



CITY COLLEGES of CHICAGO  
**Malcolm X**  
Education that Works

**Malcolm X College  
Medical Assisting Program  
Student Handbook**

**2021 -2022**

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Mission and Goals

The mission of the Medical Assisting Program is to prepare graduates to function as integral members of the healthcare team. To accomplish this mission, the program is designed to provide the necessary professional skills, progressive maturity, and the intellectual, social, and emotional values necessary to make them a trustworthy member of the healthcare team.

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Our philosophy is to educate the student to become a holistic and professional person. This demands not only education in Medical Assisting, but a focus on the broader, humanistic values. To this end, the student will not only be evaluated on their knowledge but on specific skills as well. This entails a highly sophisticated curriculum, which incorporates the latest clinical and administrative skills, as well as experience at some of the major medical institutions in the area. It is imperative that the student learns the necessary scientific principles, as well as accepts their responsibility to the patient, their fellow human beings, their profession, and themselves.

The program mission is further defined in the following goals where the student will:

1. Demonstrate clinical competence in the care of patients.
2. Possess critical thinking skills.
3. Model professionalism as a member of the healthcare team.
4. Demonstrate written and oral communication skills.

### Student Learning Outcomes

These student learning outcomes serve to guide the student toward fulfilling the program goals. They form the basis for measuring what the student has accomplished upon completion of the program. In addition, these program outcomes provide the foundation for specific course objectives, found in the syllabus of every medical assisting course.

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The student learning outcomes are consistent with the Standards and Guidelines for the Accreditation of Educational Programs adopted by the Medical Assisting Educational Review Board and the Commission on Accreditation of Allied Health Care Programs. With an understanding of the importance of multitasking, the Program's faculty balance theory, practical application, and self-assessment in teaching of the clinical and administrative competencies. Medical Assisting knowledge and technical skills are acquired through a wide range of learning domains. Additionally, critical thinking and problem solving are advanced through the learning experience. The program has, as its primary goal, to prepare competent entry-level medical assistants in the cognitive, psychomotor, and affective learning domains.

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### Practicum Affiliations

The College is proud to have institutions provide clinical education opportunities for our students. Students are assigned to a clinical institution based on educational considerations and are not provided a choice of where they will be assigned.

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## American Association of Medical Assistants, Code of Ethics

The Medical Assisting code of ethics of the AAMA sets forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

As a medical assistant student for a career, students must be aware that ethical and professional conduct is expected of every member of the American Association of Medical Assistants, our national professional society, and every individual registered by the American Association of Medical Assistants. registered by the American Association of Medical Assistants.

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

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

### Medical Assisting Creed

The Medical Assisting Creed of AAMA sets forth medical assisting statements of belief:

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

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

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

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and strength.

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## College Information

students are also students of the College. All City Colleges of Chicago (CCC) and College policies must be followed in addition to the policies in this handbook. Information about CCC's residency requirements, fees, access to student records, financial aid, etc. can be found in the current CCC catalog. The City Colleges of Chicago's Student Policy Manual and the Malcolm X College Student Handbook contain valuable information and policies that affect each student. Student Handbook contain valuable information and policies that affect each student.

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## Accreditation

by the Higher Learning Commission as an Academic Quality Improvement Program (AQIP). The Medical Assistant Program is not yet accredited but is seeking accreditation through the Medical Assisting Education Review Board. Graduates of this program are eligible to sit for the RMA (AMT) and RPT (AMT). American Medical Technologists (AMT) administers the national exams for qualified candidates to earn the credential of Registered Medical Assistant and Registered Phlebotomy Technician. Program is not yet accredited but is seeking accreditation through the Medical Assisting Education Review Board. Graduates of this program are eligible to sit for the RMA (AMT) and RPT (AMT). American Medical Technologists (AMT) administers the national exams for qualified candidates to earn the credential of Registered Medical Assistant and Registered Phlebotomy Technician.

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## Professional Organizations

All students are encouraged to become student members of the American Medical Technologists and American Association of Medical Assistants.

## AMT Examination Eligibility

restrictions. There are some you should be aware of now: should be aware of now:

- **APPLICATION FEE IS NON-REFUNDABLE.** Applicant may take the examination two times on first application. A retake is permitted no sooner than three (3) months from the first attempt and no later than one (1) year after the date of the application. A retesting fee of \$60.00 will be required for a second administration. If the applicant fails to show for a scheduled examination, a fee of \$60.00 will be required before he/she may sit for the rescheduled examination.
- If the applicant fails the second administration, he/she must file a new application with a new fee of \$125.00, and proof of further education/training to be tested a third time. The applicant may also take the examination two times on the second application but must adhere to the time frames and fees as stated above. If the applicant fails to honor any application within one (1) years of submitting, a new application with appropriate fees must be filed.

*Be prepared! Study hard! Pass the exam the first time!*

- You will be required to submit supporting court documents if you have ever been convicted of a felony. American Medical Technologist will make the final determination if you will be allowed to take the exam.

## Admission Requirements

Accepted students are required to attend a mandatory orientation. Representatives from various departments will be present to provide you with pertinent information. Students who do not attend this session may forfeit their spot in the Medical Assisting Program.

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If an accepted student needs to withdraw or defer their acceptance to the Medical Assisting Program, the student must contact the Program Director as soon as possible, and follow up with an email stating their decision.

All required paperwork must be submitted to the Program Director no later than the specified date provided at orientation.

Paperwork to be submitted includes the physical form indicating the student is "fit for duty" in the medical field (Negative Tb, Hepatitis B and Influenza vaccination), background check and a drug screen.

## Non-discrimination

Malcolm X College and the Medical Assisting Program do not discriminate on the basis of race, color, creed, religion, national origin, handicap, age, sex, sexual orientation or marital status in admission to and participation in its educational programs, College activities and services, or in its employment practices. The College does not tolerate sexual harassment by or of its students or employees. Inquiries regarding compliance with state or federal nondiscrimination requirements and/or sexual harassment may be directed to the Dean of Student Services. In accordance with Section 504 of the 1973 Rehabilitation Act, Malcolm X College wishes to make every effort to facilitate learning by those persons broadly defined as handicapped or disabled. Students who believe they will need assistance to participate in coursework should notify the Disability Access Center.

## Americans with Disabilities Act

Malcolm X College and Medical Assisting program acknowledges and adheres to the Americans with Disabilities Act (ADA) of 1990. Any student with a documented disability who is eligible for reasonable accommodations should contact the Disability Access Center as soon as possible. Any student with a documented disability who is eligible for reasonable accommodations should contact the Disability Access Center as soon as possible.

## Criminal Background Check

In order to be employed between the hospital and Malcolm X College, this agreement requires that students successfully pass a criminal background check. The cost of this is the responsibility of the student. If the student cannot pass a criminal background check, it may inhibit them from completing the program and/or obtaining future employment as a medical assistant. If Malcolm X College is unable to place a student on a clinical site due to their background, the student will have to withdraw from the program. If Malcolm X College is unable to

place a student on a clinical site due to their background, the student will have to withdraw from the program.

### Drug Screening

When the clinical site and Malcolm X College. This agreement requires that students successfully pass a drug test. The cost of this test is the responsibility of the student. If a student fails the drug test they will not be accepted into the program. In addition, all clinical affiliates reserve the right to do random screening if they believe the situation warrants it. If it is proven that a student was under the influence of drugs/alcohol on the clinical site they will be immediately removed. The student will receive an automatic "F" for the course and will not be provided another clinical site to complete the program. In addition the student may face a college disciplinary hearing.

### Chronic Communicable Disease Regulations

Chicago places a high priority on the need to prevent the spread of communicable diseases at all of its colleges and facilities. The colleges are committed to educating their staff, students, and the community about communicable diseases. Chicago places a high priority on the need to prevent the spread of communicable diseases at all of its colleges and facilities. The colleges are committed to educating their staff, students, and the community about communicable diseases.

Students with identified chronic communicable diseases may attend college and the hospital if the risk of transmitting the disease to others or the risk of injury to the student themselves is remote, and the risk is less than the detrimental effects resulting from exclusion from the college. The colleges are committed to making reasonable accommodation to provide educational opportunity to all students.

### Hepatitis B Vaccination

pathogens. This standard also applies to students. blood borne pathogens. This standard also applies to students.

Of particular concern is Hepatitis B, how it is transmitted, and the ways in which the student can protect himself from this virus. One method of protection is vaccination. As students in the medical assisting field, this information is routinely taught as part of the medical assisting courses. Also, prior to beginning invasive procedures you must begin the series of three vaccinations against hepatitis B. This document must be in place, or you will not be allowed to participate in the lab portion of MEDASST 103. Complete information on this requirement will be discussed during orientation.

### Influenza Vaccine

It is mandatory that all medical assisting students receive an annual flu shot. The Center for Disease Control recommends all healthcare professionals receive an annual flu vaccine and it is required by our clinical facilities for their employees whom we must have the same alignment to have the privilege to perform the clinical portion of the program. Along with your other vaccinations, our clinical facilities must have documentation of this for their accreditation purposes. It is the responsibility of the student to obtain their flu shot and provide documentation to the Program Director. There are exceptions to be made for religious and health purposes. Please see the program director if you have any questions regarding this policy.



### Privacy of Records

Students records are maintained in the Medical Assisting department office. office.

### Resolving Complaints

In any months, complaints are to be expected. Our attitude is to resolve them at the lowest level and in the fairest manner. We are all on the same side striving to reach the same goal. months, complaints are to be expected. Our attitude is to resolve them at the lowest level and in the fairest manner. We are all on the same side striving to reach the same goal.

This policy is designed to provide a mechanism for students to file complaints. This policy assures that the procedures used are accessible, equitable, impartial and timely. Formal complaints of a general or academic nature follow the guidelines published in the City Colleges of Chicago Student Policy Manual and the Malcolm X College Student Handbook. Complaints of a professional or clinical nature follow the guidelines established by the Malcolm X College Medical Assisting Program.

### Complaints of a Professional or Clinical Nature

Students who are unsatisfied with conditions or policies during clinical education must use the following procedure:

1. Present the Clinical Instructor with an Incident Report detailing the exact problem and requesting a solution. The Clinical Instructor will provide a written response within 5 days of the request.
2. If the student is not satisfied with the Clinical Instructor's decision, the problem may then be presented in writing to the College's Program Director. The Program Director will provide a written response within 5 days of the request.
3. If the student is not satisfied with the Program Director's decision, the student may present the problem in writing to the Dean of Health Sciences. The Dean will provide a written, and final decision within 5 day of the request.

### Advisement

member of the Medical Assisting faculty is genuinely concerned about your educational and professional development. We want you to be successful. To help you reach your goal, program faculty are always available during their office hours and by email whenever you have a concern. In addition, once mid-term grades are posted students are encouraged to participate in a more formalized advisement session with their respective instructor(s). is genuinely concerned about your educational and professional development. We want you to be successful. To help you reach your goal, program faculty are always available during their office hours and by email whenever you have a concern. In addition, once mid-term grades are posted students are encouraged to participate in a more formalized advisement session with their respective instructor(s).

## Academic Requirements

Any student requesting a leave of absence pertaining to withdrawal for any reason must complete the procedure for reinstatement to the program no later than one year from the date of departure. Students in the Medical Assisting Program seeking readmission must meet current Program and College requirements. Readmission to the Medical Assisting Program is not automatically guaranteed. In addition, it is the responsibility of the student to contact the Program Director to be re-instated in the program.

In order to be reinstated the student must:

- Submit a detailed letter to the Program Director addressing specific changes to be made enhance academic success.
- Participate in a follow up meeting with the Program Director within 10 days of receipt of the letter to discuss determination of readmission status and conditions of continued enrollment.

Readmission will be based on academic and clinical performance, personal circumstances, documented plan for future success and space availability. Students who are requesting readmission after an absence will need to demonstrate prerequisite knowledge and skills for reentry. Appropriate means of demonstration will be specified by the program on a case to case basis and will include departmental exams and competency skill checks. In the event the knowledge /skills are not successfully demonstrated, the student will be required to repeat the course(s). The students are allowed one withdrawal to come back. After that, the students will not be allowed readmission.

*\* A student who is dismissed from the program for disciplinary reasons is not eligible for readmission.*

## Clinical Readmission Policy

a student must meet all academic readmission requirements stated above and be in good clinical standing at the time of withdrawal. A student who is dismissed from the clinical site for disciplinary reasons is not eligible for readmission. for disciplinary reasons is not eligible for readmission.

To assure that the student's patient care and technical skills are current, the following requirements must be met before the student may be reassigned to a Clinical Practicum Site:

1. Submit a medical release if withdrawal was for medical reasons at the time that clinical reorientation begins.
2. Submit an updated physical examination form.
3. Present evidence of current CPR certification.
4. Present evidence of current drug panel screening and background check.
5. Audit the clinical course preceding the term of withdrawal. This applies to MEDASST 103 and MEDASST104. When auditing a clinical course all requirements of that course must be successfully met.

6. Submit proof of all current inoculations' that are mandated as listed in the student handbook.

### Timeframe to Complete the Program

Students have a maximum of two years to complete all requirements for graduation. A student who withdraws for more than a year will have to retake any courses that were passed. In addition, a student will have one opportunity to re-attempt successful performance within the medical assisting program. This applies to the student who steps out, then returns a year later to pass that course, only to withdraw again in the subsequent semester in a different course.

*\* After one "re-starts" the student will no longer be allowed readmission.*

### Course Attempts

Students are allowed two attempts to pass each medical assisting course. If the student fails a course he/she will not be permitted to continue in the program. This policy also applies to students who, at the time of withdrawal, are carrying a grade of D or F in their coursework. While there is no penalty to the GPA for withdrawing, the program will keep a record of the grade earned at the time of withdrawal.

### Withdrawal from the Program

Students must notify the Program Director in writing of his/her intent. Any outstanding debts should be paid before leaving. A hold will be placed on the issuance of transcripts and other records until all outstanding obligations have been satisfied. Refunds of tuition and fees for the term in progress at the time of withdrawal or dismissal will be made in accordance with college policy. before leaving. A hold will be placed on the issuance of transcripts and other records until all outstanding obligations have been satisfied. Refunds of tuition and fees for the term in progress at the time of withdrawal or dismissal will be made in accordance with college policy.

You are strongly advised to follow proper procedures should you decide to withdraw from the program. Your future eligibility, should you wish to return at a later date, will directly depend on your status at the time of withdrawal.

### Veterans Readmission Policy

Limited Admission Programs Higher Education Act of 2008 – Public Law 110-315 ensures entitlement to readmission of military service members returning from active duty who have completely withdrawn from Malcolm X College.

1. Limited Admission Programs include:
  - Basic Nursing
  - Dental Hygiene
  - EMT Paramedic

- Health Information Technology
- Medical Assisting
- Mortuary Science
- Nursing AAS
- Pharmacy Technology
- Phlebotomy
- Physical Therapy Assistant
- Practical Nursing
- Radiography
- Respiratory Care
- Surgical Technology

2. Readmission requirements apply to those students who perform service under Federal authority under a call to order to active duty.
3. Readmission requirements apply to those students who have completely withdrawn from an institution.
4. Readmission requirements do not apply to a service member's absence from class to attend training.
5. The service member who is eligible for readmission will be readmitted into the next class or classes in the service member's program beginning after the service member provides notice of his or her intent to reenroll to the director and registrar.
6. The cumulative length of absences due to service must not exceed five years.
7. A service member's eligibility for readmission terminates upon the occurrence of a dishonorable or bad conduct discharge.

Non-Attendance Due to Military Service In accordance with Illinois Statute (330 ILCS 60/5.2) a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please

visit Malcolm X College's Veterans Services Center <https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Veterans-Services.aspx> If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to re-enroll. Student may contact program director for additional information.

### Grade Point Average

Students must maintain a grade point average of at least 2.00 to remain in good standing in the program. A student whose grade point average for any semester falls below 2.00 means they did not achieve a minimum of a "C" in each class resulting in dismissal from the medical assisting program.

All courses in the curriculum must be completed with at least a grade of "C." Any student who has a course with a grade lower than a "C" will not be eligible to continue in the medical assisting program.

### Course Prerequisites

are listed below. .

Health 102 Eligibility for English 101 and General Education Math 118 or higher and acceptance into the Medical Assisting Program.

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MEDASST 103 Eligibility for English 101 and General Education Math 118 or higher and acceptance into the Medical Assisting Program.

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MEDASST 104 Grade of "C" or higher in Health 103.

Health 105 Eligibility for English 101 and General Education Math 118 or higher and acceptance into the Medical Assisting Program.

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MEDASST 106 Eligibility for English 101 and General Education Math 118 or higher and acceptance into the Medical Assisting Program.

MEDASST 107 Eligibility for English 101 and General Education Math 118 or higher and acceptance into the Medical Assisting Program

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MEDASST 108 Eligibility for English 101 and General Education Math 118 or higher and acceptance into the Medical Assisting Program.

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MEDASST 109 Current CPR certification and completion of all coursework in the Medical Assisting Program including Health 102 and 105, Medical Assisting 103,104,106,107 and 108.

### Grading System

to your classmates. A straight grading scale is used in all courses as described below. A sliding scale, that is a curve, is not used in any courses. The following scale is used to determine each course grade. to determine each course grade.

Average	Grade
<b>95-100</b>	A
<b>85-94</b>	B
<b>75-84</b>	C
<b>60-74</b>	D
<b>60-below</b>	F

### Honesty

Medical Assisting program, you have committed yourself to this ideal and the defense of this quality as a peer group. Medical Assisting program, you have committed yourself to this ideal and the defense of this quality as a peer group.

Plagiarism is defined as the act of passing off another's writings or ideas as one's own. This can be a fellow student's work or copying from any reference, including the Internet. Should any plagiarism be detected on any assignment, all students involved will receive a grade of "0" for that assignment. No make-up work will be allowed in such cases. This will be determined strictly on the instructor's professional judgment. This regulation especially applies to the submission of written assignments. Students may not submit the work of others as their own.

Cheating in any form is forbidden. It is the policy of Malcolm X College and the Medical Assisting Program that cheating on any examinations or quizzes be grounds for immediate failure in, and dismissal from any course. This includes any utilization of cell phones, pagers, laptops, or any electronic device. Repeated offenses will result in dismissal from the program.

### Student Conduct

City Colleges of Chicago College Discipline (e.g. expulsion) may include the following: (1) all forms of dishonesty such as stealing, forgery, (2) obstruction or disruption of teaching, research, administration, disciplinary proceeding, (3) physical or verbal abuse, threats, intimidation, harassment, and/or other conduct that threatens or endangers the health or safety of any person, and (4) carrying or possession of weapons, ammunition or other explosives. lege Discipline (e.g. expulsion) may include the following: (1) all forms of dishonesty such as stealing, forgery, (2) obstruction or disruption of teaching, research, administration, disciplinary proceeding, (3) physical or verbal abuse, threats, intimidation, harassment, and/or other conduct that threatens or endangers the health or safety of any person, and (4) carrying or possession of weapons, ammunition or other explosives.

## Classroom Rules

It for their career as a Medical Assistant..

- Complete clean uniform scrubs are required to attend class.
- Student ID must be worn at all times as part of your uniform.
- Only leather gym shoes are allowed.
- No artificial nails are allowed to be worn; it is an infection control issue.
- Facial piercings are not allowed to be worn during class.
- Students may not wear hats or caps of any type while in class or lab. The only exception will be for those who cover their heads for religious reasons.
- Verbal abuse including profanity and physical abuse toward an instructor or classmate will not be tolerated.
- Basic hygiene is required to participate in class activities.
- Longer hair must be pulled up; off shoulders and away from your face.
- Tattoos must be covered at all times.
- Children are not allowed in the classroom. If you bring a child to school you will be asked to leave for the day, **no exceptions**.
- Classroom, , **and instructor should not be interrupted by a cell phone or similar device. It must have a silent or vibrating mode. If** you are contacted, you must quietly exit the class or lab to answer your call. Students not complying with this policy will be asked to leave class or lab for the remainder of the session..

**Failure to comply will result in the student being dismissed from the classroom or clinical lab.**

## Laboratory Policies

These policies have been developed to ensure safety and efficiency while practicing both invasive and non-invasive procedures. Clinical Lab Instructor's permission and supervision will be required before you can perform any activity. Adherence to all official laboratory policies is a requirement for continuation in the Medical Assisting Program.

1. All students must display courtesy and professional behavior at all times.
2. Students must be in full uniform (scrubs and lab coat) and have their student ID at all times.
3. The lab can only be used with the supervision of an instructor or lab assistant.
4. Absolutely no children allowed in the lab for safety reasons.
5. **Absolutely no eating or drinking allowed in the lab. This includes gum or candy.**
6. Handle lab equipment/supplies with care; instruction on the proper use of medical equipment will be given to the student.
7. All medical equipment must remain in the lab.
8. Instruction including demonstration of required skill will be given to the students; however it is up to the student to master the skills and practice in the lab as necessary
9. When a scheduled lab is missed due to an absence, it is the responsibility of the student to arrange a make-up lab time with the lab coordinator, instructor or the assistant.  
(the lab coordinator must be notified ahead of time regarding the need to utilize the lab outside of scheduled hours).
10. Medical wastes must be disposed of in the appropriate receptacle. **Do not dispose of paper towels or non-medical waste in the red biohazard cans.**
11. No personal items or belongings are to be placed on top of the beds or bed tables.
12. No sitting on the beds allowed unless you are demonstrating during lab time.
13. Keep the lab tidy and in order after each use.

### Course Syllabus

The course syllabus is the document that is presented to each student on the first class meeting of each course. It provides all necessary information pertaining to the course, answers most questions and establishes the basic format between instructor and students. The rationale and objectives necessary for mastery of the subject matter of the course are also included.

### Course Evaluation

the course each student will have the opportunity to anonymously evaluate the course content and instructor. The results of these evaluations will be used to improve the quality of instruction. the course each student will have the opportunity to anonymously evaluate the course content and instructor. The results of these evaluations will be used to improve the quality of instruction.

### Clinical Schedules

During the clinical phase of the program, you will be assigned hours by the clinical site not Malcolm X College. We currently do not have any clinical affiliations which provide evening hours if you work during the day this is something you should consider before you enter the program.

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### Physical and Mental Abilities

Medical Assisting is a physically, mentally, and emotionally challenging profession. To be successful in mastering the knowledge, skills and behaviors to become a medical assistant, the student must possess certain attributes. As a prerequisite for clinical education, the student must meet the following non-academic criteria.

#### Observation

The student must be able to actively participate in all demonstrations, laboratory exercises, and clinical experiences: e.g. sees the patient in the context to the procedure; hears the patient during the performance of the procedure. The student must be able to assess and comprehend the condition of all patients assigned for medical examinations.

#### Communication

The student must be able to verbally and in writing communicate in English and demonstrate sensitivity toward patients in order to elicit information: e.g. asks appropriate questions to take a patient history. The student must describe changes in mood, activity, posture and physical condition as well as non-verbal communication: recognizes and expresses changes in patient condition. The student must effectively transmit information to other members of the health care team.

#### Motor

The student must have sufficient motor function to elicit information from patients through appropriate diagnostic maneuvers: seeks assistance with less-than optimum patients. The student must possess all skills necessary to carry out diagnostic procedures: carry a minimum of twenty five pounds of equipment; transfers equipment and patients from area to area. The student must execute the motor movements reasonably



required to provide general care and emergency treatment to patients: transfers patients from wheelchair; catches the patient that faints; initiate basic emergency treatment; performs cardiopulmonary resuscitation.

#### Intellectual, Conceptual, Integrative Abilities

The student must be able to measure, calculate, reason, analyze, evaluate, and synthesize. Problem solving, which is the critical skill demanded of medical assistant, requires all of these intellectual abilities: improvises with non-traditional patients; utilizes alternative methods when routine is ineffective.

#### Behavioral and Social Attributes

The student must possess the emotional health required for full utilization of their intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to the care of patients; and the development of mature, sensitive, and effective relationships with patients. Students must also tolerate taxing workloads, function effectively under stress, adapt to a changing environment, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interest, and motivation are personal qualities which each student should possess.

#### Graduation Requirements

To be eligible for graduation and the national certification examination, each of the following requirements must be met:

1. All required academic and professional courses listed in the current edition of the Malcolm X College Catalog must be completed with a minimum grade of "C".
2. Successful completion of all laboratory assessments.
3. All outstanding debts must be paid.

#### Student Status at a Clinical Institution

ational value to be gained. Students are not assigned to replace members of the department's staff. Clinical observation takes place in the last semester of the medical assisting program. Please remember that students are guests while at any institution. The affiliation agreement between the College and the Institution gives them the right to refuse to permit any student on its premises for any number of valid reasons. The College and Program cannot force any institution to accept a student. student.

Students are only assured a clinical space as long as they comply with all rules and regulations of the Program, College and clinical site. A student who is suspended for breach of professional conduct may not be accepted back at the institution to which they were assigned. Further, no other institution could agree to accept the student. When this occurs, the student will have to withdraw from the program.

A student who fails the clinical course due to poor performance in the professional skills area or fails to comply with clinical policies may not be accepted back at an institution. This could also result in the student having to withdraw from the program.

In situations where student disciplinary action is taken, such as suspension or breach of professional conduct, may result in a failing course grade. The student will then be removed from the clinical setting immediately and may have to withdraw from the program.

The costs of travel to and from each site are the responsibility of the student. Once again, you will be assigned to a clinical site based on educational considerations and have absolutely no say on where you will be assigned. Professional conduct is expected at all times.

### Course Descriptions

#### Health 102 Medical Law and Ethics

This course considers the standards of ethical conduct toward patients, colleagues and other members of the medical team. Legal responsibility, professional liability, licensing, contracts and other applications of law in medicine will be included. This course discusses what medical career students should know to give competent, compassionate care that is within acceptable legal and ethical boundaries to patients. It can also serve as a guide to help the students resolve the many legal and ethical questions that they may expect. Pertinent legal cases, anecdotes, and sidebars related to health careers are presented in this course as well as how legislation affects health care.

#### MEDASST 103 Medical Assisting Clinical Procedures I

This course is designed to introduce students to basic clinical procedures in the medical office assisting field. Students will learn to perform basic skills and assist with procedures common to the medical office. Instruction will include classroom and laboratory as learning experience. Writing assignments, as appropriate to the discipline, are part of the course.

#### MEDASST 104 Medical Assisting Clinical Procedures II

This course is designed to build upon the knowledge and skills developed in Clinical I. Students will learn to perform clinical skills and assist with procedures common to the medical office. Instruction will include classroom and laboratory learning experiences. Writing assignments as, appropriate to the discipline, are part of the course.

#### Health 105 Medical Careers Professional Development

This course explores professional issues that affect the medical assistant. Current trends in education, certification, and employment will be discussed and their impact on the practicing medical assistant will be emphasized. Communication skills that will enhance the performance of the medical assistant will also be reviewed. Employment seeking techniques such as resume preparation and interviewing skills will be included. Writing assignments, as appropriate to the discipline are part of the course.

#### MEDASST 106 Administrative Procedures

This course will explore administrative and front office responsibilities in the physician's practice or clinic setting. Emphasis is placed on clerical functions, including verbal and written communication, patient reception, and records management. Writing assignments, as appropriate to the discipline, are part of the course.

#### MEDASST 107 Pharmacology

This course introduces the students to the basic skills that are performed by the medical assistant in the medical office. The course will emphasize the principles of pharmacology as they relate to medication administration in the medical office and clinical settings. Writing assignments, as appropriate to the discipline, are part of the course.

#### MEDASST 108 Fundamentals of Ambulatory Billing and Coding

This course prepares students to properly complete a CMS 1500 claim form. The student will be able to utilize the CPT and ICD-9 CM coding books, as well as, be introduced to the ICD-10. Billing and reimbursement procedures will also be covered in this course.

#### MEDASST 109 Medical Assisting Externship and Practicum

This course requires a minimum of 160 hours of supervised, non-salaried experience in a variety of healthcare settings.