtain a second drug screen at their expense.

REQUIRED DRUG AND ALCOHOL SCREENING TESTS

All students participating in the Mohave Community College Medical Assisting Program will be required to complete a drug and alcohol screening test. This drug and alcohol screen will specifically test urine for the presence of illegal drugs and/or controlled substances such as cocaine, marijuana, opiates, amphetamines, phencyclidine (PCP), oxycodone, or Blood Alcohol Concentration (BAC), or the metabolites thereof. The fee for this initial screening test is not included in any Program Fee at this time.

It is the student’s responsibility to pay for the screening.

All students who cause substantial harm to any patient, other student, and faculty or staff member in the clinical setting must complete a drug and alcohol screening test, at the expense of the student, and provide the results of such testing to the Medical Assisting Program Director within two (2) workdays of the incident. This section shall apply even to those students who have provided faculty or staff members with reasonable suspicion that the student is under the influence of drugs or alcohol, so long as the student causes substantial harm as set forth above.

Each student will be provided with screening information which directs the student to the location within the community at which the screening tests may be completed. The student will sign a release regarding the chain of custody of the sample; both the release and the sample will be forwarded to the Lab Corp testing facility via Airborne Express. The preprinted chain of custody forms with the college name and collection site location are supplied by Lab Corp. Lab Corp also provides the collection supplies. The

specific testing will be conducted pursuant to the methodology and parameters set forth in the policies of Lab Corp.

The screening test results will be reported to the Medical Assisting Program Director, and placed in the student's official Medical Assisting program files stored in locked files in the Medical Assisting Program Director's Office.

A drug screening test is required of all students prior to beginning their clinical assignments. In case of a positive result, the student may be dismissed from the course and / or program. If an Additional drug screen test is afforded to the student, it will be at the student's expense. If the student fails the second attempt, the student will be dismissed from the Medical Assisting programs.

DRUG AND ALCOHOL SCREENING "FOR CAUSE" TESTING

This policy refers to the use and/or misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Medical Assisting Program.

When a faculty member/clinical instructor or a staff member in the clinical facility or at the College Campus where a student is assigned perceives that the student is mentally or physically impaired, the faculty or staff member must take immediate action to relieve the student of his or her duties and remove the student from the clinical or classroom area. The immediate goal is to provide for the safety of patients, the public, other students, and the student who is suspected of being impaired. In a teaching situation, when a Medical Assisting faculty member/clinical instructor or staff member perceives the odor of alcohol or marijuana, or observes behaviors such as, but not limited to, slurred speech, unsteady gait, dilated pupils, or confusion, and these behaviors cause the faculty or staff member to suspect the student could be impaired by alcohol or drugs, the following steps are taken.

The student will be immediately removed from the immediate educational setting (whether said setting concerns patient care), and either the faculty or staff member, or a designee, will remain with the student until transportation is available.

The faculty or staff member will immediately inform the student as to why actions are being taken to relieve the student of his or her duties, and either the Medical Assisting Program Director or, if the student is in the clinical setting, the clinical agency supervising personnel shall be notified of the circumstances.

The student will be required to undergo a drug and alcohol screening test, which will be conducted at the expense of the student. "Consent for Screening" form and the "Consent for Transportation" form must be

signed and kept in the student's file. The faculty or staff member will arrange for the student's transportation to a designated medical service facility for "for cause" drug and alcohol testing, which will be completed in the most confidential manner permitted by the practices of the medical service facility. The faculty or staff member will also arrange for the student to be transported home after said testing is complete.

The student will be immediately removed from the immediate educational setting (whether or not said setting concerns patient care), and either the faculty or staff member, or a designee, will remain with the student until such time as transportation is available.

The faculty or staff member will immediately inform the student as to why actions are being taken to relieve the student of his or her duties, and either the Medical Assisting Program Director or, if the student is in the clinical setting, the clinical agency supervising personnel shall be notified of the circumstances.

The student will be required to undergo a drug and alcohol screening test, which will be conducted at the expense of the student. "Consent for Screening" form and the "Consent for Transportation" form must be signed and kept in the student's file. The faculty or staff member will arrange for the student's transportation to a designated medical service facility for "for cause" drug and alcohol testing, which will be completed in the most confidential manner permitted by the practices of the medical service facility.

The faculty or staff member will also arrange for the student to be transported home after said testing is complete. The student is to have a picture ID in his or her possession.

If a student admits to alcohol or drug use, he or she will still need to complete a drug and alcohol screening test in accordance with the procedures set forth above. The faculty or staff member who suspected that the student could be impaired by alcohol or drugs shall set forth in writing the factors which the faculty or staff member relied upon to determine that cause existed for testing the student; this document shall be submitted to the Medical Assisting Program Director within two (2) working days of the incident.

If the results of the screening tests are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Medical Assisting Program Director or designee within twenty-four (24) hours of the test results to discuss the circumstances surrounding the impaired behavior. Notwithstanding the negative screening test results, if the student's behavior otherwise violated any of the Policies, Procedures, or Protocols of the College or the Medical Assisting Policy & Procedure Handbook, Disciplinary action may still be taken against the student.

If the factor relied upon was the odor of alcohol, the student will be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to clinical or class. If the factor relied upon was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.

Based on the information provided in this meeting and further medical evaluations if warranted, the Medical Assisting Program Director will decide whether the student should return to the clinical setting. If the results of the screening tests are positive for alcohol or other illegal substances or for non-prescribed legal substances, then a second screening test will be performed on the original sample, to verify the initial positive. An inconclusive screening test will be repeated as necessary until a conclusive result is obtained. If the second test is also positive, the student may be disciplined, up to and including dismissal from the Medical Assisting Program and may not re-apply for admission for a period of one (1) calendar year. The student will be asked to seek professional counseling and/or enter an addictions treatment program. The student will reimburse the College for all costs associated with the “for-cause” drug and alcohol screening test.

CONSEQUENCES OF TESTING REFUSAL

If a student refuses to submit to a “for cause” drug and alcohol screening test, the student will be required to leave the clinical/classroom area and make an appointment with the Medical Assisting Program Director. A seemingly impaired student should not be allowed to leave the clinical site or College campus by themselves; therefore, if the student does not consent to such a screening test, they will still be asked whether they will sign the “Consent for Transportation” form. If the form is signed, the faculty or staff member will arrange for the student’s transportation to the student’s place of residence, at the expense of the College. If the student refuses to sign the “Consent for Transportation” form, the faculty or staff member shall notify the local police.

Within two working days of the incident, the student shall meet with the Medical Assisting Program Director and the faculty or staff member who reported the incident, as well as with any other individuals the Medical Assisting Program Director deems appropriate to participate in such a meeting, to discuss the incident and determine the actions to be taken, which may include (but are not limited to) discipline, including dismissal from the program.

READMISSION GUIDELINES RELATED TO SUBSTANCE ABUSE

Students dismissed from the Medical Assisting Program for reasons related to substance abuse may petition (after a period of one calendar year) for readmission pursuant to the Readmission Protocol. Evidence of rehabilitation is required as part of the readmission application. The student must:

- Submit a letter requesting re-admission to the Medical Assisting Program.
- Include documentation from a mental health specialist who specializes in addiction behaviors indicating the status of the student's substance abuse issue(s), status of the student's recovery and/or include other documents demonstrating rehabilitation related to the drug and/or alcohol issues.
- Include documentation of compliance with a treatment program as identified by the mental health specialist, including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
- Repeat the drug and alcohol screening process immediately prior to re-admission and provide the results of said tests to the Medical Assisting Program Director.

If a student, after being re-admitted to the Medical Assisting Program, receives a positive result on another drug and alcohol screening test, the student will be permanently dismissed from the Mohave Community College Medical Assisting Program.

STUDENTS REQUIRING MEDICAL PRESCRIPTIONS

Any medical prescription which impairs a student's ability to function safely within the clinical setting will result in dismissal from the Medical Assisting program.

The student may apply for readmission pursuant to the Readmission Protocol when the student can demonstrate evidence of unimpaired behavior and judgment or discontinued use of any prescribed medication that contributed to the impaired behavior/judgment.

STUDENT NOTIFICATION OF DRUG AND ALCOHOL SCREENING TEST POLICY AND PROCEDURES

The student's signature on the Medical Assisting Program Resource Guide receipt form indicates that the student has received a copy of the Drug and Alcohol Screening and Substance Abuse Detection and Prevention Policy and Procedures, has read and understood the Policy and Procedures, and acknowledges that failure to comply with any aspect of this policy will result in dismissal from the Medical Assisting Program.

MCC MEDICAL MARIJUANA POLICY STATEMENT

Due to the recent addition of medical marijuana legalization, it is important to address it. Mohave Community College Prohibits the possession and use of marijuana on all its campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by law.

Arizona revised Statutes §15-108 prohibits any person, including medical marijuana cardholder from possessing or using marijuana on the campus of any public university, college, community college or postsecondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana. Mohave Community College receives federal funds through grants and financial aid.

MCC continues to enforce its current policies regarding controlled substances and any students or employees who violate this policy prohibiting the use or possession of illegal drugs on campus or in student activities – including externship sites – will be subject to disciplinary action and criminal prosecution.

Drug screens are required of students prior to attending a clinical learning experience. Medical Marijuana, or its metabolite, is not an accepted substance in urine drug screens which will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from drug screening

STUDENT HANDBOOK SIGNATURE PAGE

The following statement confirms that the student understands and agrees to the requirements and policies of Mohave Community College (MCC) and the Medical Assisting Program resource guide.

I _____, do hereby acknowledge that I have received access to this Medical Assisting Program Resource Guide and will be accountable for its contents. I have read the statements, policies, and procedures of the Medical Assisting Program and I do understand them. I agree to abide by the policies and procedures in the MCC Student Handbook and the Medical Assisting Program Resource Guide while enrolled in the Medical Assisting Program.

I also understand that any of these policies may be updated or replaced, and that following notification of such will abide by the updates or changes. Failure to comply with the policies and procedures of the program will be grounds for dismissal from the Mohave Community College Medical Assisting Program.

Finally, I understand that a minimum grade of "C" is required to pass each course. I am aware that a "C" is considered 70% or greater in this program. I acknowledge that I cannot move forward in the program without successfully completing each component of the curriculum.

Students not pursuing the completion of a Medical Assisting program but are taking MEA or HES courses will abide by all policies and procedures of the Medical Assisting program course requirements they are registered in.

This statement of agreement will become part of my file in the Medical Assisting program department office.

STUDENT'S NAME (PRINT)

STUDENT'S SIGNATURE

DATE
