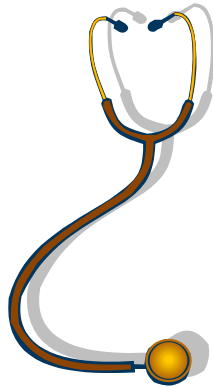




MEDICAL ASSISTANT PROGRAM HANDBOOK



December 2020



**MADISON AREA TECHNICAL COLLEGE
MEDICAL ASSISTING PROGRAM HANDBOOK
SCHOOL OF HEALTH SCIENCES**

Faculty and Staff

School of Health Sciences Office	Room	103	608-616-1250
Marsha Tweedy - Dean	Room	103	608-616-1250
Rachel Otremba – Instructor/Program Director	Room	208	608-243-4193
John Otterson – Instructor	Room	208	608-243-4201
Rachel Schuetz – Instructor	Room	212	608-243-4692
Heather Stengel - Instructor	Room	208	608-616-1046
Lindsey West – WAT Grant Instructor	Room	308	608-616-1007

Program’s goals and objectives:

- **To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.**
- Promote student success
- Promote the profession of medical assisting
- Promote high quality patient care
- Recruit from a diverse population
- Provide a balanced curriculum encompassing the scope of the DACUM, state curriculum, national and local standards
- Provide opportunity for academic success through choice in flexible scheduling and adjustment of course load
- Provide instruction in a manner that encourages student-teacher interchange.
- Deliver an academic program sufficient to prepare the graduates for certification and employment
- Graduate sufficient numbers of competent practitioners to meet the needs of the community.
- Promote entry level employment of graduates

ACCREDITATION

The Medical Assisting program began at MADISON COLLEGE in 1960 and has been accredited since 1979. The Madison Area Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, CAAHEP, 9355-113th St. N, #7709, Seminole, FL 33775. Phone: (727) 210-2350.

The program has met the national standard requirements for curriculum and competencies, and this guides us as we set policies and determine from which policies we may not deviate. Local employers and the accreditation agencies determine our curriculum. Graduates are eligible and are required to sit for the national certification examination offered by the American Associate of Medical Assistants (www.aama-ntl.org).

ADVANCED STANDING

Madison Area Technical College will grant advanced standing based on demonstrated/documented college-level, experiential or military learning.

- “Advanced standing” is credit granted toward the completion of a particular degree/diploma.
- The total for all forms of advanced standing cannot exceed 75 percent of the credits required for graduation. As documented in the credit for prior learning policies and procedures on the Madison College website.
- Only courses with an earned grade of C or better (i.e. not C- or CD) will be considered.

General courses, taken at MADISON COLLEGE or other post-high school institutions, such as Anatomy and Physiology, or English Composition may be taken instead of required courses and will be evaluated on an individual basis by the Program Director or designee as part of the admissions process. In order to receive transfer credit from another institution a Transfer Credit Evaluation form must be submitted for the external classes to be reviewed and entered into the student record. This form can be found on the Madison College website at: <https://madisoncollege.edu/prior-learning-credit>

An official transcript documenting a final grade of C or better is required for all transfer credit course work. Transfer credit can only be granted for courses taken within the last 5 years.

Challenge Exams (Test-out)

Students may obtain credit for a specific course by successfully completing the challenge exam. The challenge exam must be taken prior to the beginning of the course and cannot be taken if the student has withdrawn from or failed the course previously.

Advanced Placement in the Program

In some cases, a student will be required to take a final or challenge examination in the course for which credit is requested. Some courses require only a written examination while others will also have a performance component. Advanced Placement in the program requires that a student take 25% of the credits toward a diploma at MADISON COLLEGE. (School Policy). Students will pay a testing fee.

ADVISING

Academic concerns can be addressed to the faculty member involved by consulting the posted office hours of that instructor or making a special appointment.

AMERICANS WITH DISABILITIES ACT

Madison College welcomes students with disabilities into the College's educational programs. Every Madison College campus has Disability Resource Services available for students with disabilities. The Disability Resource Services website provides specific information related to accommodations for disability-related barriers. For further information, please visit <https://madisoncollege.edu/disability-resource-services> call 608-246-6716 (Students who are deaf should use relay) or email DRSttransition@madisoncollege.edu.

In order to receive consideration for reasonable accommodations for your disability, you must contact the Disability Resource Services office at the campus where you are officially enrolled. If approved for accommodations, Disability Resource Services will provide you with an accommodation plan.

Please share your accommodation plan with your instructors and discuss your approved accommodations as early as possible. If you feel your accommodation needs are not being met, please inform your instructor or Disability Resource Services as soon as possible.

ANNUAL REPORT FORM

In accordance with the policies of the Medical Assisting Education Review Board (MAERB), Madison College submits data to measure outcomes for our program. Data is reported annually and displayed using a 5 year weighted average. Please see program page for outcome measures.

ASSESSMENTS AND GRADING POLICIES

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

- All students are assessed in cognitive, psychomotor, and affective domains. All assignments relating to competency must be completed. For the assignments relating to skills competencies, students not passing each and every skill and/or final skill demonstration, will fail the class.
- CAAHEP accreditation requires 100% of all medical assistant graduates to pass 100% of all competencies.

The grading scale listed below will be used for all program courses.

Grade	% Attained
A	93-100
B	85-92
C	77-84
D	69-76
F	68 and below

Grading Scale: It is your responsibility to contact the instructor if your average has fallen below 77% for the course.

A final grade of "C" or better is required for all courses, as well as a 2.0 cumulative grade point to be considered for graduation.

A student receiving less than a “C” for a clinical course may repeat that course one time only, students are not allowed to enroll in a clinical course more than two times. Clinical courses include:

Medical Assistant Laboratory Procedures 1	31-509-303
Medical Assistant Clinical Procedures 1	31-509-304
Medical Assistant Laboratory Procedures 2	31-509-305
Medical Assistant Clinical Procedures 2	31-509-306

Medical Assistant Practicum 31-509-310 requires a final grade of C or better and **may not repeated**. Any student needing to withdraw from practicum for personal and not performance related issues will need to meet with the Program Director to be considered for continuing in the program. Dismissal from a clinical site during practicum is grounds for dismissal from the program.

ATTENDANCE

All instructors record attendance and may base a portion of your final grade on your class participation. If you must miss a class, you must contact the instructor about your absence **prior** to the class meeting. You may be required to make up the class and it is your responsibility to make the arrangements to make up the class and obtain the notes and other information you missed. You may also have to submit a paper on the topic missed. Being absent from class does not extend the deadline for assignments. Refer to course syllabus for further details.

CAREER PLACEMENT

The Medical Assistant Program will assist students to transition from education to employment. The following activities are offered through the medical assistant program:

- Guest speakers from surrounding healthcare organizations to talk about Job Search and Interview Tips
- Mock interview opportunities
- Resume development and review sessions
- Ongoing career guidance

The Medical Assistant Program also works in conjunction with Madison Area Technical College:

- Career Fairs
- Career and Employment Center (see the below resources available to students)

The Career and Employment Center (**CEC**) has knowledgeable staff available to facilitate the career and employment success of Madison College students and alumni. Contact us to make an appointment, check on the availability of walk-in assistance or email careerandemployment@madisoncollege.edu. To find contact information for a specific campus, visit our [Contact page](#).

CERTIFICATION

Students will be eligible to sit for the Certified Medical Assistant Examination (which is offered by the American Association of Medical Assistants). Costs of the exam are the responsibility of the students. Certification is valid for 5 years and students must meet the requirements as set forth by the American Associate of medical Assistants (www.aama-ntl.org).

CONDUCT

Students need to develop a professional demeanor. Failing to do so, will result in a deduction of grade. All core courses account for professionalism in grading. Any disruptive behavior, inappropriate or aggressive behavior, or evidence of drug or alcohol use will be grounds for dismissal from that class or course and referral to counseling. Dismissal from a clinical site during practicum is grounds for dismissal from the program.

- Attendance – The student shall arrive promptly and stay as scheduled.
- Appearance – The student will be neat, clean and professional in appearance.
- Ability – The student will follow instructions and adhere to classroom policies.
- Interest – The student will show a high degree of interest.
- Attitude – The student will display a positive image and attitude in the classroom.
- Initiative – The student is self-motivated and pursues additional work as needed.
- Organization – The student will plan work efficiently.
- Performance – The student performs effectively, even under stress and normal interruptions.
- Interpersonal – The student relates to classmates, faculty, guests, clinical staff and patients courteously, professionally and tactfully.
- Communication – The student communicates effectively. This includes being tactful, professional and respectful to all.
- Response – The student willingly accepts constructive comments, corrections, and suggestions.

CRIMINAL BACKGROUND CHECKS

Required for the program. Practicum agencies (clinical sites) determine the standards for student participation. Items on a criminal background check or care giver background check may disqualify a student from participation in the practicum course. The practicum course is required for graduation. The Practicum Coordinator will meet with all students to discuss the on-line method for conducting background checks.

CHANGING THE SEQUENCE OF COURSES

These actions require the approval of the Program Director and or designee. In order to assist the student in their academic planning, part time students and students who request to take classes out of sequence are required to contact the program director or designee. A written academic plan will be developed.

DRESS CODE

Medical Assistant students wear uniforms and Madison College name badges in all clinical courses (Lab 1 and 2, Procedures 1 and 2) beginning the **THIRD** week of the semester. The uniform regulations are outlined below. Students may choose to purchase uniforms at the Madison College

bookstore or at a location of their choice. Madison College name badges can be purchased through the Name Badge Order Form link: <https://madisoncollege.edu/health-education-policies>

APPLIES TO LABORATORY PROCEDURES, CLINICAL PROCEDURES LABS AND PRACTICUM.

The individual instructors will detail the dress code for each lab and clinical class.

UNIFORM

- Must be approved school uniform, clean and wrinkle-free for clinical and lab classes
- Black, white, or gray long-sleeved shirts may be worn under uniform top
- Appropriate closed-toed shoes
- Madison College Medical Assistant Program name badge
- Watch with second hand
- Stethoscope

HAIR

- Must be clean and pulled back off the face
- Long hair should be pulled back and secured
- Hair color must be conservative
- Use minimally scented hair products

NAILS

- Nails should be trimmed so they do not extend past the fingertips
- False nails are strongly discouraged. (Many clinical sites prohibit them)
- Nail polish is to be transparent or neutral color and in good repair. (Some clinical sites ban polish all together)

JEWELRY

- Excessive jewelry is not permitted (Contact individual instructor with questions)
- Facial piercing(s) may require removal during practicum
- If jewelry impedes your speech or your ability to communicate clearly, it will not be permitted

COSMETICS

- Must be conservative and appropriate to the medical office
- No scented lotions or cologne/perfume

MISCELLANEOUS

- Tattoos may need to be covered during practicum
- Undergarments shall not be visible
- Attention must be paid to personal oral hygiene and breath odors (smoking and coffee breath)

DURING PRACTICUM, students **MUST** wear a MADISON COLLEGE uniform and nametag. In all cases the student must adhere to the local agency (clinical site) dress code at all times. Failure to adhere to the dress code may result in a lowered grade or dismissal from the clinical site. Dismissal from a clinical site may result in dismissal from the program.

EQUITY AND INCLUSION

The Medical Assisting program will be a safe and affirming learning space for all students, regardless of age, race, ethnicity, citizen status, gender, sex, sexual orientation, parental status, religion, ability, or socioeconomic status. As instructors, we pledge to respect all students based upon these factors, including the use of preferred names and pronouns, and encourage open communication. Students are welcome and encouraged to share any/all viewpoints relevant to course material, and respectful, relevant debate is encouraged, provided all materials for the day can still be covered.

GRADUATION

The criteria for graduation are satisfactory completion of each course with a C or better and CAAHEP accreditation requires 100% of all medical assistant graduates to pass 100% of all competencies.

GUEST SPEAKERS

It is frequently a privilege to present an expert from outside the college. Continued support of our program by such speakers, many of whom are Practicum supervisors, employers, physicians or other local professionals.

HEALTH INSURANCE

Due to the inherent risk of exposure to harmful agents and the requirements of some affiliating agencies, all students in a health-related career are required to show evidence of health insurance coverage prior to their assignment for clinical experience (Practicum). The limits of such coverage must be at least as comprehensive as those of the student health insurance available through MADISON COLLEGE.

LABORATORIES

For safety purposes, students **must not** bring into the laboratory unnecessary books, backpacks, coats or food. Free lockers are available for storage of these items. Failure to adhere to this dress code during laboratories will result in a reduced grade. The laboratory classrooms are shared with other programs, making it difficult to allow for extra use beyond the published schedule. Therefore, try not to miss a scheduled lab. In the event of illness, it is the student's responsibility to make up for a missed lab, with notes and coaching from a lab partner, hour for hour. Minimum attendance requirements are in place for each class. Failure to meet minimum requirements and to do the make up work will result in a lower grade and or dismissal from the program. **No eating, drinking, or food storage is permitted in these rooms, as per OSHA regulations.**

LOCKERS

Assignment of student lockers and any problems related to them must be dealt with through the School of Health Sciences office. Free Dressing Room lockers for students enrolled in laboratory courses are available. Students must provide their own locks and clean out their belongings when done.

PHYSICAL EXAMINATION

All students are required to submit a completed physical examination and health history form from their healthcare provider. Students must have current **immunizations, Varicella or titer, Tetanus, Hepatitis B or titer, Measles, Mumps, Rubella, Rubeolla or titer if needed, and TB (two-step) skin test.** ***Please be certain forms are completed properly and on time.*** Additionally, the forms will be updated and shared with your Practicum site supervisor. The Practicum Coordinator will meet with all students to instruct them how to submit necessary health information.

PRACTICUM

This course meets during the final semester and for 40 hours per week during the final 4/5 weeks of the last semester, during normal business hours and is only done on a full-time basis. Students must complete a minimum of 160 hours (over a minimum of 20 days) of approved clinical experience to be eligible for graduation. Advanced standing is not offered. These 4/5 weeks provide unpaid supervised clinical experience in medical assisting competencies in an area clinic or physician's office. Students are advised to arrange their home and work schedules to accommodate this requirement of the agency that accredits the MA program at MADISON COLLEGE, CAAHEP. All required courses must be satisfactorily completed prior to the final four weeks.

PROFESSIONAL REFERENCES FOR EMPLOYMENT

Faculty are requested to serve as professional references for students seeking employment. Professional references can only be provided for one year from your date of graduation. If you intend to use a faculty member as a reference be sure to notify them in advance.

REQUIRED TEXT BOOKS

The faculty does their best to choose text books which of are value to the student. Each faculty will provide information to the students about required materials. All texts will be available from the MADISON COLLEGE Bookstore. Any questions should be directed to the individual instructor and or the program director.

STANDARD PRECAUTIONS

For the maximum protection of patients, students, and faculty, students who perform procedures involving contact with body fluids are required to follow OSHA and lab safety protocols. These recommendations are intended to control and prevent the transmission of infectious diseases spread by blood or other body fluids. Center for Disease Control guidelines will be followed (cdc.gov), as well as Madison Area Technical College safety rules. Individual classes may also have additional guidelines regarding safety. Failure to follow these or other safety guidelines may result in dismissal from class and or program. It is the student's responsibility to understand, follow and stay up to date on the policies.

STUDENTS AS PATIENTS FOR EACH OTHER

Students are expected to volunteer being patients for each other. Exceptions to this must be discussed with the program director and or instructor

PROFESSIONALISM

As you enter the Medical Assistant profession, you will notice that frequent reference is made to "professional attitude" and "professional conduct". These terms are not easily defined, but some of the characteristics associated with true professional status are cited below. To assess and recognize your professional growth, a Practicum Readiness Assessment will be obtained twice within this program examining and reflecting on some of the areas below.

The professional worker:

- Is independent and self-directed; does not require close supervision or direction.
- Adjusts working hours to meet the necessities and responsibilities of duties.
- Takes full responsibility for the results of his/her efforts and actions, making decisions and acting on them, seeking advice and counsel but not transferring the responsibility for mistakes to others.
- Seeks self-improvement in knowledge and understanding in connection with professional duties.
- Contributes to the skill and knowledge of the profession, developing new ideas, plans, and materials, and gladly shares with others.
- Respects the confidence of others.
- Is loyal to fellow workers, avoiding gossip.
- Has a chief desire to render service for the length of the career.
- Adjusts his/her grievances through proper channels, discussing them privately and briefly with those authorized to make adjustments, refraining from complaining and grumbling.
- Meets his/her professional obligations, fulfills completely all moral and legal agreements entered into with fellow workers.
- Is sensitive to the problems of fellow workers, considering the effect of his/her actions on the welfare of others.
- Does not advance self at the expense of others, striving for promotion in the profession on the basis of superior preparation and performance.
- Is proud of the profession, reflecting a pride and satisfaction in the work in which he/she is engaged.

MEDICAL ASSISTANT ENROLLMENT POLICY and COURSE SEQUENCE

(Students in the WAT Grant MA Program: see WAT Grant Policy regarding course sequencing).

The following **required** courses may be taken prior to acceptance into the Medical Assistant program:

- **Digital Literacy for Healthcare**
- **Written Communication or English 1**
- **Medical Terminology**
- **Human Body in Health & Disease**

The following **required** course must be taken prior to the start of the Practicum Class:

- **CPR for the Health Care Professional:** The student is responsible for proof of certification.

Program Sequence

The standard plan is for 2 semesters. It is expected all students complete the program in no more than 3 semesters. This is necessary to ensure proper clinical skills during the practicum course. Students who choose a plan other than the 2 semester plan must meet with the Health Sciences Academic Advisor to outline the sequence of courses in their plan. No more than one semester shall lapse between completion of first and second semester lab or clinical courses.

Courses excluded from the 3 semester rule include: medical terminology, human body health and disease, digital literacy, and written communications.

TWO SEMESTER PLAN

<u>First Semester Credits</u>		<u>Pre (P) or Co (C) requisites</u>	
31-509-301	Admin. Procedures	2	P/C: HBHD, MT, Digital Literacy for Healthcare
31-509-302	Human Body/Health/Disease	3	P/C: MT
10-501-101	Med. Term	3	P: TBA
31-509-303	M.A. Lab Proc. 1	2	C: Clin Proc 1 & other 1st sem
31-509-304	M.A. Clinical Proc. 1	4	C: Lab Proc 1 & other 1st sem
10-501-107	Digital Literacy for Healthcare	2	
TOTAL CREDITS		16	
<u>Second Semester</u>		<u>Credits</u>	<u>Pre (P) or Co (C) requisites</u>
31-509-305	M.A. Lab Procedure 2	2	P: all 1st sem; C: Clin 2, Practicum, Pharm, MOIF P/C: all other 2 nd sem
31-509-306	M.A. Clin. Procedure 2	3	P: all 1st sem; C: Practicum, Lab 2, Pharm, MOIF P/C: all other 2 nd sem
31-509-307	Medical Office Ins. Finance	2	P: Admin Proc, MT, HBHD, Digital Lit C: Clin 2, Lab 2, Practicum, Pharm
31-501-308	Pharm. For Allied Health	2	P: all 1st sem;

31-509-309	Medical Law, Ethics/Prof.	2	C: Clin 2, Lab 2, Practicum, MOIF P: HBHD, MT, Dig Lit
31-509-310	Practicum	3	P/C: Admin Proc, Clin 1, Lab 1 P: all 1st C: Clin 2 & Lab 2, Pharm, MOIF P/C: all other 2 nd sem
10-801-195	Written Communication OR	3	
20-801-201	English 1	3	

TOTAL CREDITS

17

Medical Assistant
3 SEMESTER PLAN

THREE SEMESTER PLAN – Part-time

First Semester		Second Semester		Third Semester	
Digital Literacy for Healthcare	2 credits	M A Lab Procedures 1	2 credits	M A Lab Procedures 2	2 credits
Medical Terminology	3 credits	M A Clinical Procedures 1	4 credits	M A Clinical Procedures 2	3 credits
Written Communication	3 credits	M A Administrative Procedures	2 credits	Practicum	3 credits
Human Body in Health Disease	3 credits	Medical Law, Ethics, & Profess	2 credits	Pharmacology for Allied Health	2 credits
				Medical Office Ins & Finance	2 credits
TOTAL CREDITS	11	TOTAL CREDITS	10	TOTAL CREDITS	12

The enrolling student is responsible for determining how many credits must be carried to meet requirements for health insurance or financial aid. Suggested courses include: Intro to College Reading (77-858-792), College Success (20-890-200), and anything in Physical Education

ESSENTIAL FUNCTIONS of the MEDICAL ASSISTANT STUDENT

Issue	Standard	Sample Tasks
Critical thinking	Critical thinking ability sufficient for clinical judgement and professional behavior	Maintain confidentiality. Identify cause-effect relationship in clinical settings. Make decisions independently/collaboratively. Adapt decisions based on new information. Prioritize and flex with change. Follow a process from start to finish, utilizing sequential established steps.
Interpersonal skills	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual Backgrounds	Establish good rapport with patients, teachers, classmates, and coworkers. Be sensitive to needs of others. Respect/value cultural differences. Negotiate interpersonal conflicts.

Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Write and speak English. Collaborate with others (e.g. health care workers, peers). Read and follow written and oral directions (orders, flow sheets, charts, graphs). Search and retrieve data on a computer terminal.
Mobility/Strength	Physical abilities sufficient to move quickly from place to place and maneuver in small confined spaces. Push, pull, support and lift 50#. Tolerance for walking, standing, stooping, twisting, bending, climb stairs. May need to balance and maintain awkward positions for a prolonged time. Squeeze with hands.	Assist with patient transfers, ambulate a patient, lift a child. Quickly respond to an emergency. Sustain repetitive movements: CPR. Operate a fire extinguisher, open medication bottle. Stand for 8 hours or sit for 8 hours
Motor skills	Gross and fine motor abilities sufficient to provide safe and effective patient care. Pick up and manipulate objects with hands, fingers.	Type minimum 25 wpm. Calibrate and use equipment. Manipulate small specimen collection apparatus and diagnostic tools. Manipulate needle and syringe. Twist door knob or medication bottle. Squeeze eye dropper.
Hearing	Auditory ability sufficient to monitor equipment and assess patient needs.	Recognize and respond to instrument warnings, fire alarms or procedure termination. Hear faint sounds: blood pressure, heart beat, quiet voice. Hear when not able to see mouth: mask in place.
Seeing	Visual ability sufficient to monitor equipment and assess patient needs.	Observe patient responses up to 20 feet away. Read gauges, syringe delineation marks and instrument printouts accurately, 20 inches away. Discern variations in color and intensity.
Touching	Tactile ability sufficient for physical assessment	Palpate for veins with gloves on. Palpate for pulses, vibration, landmarks. Detect temperature variances in skin, fluid, environment, equipment.
Smell	Olfactory ability sufficient to detect odors.	Foul smelling drainage, alcohol breath, smoke, gasses or noxious smells.
Emotional endurance	Ability to work in high stress environment, respond to emergencies and maintain emotional control. Establish professional relationships.	Calmly react to urgent situations. Multi-task. Provide client with emotional support. Focus attention on task. Cope with own emotions. Cope with strong

		emotions in others (e.g. grief). Deal with the unexpected (e.g., client condition, crisis).
Environmental safety	Ability to protect self and others from environmental risks and hazards.	Do frequent hand washing; use germicides and body fluid precautions. Tolerate exposure to allergens, strong soaps and odors. Operate a fire extinguisher.
Analytical	Transfer knowledge from one situation to another. Process and interpret information from multiple sources.	Analyze and interpret. Problem solve. Prioritize tasks. Apply mathematical concepts to practical situations (interpret graphic trends, calibrate equipment, do conversions, compute fractions). Use long and short-term memory.

OCCUPATIONAL ANALYSIS OF THE MEDICAL ASSISTING PROFESSION

For more information on occupational analysis click on the below AAMA link:

<http://www.aama-ntl.org/medical-assisting/occupational-analysis#.XBkCi17k2w>

MADISON AREA TECHNICAL COLLEGE

STUDENT CONTRACT

I have read the Madison Area Technical College Medical Assistant Program Policy and agree to abide by the policies set forth. I understand that it is my responsibility to keep up to date on policy and procedure changes in the program (whether in or outside of the program manual). All students enrolled in or planning to graduate from the Medical Assistant Program must adhere to all program and policies to remain in good standing. Failure to abide by the program policies and procedures will be subject to dismissal from the program. Failure to follow all individual classroom policies and procedures will be subject to dismissal from the class. All students must sign the student contract by the end of the third week of their first semester to remain in the program. It is a student responsibility to sign and return the contract to the program director or designee.

PLEASE NOTIFY THE PROGRAM DIRECTOR IF YOU SUSPECT YOU WILL HAVE DIFFICULTY PERFORMING TASKS SUCH AS THOSE GIVEN AS SAMPLES.

I have read and understand the Essential Functions Document. To my knowledge, I am capable of meeting all the criteria. If at any time, I cannot meet all criteria I acknowledge I may not be able to participate in Clinical Practicum. Clinical Practicum is required for graduation. I realize that without completion of clinical practicum I may not be eligible to graduate from the Medical Assistant program.

Student Name _____

Student Signature _____

Date _____