Medical Assisting Program Student Handbook

Health Professions Division
Elgin Community College
2023/2024

Accessible Version: [MED Handbook](#)

Table of Contents

Medical Assisting Program Philosophy

The Medical Assisting Program at Elgin Community College strives to provide a well-rounded education for students entering the healthcare field. This program will provide a personalized learning environment that will equip students to use critical thinking, professionalism and compassionate hands on care. The purpose of this program is to prepare future medical assistants with the knowledge, behavior and skills to provide competent and empathetic patient care in the healthcare field.

Faculty and Staff Contact Information

Dean of Health Professions, Math, Science and Engineering
Dr. Wendy Miller, A106
wmiller@elgin.edu
847- 214-7350

Associate Dean of Health Professions, Math, Science, and Engineering
Renee Skrabacz, A105
rskrabacz@elgin.edu
847- 214 -7611

Program Director
Kelli Marlin, A361
kmarlin@elgin.edu
847- 214-7309

Adjunct Instructor
Deborah Concialdi, A363
Dconcialdi4800@student.elgin.edu
847-214-5495

Technical Standards

Technical standards must be met with or without accommodations. A student seeking admission into the medical assisting program at Elgin Community College should carefully review these non-academic technical standards and decide if he or she has any limitations that may restrict or interfere with the satisfactory performance of any of these requirements. The applicant should consult with the program director to discuss any individual situation that would prohibit the applicant from meeting any of these technical standards. The applicant may also contact the ADA Coordinator, with any concerns or complaints regarding these standards. Reasonable accommodations for students with disabilities will be made to the extent of the law. The ADA Coordinator can be contacted at 847-214-7417, located in B125.

The Medical Assistant specializes in the application of scientific knowledge and theory in the skillful performance of their profession. Therefore, all applicants should possess:

Communication Skills

- Communicate both verbally and in writing, using appropriate terminology with accuracy and efficiency
- Recognize, interpret and respond to non-verbal communications in themselves, fellow classmates and patients
- Be able to interact and communicate appropriately with individuals of all ages, genders, races, socio-economic, religious and cultural backgrounds
- Effectively communicate with and take direction from a healthcare provider
- Skill and knowledge to be able to use a computer and electronic health record system

Motor Skills

- Squat, crawl, bend and reach above shoulder level, use standing balance and climbing stairs
- Lift and carry up to 50 lbs., and exerting up to 100 lbs. force or push/pull
- Moving throughout a clinic setting and working in confined spaces
- Do repetitive movements using gross and fine motor skills
- Must be able to walk and stand for extended periods of time
- Perform CPR
- Travel to and from academic and clinical sites with reliable transportation

Sensory Skills

- Give and receive clear verbal communication including in response to an emergency

- Hear instructions, corrections and information delivered verbally or audibly by instructors and fellow classmates. Being able to detect soft noises including patients' blood pressure and heartrate
- Comfortable working in close proximity to patients
- Feel comfortable working with bodily fluids including blood and needles

Behavioral Skills

- Demonstrate the emotional health and stability required to fully utilize their intellectual capacities, demonstrate good judgment and render appropriate care
- If a student's performance appears to be hindered or minimized by the abuse of drugs and/or alcohol, the steps of Administrative Procedure 3.406 Drug Testing of Health Care Program Students will be enforced
- Students may not smoke during class time hours
- Students must demonstrate integrity and honesty in all matters
- Maintain confidentiality as taught in class and legally binding in the HIPAA act 7
- Follow policies and procedures required by academic and clinical settings
- Adhere to Elgin Community College Code of Conduct and Discipline

Clinical Functions (may include, but not limited to):

- Taking medical histories
- Explaining, preparing and assisting the patient and physician with treatments and exams
- Collecting, preparing and performing basic laboratory tests including phlebotomy
- Instructing patients about medication and special diets
- Preparing and administering medications, including vaccinations/immunizations, as directed by a physician or other licensed provider
- Transmitting prescription refills as directed
- Taking electrocardiograms
- Wound care and changing dressings

Administrative Functions (may include, but not limited to):

- Using computer applications
- Answering telephones
- Welcoming patients
- Updating patient medical records
- Coding and filling out insurance forms
- Scheduling appointments

- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping

Occupational Risks

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030.

Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

The medical assisting program at ECC will teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

Students with Disabilities

All colleges must provide accommodations to students with documented disabilities. This includes learning disabilities. Colleges comply with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 to ensure that no student, employee, visitor, or other beneficiary of the ADA encounters discrimination on the basis of his/her disability. All college facilities, services, and programs must be accessible to students, employees, and visitors with disabilities unless doing so would be an undue burden to the college. Students requesting accommodations must submit documentation of the disability to the ADA coordinator or designated disability support service provider. Students do not need to reveal a disability, but without

documentation on file, no exceptions to standard procedures can be given. Therefore, it is in the student's best interest to submit documentation even if there is no immediate need for support. Documentation is kept confidential in compliance with the ADA.

Purpose

The purpose of this program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Program Outcomes

- Collect medical histories and be the liaison between the patient and medical provider using clear and effective communication skills
- Organize and assist in patient care throughout the ambulatory care setting
- Maintain administrative and clinical records using an electronic health record system
- Communicate and perform within medical law and ethics
- Demonstrate proper protective practices
- Demonstrate knowledge in medical billing, coding, insurance, referral management and office bookkeeping
- Perform phlebotomy, collect patient specimens, process and transport specimens
- Perform and assist the physician with procedures and testing using proper technique
- Prepare and administer injections including immunizations
- Perform electrocardiograms
- Communicate physician instructions to patients including health maintenance and disease prevention
- Maintaining office and medical equipment
- Apply concepts of human anatomy, physiology, medical terminology and basic pharmacology
- Effectively demonstrate and perform the knowledge, skills and behavioral competencies of the medical assisting profession.
- Demonstrate skills in resume writing, interview techniques and professionalism in a medical setting
- The student will be prepared to take and pass a certification exam at the completion of the program courses

Program Details

Program Description

The Medical Assisting Program at Elgin Community College is designed to prepare qualified healthcare professionals to assist physicians and other providers in an outpatient care setting. The program is 3 semesters and 30-credit hours. Students will take courses to teach them administrative skills and effective communication. Clinical skills and hands on learning will be offered in several courses including a 160-hour externship where students will gain experience in a real-world medical setting. Successful completion of the Medical Assisting Program will allow students to enter the field as a medical assistant.

Program Goals

Goal #1: Students will demonstrate proficiency and knowledge of administrative skills

Learning Domain: Psychomotor/Cognitive

Goal #2: Students will demonstrate proficiency and knowledge of clinical skills

Learning Domain: Psychomotor/Cognitive

Goal #3: The student will conduct themselves in an ethical and professional manner throughout the program

Learning Domain: Affective

Goal #4: Graduates will be able to apply the knowledge and skills learned to successfully pass the Registered Medical Assisting Exam.

Learn Domain: Cognitive/Psychomotor/Affective

Goal #5: The program will provide our healthcare community with qualified and professional medical assistants.

Learning Domain: Cognitive/Psychomotor/Affective

Course Sequence

First Semester-Fall		Semester Hours
HPE112	Intro to Medical Terminology	3
MED101	Intro to Medical Assisting	2
MED110	Medical Billing and Coding	3
CMS210	Interpersonal Communication or	3
CMS215	Intercultural Communication	3

Second Semester-Spring		Semester Hours
MED120	Medical Asst Patient Care Skills	5
MED130	Medical Asst Clinical Procedures	4
CLT101	Phlebotomy	3.5

Third Semester-Summer		Semester Hours
MED140	Medical Assisting Externship	5
MED150	Medical Assisting Capstone	2

Total Semester Hours: 30.5

Book List

For MED specific courses please make sure to buy new versions of the textbooks, students will be required to use access codes for specific course requirements*

Required Text Info for Purchasing	Course Name	Course Code	Semester
Elsevier Today's Medical Assistant 4th ed. Clinical & Administrative Procedures Kathy Bonewit-West and Susan A. Hunt, 2021 ISBN: **978-0-323-58127-1**	Intro to Medical Assisting; Medical Billing and Coding; Medical Asst Patient Care Skills; Medical Asst Clinical Procedures; Medical Assisting Externship; Medical Assisting Capstone	MED 101 MED 110 MED 120 MED 130 MED 140 MED 150	Fall Spring Summer
Elsevier Today's Medical Assistant 4th ed. Clinical & Administrative Procedures Study Guide Kathy Bonewit-West and Susan A. Hunt, 2021 ISBN: **978-0-323-63986-6**	Intro to Medical Assisting; Medical Billing and Coding; Medical Asst Patient Care Skills; Medical Asst Clinical Procedures; Medical Assisting Externship; Medical Assisting Capstone	MED 101 MED 110 MED 120 MED 130 MED 140 MED 150	Fall Spring Summer
Please refer to ECC bookstore for non-MED specific course requirements	Intro to Medical Terminology	HPE 112	Fall
Please refer to ECC bookstore for non-MED specific course requirements	Intercultural Communication	CMS215	Fall
Please refer to ECC bookstore for non-MED specific course requirements	Phlebotomy	CLT101	Spring
Simchart For The Medical Office: Learning The Medical Office Workflow (paperback with access code required) Elsevier 2023 ISBN: **9780443108839**	Intro to Medical Assisting; Medical Billing and Coding; Medical Asst Patient Care Skills; Medical Asst Clinical Procedures; Medical Assisting Externship; Medical Assisting Capstone	MED 101 MED 110 MED 120 MED 130 MED 140 MED 150	Fall Spring Summer
Elsevier's Medical Assisting Exam Review 6th edition Deborah Barbier Holmes ISBN: **978-0-323-73412-7**	Medical Assisting Capstone	MED 150	Summer

Program Expenses

Tuition- $4,375.00
Admission Fee-$6.00
Castlebranch Clinical Compliance Tracker*- $43.00
Castlebranch background check/drug test tracker- $87.50
Health Insurance- price varies
Physical Exam-$60.00
TB Screen-$40.00
Flu Vaccine-$40.00
CPR Training-$60.00-$100.00
Textbooks/Resources- $615.00 (cost varies depending on where you purchase)
Program Scrubs (Minimum of 2 scrub sets)-$80.00
Watch with Second Hand-$15.00
Blood Pressure Cuff with Stethoscope-$25.00-$45.00
Certification Exam and Preparation Material-$340.00
Laptop/Chromebook-Cost Varies (ECC library does loan out a limited amount of Chromebooks free-of-charge to ECC students, on a first come first serve basis)

Cost Breakdown per Semester*	First Semester-Fall	Second Semester-Spring	Third Semester-Summer
Tuition	$1,717.00	$1,734.00	$924.00
Admission/Health/Required Supplies*	$465.00	N/A	N/A
Exam Materials/Fees	N/A	N/A	$340.00
Textbooks/Resources	$409.00	$136.00	$73.00
Totals Per Semester	$2,591.00	$1,870.00	$1,337.00

This list is not all inclusive but approximate cost. The following list will be at the student's own expense unless otherwise stated. Subject to change without notice.

*If you do not have the required immunizations or if you are not immune per required titers, there may be additional fees associated with immunizations you require. See page #12 for additional information on health requirements

Financial Information

The complete payment policy can be found at [Elgin Community College Pay for College webpage.](#)

Tuition must be paid each semester by the payment deadlines posted on the website or student accounts. Students applying for financial aid should do so each semester by the deadlines posted in the financial aid office. Financial aid forms are available online and in the ECC financial aid office. Financial obligation to the college must be met each semester in order to register for the following semester. All fees must be paid in full by program completion in order to receive the certificate of completion. Student transcripts will be held until all financial obligations are cleared with the college. No references or information about your participation in the Medical Assisting Program can be given out to potential employers until all financial obligations are cleared with the college. Options for payment, not meant to be an all-inclusive list, include self-pay, personal credit card, personal loan, scholarship (a FAFSA must be filed, see the elgin.edu website under "Pay for College" for more information), financial aid, payment plan through the student accounts office (B151) and/or employer reimbursement

Transfer of Credits

Credits earned or classroom hours recorded at another medical assisting school or program are not accepted in ECC's Medical Assisting Program for MED specific courses. Students who have previous college credits should request transcripts be evaluated by the admissions office for possible credit towards courses that are program requirements but not MED specific courses including any pre-requisites. Any student who is currently a certified phlebotomist may not be required to take CLT101. Any credits earned or classroom hours recorded in this program are accepted at the discretion of the institution to which a student is transferring. The MED program at ECC does not have any articulation agreements in place with any other medical assisting programs.

Certification Information

At the completion of the Medical Assisting Program students will be eligible to sit for the Registered Medical Assistant (RMA) exam through American Medical Technologist (AMT).

Admission Policy and Procedures

Admission Process

1. Apply to Elgin Community College Apply - Elgin Community College (ECC)
2. Submit official transcripts from high school/colleges attended
3. Request an evaluation of high school/college transcripts
4. Meet with Health Professions Academic Advisor and/or Program Director
5. Complete prerequisite courses if necessary
6. Apply to the Medical Assisting Program by submitting a health professions application

7. Program Director will verify that applicants have met minimum competencies in Reading, English and Math (see chart below)
8. Program Director will send qualified applicants a copy of this handbook with instructions to review, ask clarifying questions to kmarlin@elgin.edu or 847-214-7309 and return the agreement page (see attached) indicating your continued interest in the Medical Assisting Program
9. Students will be formally admitted to the program upon receipt of the agreement page, on first come first serve basis. Once all available slots are filled, students will be notified and placed on a waiting list in the order in which they submitted their agreement page
10. Students who have been admitted to the program will receive instructions on purchasing a uniform, textbooks, establishing a Castle Branch account and other health requirements.

Health Requirements for Admission

All ECC Health Professions health requirements can be found in the "Health Professions Policies and Procedures Manual".

Special Note: All CastleBranch requirements are due no later than 8/7/23 and if not completed by 9/30/23 withdrawal from MED courses could result.

If students do not complete clinical components of the MED program after 1 year, they will need to repeat drug test, TB test and Flu shot.

Minimum Competencies

(Must satisfy at least one criteria in each area)

Reading
Grade of C or better in RDG 091 or LTC 099
Reading Placement Score of 95 or higher
ACT Reading Score of 19 or Higher
SAT/PSAT Reading Score of 480 or higher

English
Grade of C or better in ENG 098 or LTC 099
High School GPA of 3.0 or higher (unweighted, based on at least 6 semesters excluding summer)
Completion of an English Transition Course

Math
Grade of C or better in MTH 095 or MTH 099
ALEKS Math Placement Score of 30 or higher

14

High School GPA of 3.0 of higher with a C or better in both semesters of a 4th year of math
Completion of a Math STEM Transition Course

Attendance Policies

Attendance policy applies unless stated otherwise in individual instructor's syllabus.

Attendance is expected in all program classes. All unexpected absences should be called to the course instructor. Anticipated absences must be reported in writing to the Instructor before the aforementioned absence. Students are responsible for obtaining notes from a classmate and handouts from the instructor. Any and all homework assignments due on the date of the absence are due on the original due date. Credit given is based on instructor's policy. Administration has the right to request a student to leave the classroom and/or withdraw a student from a course/program if attendance shows a lack of responsibility and respect to this policy, the instructor or fellow classmates. During the student's externship all unexpected absences should be called to the program director at and to their externship contact at their clinic site when they cannot attend a scheduled shift. If you miss one clinic shift and call before the shift starts, you are excused. If you miss one clinic shift without calling before the start of clinic or miss a second clinic shift, you fail the course. Students must call the program directors office **and** the externship contact when they cannot attend a clinic shift. Anticipated absences must be reported in writing to the instructor before the aforementioned absence and will be handled on a case by case basis. All time missed from the externship clinic must be made up before the end of the semester. Clinical time can only be made up with clinical time. Please see your instructor or program director for assistance in scheduling make up clinical time. If additional externship hours need to be missed beyond one clinic shift due to illness, a physician's note will be required. Missing multiple externship shifts could lead to receiving an incomplete in your externship course until hours are completed. **Attendance policies may be amended as needed due to emergency situations.**

Classroom Tardiness

All policies apply unless otherwise stated in the instructor's syllabus. Tardiness will be noted after missing the first 5 minutes of class, leaving early from class or not returning from breaks on time. Administration has the right to withdraw a student from the course/program if excessive tardiness shows a lack of responsibility and respect to this policy, the instructor and fellow classmates. A student is tardy if they are more than 5 minutes late for a clinic shift. A student must call the program directors office and the clinic contact if they are going to be late. If a student is tardy more than twice during an externship it will count as an unexcused absence and will fail the course.

Emergency Closings

Check the ECC policy for emergency procedures for current information about school closings. If it is a clinical day, follow the policy that your instructor has given you regarding each agency. Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot assume risk associated with weather conditions, therefore, the decision about when and where to travel is a matter of individual judgment. A clinical absence due to weather will require a make-up day as assigned by your instructor or clinical site manager.

Current students, faculty and staff are automatically signed-up for ECC's new emergency alert system. You will receive text messages if there is a campus emergency.

No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

You can review and/or update your contact information in the alert system at emergency.elgin.edu. This way you can verify that the correct phone number(s) and emails(s) are entered in the system. To log in, use your ECC username (e.g., jdoe1234) and password.

Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems. You will need to contact the Registration office to update your contact information.

Leave of Absences

Students must be physically able to meet all academic requirements to continue in the program. Course time missed due to pregnancy/temporary disability will be treated as sick time/excused absence. If an "Incomplete" grade is given due to pregnancy/temporary disability, the student is given 120 calendar days in which to complete the assignments or the "Incomplete" will convert to an F grade. A "Return to Program" form is in the back of this handbook and is to be used in the case of missed time in the program due to pregnancy or temporary disability.

Failure/Withdrawal/Re-entry Policy

Students must follow the college withdrawal policy. Refer to college catalog for this policy. Students must inform the individual instructor and the program director of withdrawal from a program course. The program director must also be informed of failure of a program course. Admission to the program is based on continual enrollment. Students who stop attending or do not complete course requirements are dismissed from the program unless they are considered an excused absence. Re-entry into the program/course is determined by the Director of the Medical Assisting Program.

Calendar

FALL SEMESTER 2023

Tues., Aug. 15 – Wed., Aug. 16.................... New Full-Time Faculty Orientation
Thurs., Aug. 17 .... College Convocation
Fri., Aug. 18.. New Student Convocation
Mon., Aug. 21 .... Fall Semester Begins
Sat., Sept. 2 – Mon., Sept. 4......................... All Facilities Closed: Labor Day (No Classes Labor Day Weekend)
Mon., Sept. 25... 12-Week Fall Session Begins
Mon., Oct. 16 .... 2nd 8-Week Fall Session Begins
5:00 p.m. Wed., Nov. 22 – Sun., Nov. 26..... All Facilities Closed: Thanksgiving Recess
Thurs., Dec. 14.. Fall Semester Classes End
Fri., Dec. 15 .... Grading Day/Semester Ends
Sat., Dec. 16.. Graduation
Mon., Dec. 18 .... Grades Due by 4 p.m.
5:00 p.m. Thurs., Dec. 21 – Mon. Jan.1........ All Facilities Closed: Winter Recess

SPRING SEMESTER 2024

Tues., Jan.2 .... Offices Reopen
Tues., Jan. 9 – Wed., Jan. 10 .... New Full-Time Faculty Orientation
Thurs., Jan. 11... College Convocation
Fri., Jan. 12 .... New Student Convocation
Mon., Jan. 15... All Facilities Closed: Martin Luther King, Jr. Day
Tues., Jan. 16 .... Spring Semester Begins
Mon., Feb. 19... All Facilities Closed: Presidents' Day
Tues., Feb. 20.. 12-Week Spring Session Begins
Mon., Mar. 11 .... 2nd 8-Week Spring Session Begins
Mon., Mar. 25 – Sun. Mar. 31....................... All Facilities Closed: Spring Recess
Wed., May 15... Spring Semester Classes End
Thurs., May 16... Grading Day/Semester Ends
Fri., May 17 .... High School Equivalency Graduation Ceremony
Sat., May 18... Graduation
Mon., May 20... Grades Due by 4:00 p.m.
Mon., May 27... All Facilities Closed: Memorial Day

SUMMER SESSION 2024

Beginning Fri., May 31 and ending Sun., Aug. 4 all general use facilities will be closed Fridays through Sundays. The University & Business Center, Early Childhood Lab School, Events Center and Visual & Performing Arts Center will be open as scheduled.

Sat., May 25 – Mon., May 27 .... All Facilities Closed: Memorial Day Weekend
Mon., June 3... Summer Session I Begins
Mon., June 10... Summer Session II Begins
Wed., June 19 .... All Facilities Closed: Juneteenth
Thurs., July 4 .... All Facilities Closed: Independence Day
Mon., July 15 .... Summer Session III Begins
Thurs., Aug. 8 .... End of Summer Session Classes

Note: Summer session grades due by 4 p.m. the Monday following the last day of class.

Final examinations or other appropriate final evaluation activities will be held within regularly scheduled class hours. The number of weeks classes are offered may vary.

Please check the College website elgin.edu for information regarding Registration, Financial Aid and Payment.

ECC Important Date list for Students 2023-2024

Event	Fall 2023	Spring 2024
Priority date for submitting FAFSA & required paperwork to ECC: If you have your financial aid file completed by this date, your financial aid will be processed by the tuition due date, and you will not need to set up a payment plan	July 1, 2023	November 1, 2023
Open Registration	April 17, 2023	November 6, 2023
Tuition payment due date: All tuition must be paid by 7 p.m. c.s.t. in order to avoid being dropped for non-payment. The system begins processing drops at 7 p.m. sharp.	August 8, 2023	January 3, 2024
Refund checks available: First process date. Students who do NOT have financial aid can call 847-214-7380 to request a refund sooner. After the date listed, refunds are processed weekly on Fridays	September 8, 2023	February 2, 2024
Last day to academically withdraw from classes	*elgin.edu/withdraw	
2023-2024 Financial Aid Deadline: In order to receive financial aid, and if otherwise eligible, your financial aid file must be complete and all required and requested paperwork must be submitted on or before this date. No updates, changes, or processing of financial aid will take place after this date for the 22-23 award year.	May 15, 2024	May 15, 2024

ECC reserves the right to change these dates
Frequently Called Phone Numbers
Financial Aid: 847-214-7360
Student Accounts: 847-214-7380
Registration: 847-214-7393

For a complete Calendar and important date list please visit ECC Academic Calendar Webpage.

Grading Policies

Grading Scale

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
F: Below 60%

Students must earn "C" or higher grades in all Medical Assisting Program courses included in the Medical Assisting curriculum and to be eligible to sit for a certification exam.

Academic Advising and Testing

The Health Professions Academic Advisor is available to all students to be successful in the Medical Assisting Program. The Academic Advisor provides individual, supportive services in developing time management skills, note taking, test taking skills, campus referrals, as well as coordinating personal, academic, financial, and career-related assistance. A Spartan Success Early Alert will be initiated for students who score below a 70% on any unit exam. If a Spartan Success Early Alert referral is initiated by the instructor, the student is required to meet with the Health Professions Academic Advisor and complete recommendations, which may include scheduled appointments to improve student success. Our Specialist is

Sarah Buzzelli
847-214-7286
sbuzzelli@elgin.edu
B120.17

All testing occurs in a classroom or clinic, unless stated otherwise by an instructor. If a student needs a different testing environment or more time to test, the student may be permitted to take written tests in the testing center based on ADA declaration and request for accommodations. Lab and hands-on testing must be done in the medical assisting clinic/lab. Some accommodations for time provided to take lab and hands on test may be available. Students should discuss this with their respective instructors if needed.

Time Limitation on Program Completion

The Medical Assisting Program at ECC enrolls once a year in the Fall Semester with classes continuing through Spring and Summer Semesters. The Medical Assisting Program courses must be completed to

earn the medical assisting certificate. Re-entry into the program/course is determined by the Director of the Medical Assisting Program and space availability in the course. Any students re-entering the program after 1 year will need to retake all MED specific courses.

Graduation

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

1. All required Medical Assisting Program courses completed with a minimum grade of "C" or better
2. Successful completion of all clinical skill evaluations and completion of a 160-hour externship.
3. All outstanding debts to ECC must be paid.

Clinical Policies

Educational Competency Evaluation

Throughout the Medical Assisting Program, there will be educational competencies the student must perform satisfactorily with an instructor or program director. Each competency is connected to a course. The student will perform the competency for the instructor or program director. The student must pass each individual competency evaluation with a 70% or better in order to pass the course. Competency evaluations may not be completed before class content relating to that skill has been covered. Students will have up to **THREE** attempts to pass a competency evaluation by the deadline with a score of 70% or better. Students will not be permitted to retake competencies once they have received a passing score. If a student does not pass a competency evaluation after their first attempt, future attempts may be required to be scheduled and assessed outside of scheduled class time based on instructor availability. **The highest score students can achieve on their 2ⁿᵈ or 3ʳᵈ attempt is a 70%.** If a student is unable to meet the deadline, the student **MUST** contact the instructor prior to the deadline. Students who do not meet the competency evaluation deadline as indicated in the course syllabus will be placed on probation. If the student does not successfully complete their competency evaluation within one week of initiation of the probation, a course failure will occur. Students will also have a competency evaluation form that will need to be completed during clinical externship. Should a student re-enroll in a course, the skills will need to be repeated successfully.

Externship Site Information and Policies

Externship Site Information

- Advocate Medical Group
- Northwestern Medicine Regional Medical Group
- Susarla Family Practice
- OrthoIllinois
- Winters Family Practice
- Fox Valley Orthopedics
- Greater Family Healthcare
- Advanced Internal Medicine
- Northern Illinois Medical Associates (Sycamore & Geneva Locations)
- Advanced Surgery Wellness
- Northwest Community Hospital
- Childrens and Teens Medical Center
- Prairie Foot and Ankle PC
- Advanced Center for Internal Medicine S.C.

A Note to the Preceptor

Thank you for hosting our Medical Assisting student. We appreciate your contribution to the success of our students. Please contact, the Program Director at 815-214-7309 (immediately if you have any questions or concerns) This booklet contains vital information required for the student to complete the program.

Here is a list of what we ask of you:

- **Student Externship Timesheet**: Sign off on the dates and hours the student has completed on a daily basis, this will be turned in by the student at the end of each week of their externship.
- **Student Evaluation Form**: To be completed by the preceptor throughout the externship. Completed evaluation form needs to be submitted no later than Friday August 2nd 2024 or the last day of the student's externship.

Externship Checklist

- Minimum of 160 hours of externship completed by Friday August 2nd 2024 at 7 pm
- Student Externship Evaluation completed by clinical preceptor by Friday August 2nd 2024

at 7 pm (form attached to externship student handbook)
- Student externship time sheets need turned in weekly on Fridays by 7:00pm during summer semester externship (form attached to externship student handbook)
- Student Evaluation of Practicum Site and Student Practicum Evaluation checklist form completed by student due Friday August 7th 2024 at 7 pm (form attached to externship student handbook)

Externship Policies

Students are required to complete all externship hours in an unpaid clinical setting. Students are required to attend externship sites during the hours assigned, which can vary from the program schedule. If the student declines a scheduled externship and/or the practicum coordinator is unable to contact the student, or the student is dropped from the externship site for any reason, the student will be dropped from the program and not be eligible for a certificate or refund of any kind.

100% attendance is required at externship. Students must notify their externship site and their externship coordinator if they have an emergency and have to miss a day. If a student does not call and does not show up, they are automatically dropped from the program. Missed clinical hours must be made up in a supervised clinical setting. Commitment to the externship site must be taken seriously as this could be a potential employer in the future and could affect patient care. All unexpected absences should be called to the program director at 847-214-7309 and to their externship contact at their clinic site when they cannot attend a scheduled shift. If you miss one clinic shift and call before the class starts, you are excused. If you miss one clinic shift without calling before the start of clinic or miss a second clinic shift, you fail the course. Students must call the program directors office **and** the externship contact when they cannot attend a clinic shift. Anticipated absences must be reported in writing to the Instructor before the aforementioned absence and will be handled on a case by case basis. All time missed from the externship clinic must be made up before the end of the semester. Clinical time can only be made up with clinical time. Please see your instructor or program director for assistance in scheduling make up clinical time.

A student is tardy if they are more than 5 minutes late for a clinic shift. A student must call the program directors office and the clinic contact if they are going to be late. If a student is tardy more than twice during an externship it will count as an unexcused absence and will fail the course.

Students are expected to observe Medical Assisting Program regulations and meet professional standards as outlined in the AAMA code of ethics at all times and during each course of this program. Arrive on time and attend all externship clinic shifts; see the Attendance Policy for more information. All electronic devices should be turned off during externship clinic shifts. Any improper conduct of a student in the Medical Assisting Program will be documented and discussed with the student.

Progressive discipline, up to and including dismissal from the program, will take place if behavior is unethical, unprofessional and/or persistent by the student. Any misconduct addressed by the ECC student administrative procedure, will be handled as stated in said procedure [Student Code of Conduct 4.402 - Elgin Community College (ECC)](#).

Confidentiality

Students, instructors and administration shall safeguard the confidentiality of all patient information unless disclosure is required by law, or court order or is absolutely necessary for the protection of the public. All matters discussed in the classroom of a personal nature by classmates must be kept confidential. All patient information is confidential. When discussing an externship site, students never use real names or discuss outside of the classroom in such a way as to be disrespectful to the patient or divulge information that may identify the patient. Confidentiality is not only important in the classroom but has legal implications to all healthcare professionals. HIPAA guidelines are covered throughout the program. Breach of confidentiality can be cause for disciplinary action up to and including dismissal from the program.

Student Policies and Procedures

Classroom and Laboratory Policies

Students are expected to observe Medical Assisting Program regulations and meet professional standards as outlined in the AAMA code of ethics at all times and during each course of this program. Arrive on time; attend all classes, labs, and externship clinic shifts. These policies have been developed to ensure an optimal learning environment that is safe and efficient. Instructors' permission and supervision will be required before you can perform any lab activity. All students must display courtesy and professional behavior at all times. Students must be in full uniform (ECC-issued scrubs) and have their student ID at all times. Food and drink are not allowed in the lab. Lab equipment/supplies should be handled with care, students will be instructed on the proper use of medical equipment. All medical equipment must remain in the lab. Medical wastes must be disposed of in the appropriate receptacle.

Probation

Medical Assisting is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the clinical, lab or classroom setting will be placed on probation. The student will remain on probation until the completion of the course or re-mediation plan deadline.

24

Listed below are some, but not all, of the offending infractions.

- Fails to contact instructor with regards to expected tardiness or absences.
- Repeatedly arrives to lab or class late.
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that have not been approved.
- Violates professional or ethical behavior with regards to patient confidentiality (HIPAA).
- Displays inconsistency with compliance on agency policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior or communication while on externship, during lab or class.
- Displays insubordinate behavior to instructor(s)

Students who continue to violate program policies or professional standards in which they have previously been placed on probation for will be subject to disciplinary action up to and including permanent dismissal from their health professions program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from their health professions program without a probational warning.

Dress Code

Wearing the Elgin Community College Medical Assisting Program monogram on your uniform distinguishes you as an important part of the health care team. Your image as you wear this uniform reflects the high standards of our school and should be worn with pride. The attention that you give to projecting a professional image communicates to the patient the quality of care you will provide. Uniform regulations must be observed in order to protect the physical and psychological well-being and safety of the persons in your care, your co-workers, and yourself. Therefore, adherence to these regulations is required and is a part of the clinical evaluation. If you do not follow the regulations, you will be sent home. ECC is not responsible for any lost or damaged personal items. Please wear appropriate clothing during clinical classes and externship to prevent damage to clothing and personal items.

The school uniform is to be worn to all clinical classes and externship and must be laundered after each use. A picture identification (ID) badge is part of the uniform and is to be worn with the uniform at all times. This officially identifies you as an ECC student and provides access to the clinical agency. You may obtain your ID card to wear for your badge at the ECC Student Life Office, B173. You are not

to be in clinical agencies without your uniform and ECC ID badge worn in plain sight.

Shoes must be white, navy or black, made of leather or plastic (without any openings), without any ornamentation/colors, and must be kept clean. Shoes must provide for the safety and comfort of the wearer with flat heels and with a back on the shoe. Hair should be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back. Extreme hairstyles (mohawks, etc.) or unnatural hair colors (green, pink, orange, etc.) are prohibited. Make-up in all forms, including eye make-up, should be discreet and underplayed. Nails should be well manicured and are not to extend beyond the end of the fingertips. If nail polish is worn, it must not be chipped and is to be clear in color. **Artificial nails are forbidden in all clinical areas.** Scented products, such as body lotions, perfume or after shave products should not be used, as some patients cannot tolerate strong scents. Male students may wear short, neatly trimmed beards and/or mustaches. Mustaches must not extend beyond the lip line.

Wearing of jewelry in the clinical area is not recommended. Dangling earrings, large rings or excessive jewelry that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost and are reservoirs for pathogens. In surgery and OB departments, no jewelry may be worn. The student is responsible for any jewelry worn during their externship. Students must wear an analog or digital watch with seconds indicated on the face of the watch. Piercing: only two small stud earrings in each ear are allowed and may not include extreme earrings (such as gauges, plugs, etc.). Facial piercings are not permitted (including tongue, eyebrow, lip, nose, etc.). The use of a "band-aid" will not be acceptable over body jewelry. Medical Assisting Program faculty has the right to request that students cover up visible tattoos and remove piercings. Students with visible tattoos are responsible to ask their instructors about whether or not they will need to cover the tattoo in their externship.

No gum chewing is allowed while in the clinical area. Eating and drinking are only allowed in designated areas. Dress codes for all clinical agencies/externship sites will be adhered to in addition to these guidelines.

Notice of Non-Discrimination 3.402

Elgin Community College does not discriminate on the basis of race, color, national origin, ancestry, sex/gender/gender identity, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of admissions, employment, or in any aspect of the educational programs or activities it offers

Any inquiries regarding Title IX or the College's policies that prohibit discrimination, harassment, and retaliation should be directed to the Title IX Coordinator/EEO-AA Officer identified below. The

Coordinator will be available to meet with or talk to students, staff, and faculty regarding issues relating to Title IX and the College's policies.

Marilyn Prentice
Title IX Coordinator and EEO/AA Officer
Office of the General Counsel, E210
mprentice@elgin.edu
847-214-7992

Individuals may also contact the U.S. Department of Education's Office of Civil Rights for additional information.

U.S. Department of Education Office for Civil Rights
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
312-730-1560
Fax: 312-730-1576

Individuals may also contact the U.S. Equal Employment Opportunity Commission or the Illinois Department of Human Rights for additional information.

U.S. Equal Employment Opportunity Commission-Chicago Office
230 S Dearborn St., Suite 1866
Chicago, IL 60604
312-872-9744

State of Illinois Human Rights Commission James R. Thompson Center
100 W. Randolph Street, Suite 5-100
Chicago, IL 60601
312-814-6269
TDD: 312-814-4760
Fax: 312-814-6517

Student Credit for Learning Experiences Other Than Formal Instruction 1.101

Related Procedure: 1.103 - Student Grades

Elgin Community College (ECC) students may have attained specific skills comparable to those being achieved through formal instruction provided by the College. Credit may be awarded for demonstrated skills obtained outside of the traditional classroom, according to the following

procedures.

The availability of credit for learning experiences other than formal instruction is included in the course description. Each department determines by what means credit may be granted through learning experiences other than formal instruction. Methods may include but are not limited to the College Board Advanced Placement (AP) exam scores, CLEP Testing, International Baccalaureate Diploma Programme (IB) or Proficiency Credit. Credit awarded will not exceed one-half of the number of hours required for an associate degree or certificate. A student seeking credit for learning experiences other than formal instruction must already be enrolled or have applied for admission to the College.

Students intending to transfer to another institution should consult with that institution regarding transfer credit policies.

Advanced Placement Exams

The College Board Advanced Placement (AP) exams may be used to fulfill ECC course requirements in a variety of areas. They are nationally standardized, subject-specific exams which can allow for students to earn college credit. For AP credit to be posted on an ECC transcript, official scores must be sent from the College Board to ECC's Records and Registration Department. Contact the Records and Registration Department to verify receipt of scores and posting of credit. Beginning with the 2016-17 Academic Year, ECC will award credit in compliance with 105 ILCS 302/30. See Advanced Placement (AP) Credit Charts for a listing of ECC course credit awarded for AP exam scores.

CLEP Testing

The College Level Examination Program (CLEP) is a group of nationally standardized tests offered by appointment at the ECC Spartan Drive Campus Testing Center. These computerized tests are usually best suited for those with considerable academic and life experiences. Students may take as many CLEP tests as they wish. Credit awarded will not exceed one-half of the number of hours required for an associate degree or certificate. Most CLEP tests can be completed in 90 minutes. For information on registering and paying for a CLEP exam, go to ECC's CLEP Testing webpage. For general information regarding CLEP exams, go to the College Board's CLEP webpage.

International Baccalaureate Diploma Programme

The International Baccalaureate Diploma Programme subject tests may be used to fulfill ECC course requirements in a variety of areas. They are subject-specific tests taken at the high school after completion of a Diploma Programme course. A listing of ECC courses and required scores is available on ECC's Advanced Testing webpage. For credit to be posted on an ECC transcript, official scores must

28

be sent from the International Baccalaureate organization to ECC's Records and Registration Department. Contact ECC's Records and Registration Department to verify receipt of scores and posting of credit. Beginning with the 2017-18 academic year, ECC will award credit in compliance with 105 ILCS 302/30. See ECC's Advanced Testing webpage for details.

State Seal of Biliteracy

A State Seal of Biliteracy designated on a high school transcript may be used to earn proficiency credit in a language other than English. The State Seal of Biliteracy recognizes the completion of two years of high school language coursework. A listing of ECC courses for which proficiency is granted based on the Seal of Biliteracy is available on ECC's Biliteracy Course Listings webpage. For this credit to be posted on an ECC transcript, an official high school transcript containing the Seal of Biliteracy must be sent from the high school to ECC's Admissions Department. Contact Records and Registration Department to verify receipt of the transcript and posting of credit. Beginning with the 2017-18 academic year, ECC will award credit in compliance with 105 ILCS 302/30. For more information, visit Illinois State Seal of Biliteracy.

Proficiency Credit

ECC's Proficiency Credit is a demonstration of knowledge and skills obtained in a method other than formal instruction provided by the college. Proficiency Credit shall be evaluated through one or more of the following methods: oral exam, written exam, portfolio review, demonstrated skill assessments obtained through work experience, industry certifications, or other experiences. Contact the Instructional Coordinator or an academic advisor to initiate the process for obtaining credit.

Courses at Non-College Institutions

Credit earned for academic courses at non-college institutions (i.e., courses taken through business, industrial, labor organizations) may be accepted if it is recommended by the American Council on Education Programs of Non-Collegiate Sponsored Instruction (ACE/PONSI) in The National Guide to Educational Credit for Training Programs. All criteria are subject to the approval of the ECC department offering similar courses. For more information, refer to American Council on Education (ACE) webpage.

Military Experiences

Credit earned for military training, education, and through Defense Activity for Non-traditional Education Support (DANTES) may be accepted for transfer credit if official documentation is provided and courses are recommended by the American Council on Education in The Guide to the Evaluation of Educational Experience in the Armed Services. For more information, refer to the DANTES

webpage.

Student Grievance

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog. A student wishing to file a complaint regarding program policies and procedures must follow the ECC Grievance Policy found in the college catalog. The complaint must be submitted in writing, dated and signed no later than 30 days after the occurrence of the contested event.

Procedure: (specific for medical assisting students)

1. Appeal to the faculty member
2. Appeal to Director of the Medical Assisting Program
3. Appeal to the Dean of Health Professions, Math, Science, and Engineering
4. Appeal to the Vice President of Teaching, Learning & Student Development

Elgin Community College

Program Releases and Forms
Voluntary Assumption of Risk & Release of Liability

This Is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.
As a student in Elgin Community College's Health Professions Division, I (print your name)

_____ , freely choose to participate in the (print your program name)

_____ program in which I am enrolled. I agree as follows:

Risks: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include but are not limited to bodily injury, communicable and infectious diseases, and property damage.

Health and Safety: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

Assumption of Risk and Release of Liability: Knowing the risks described above and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, or injuries arising out of or in connection with my participation in this Program.

Signature: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

_____   _____
Student (signature)   Date

_____   _____
Student (print name)   ECC Student ID Number

MED Form - 2022

Return to Program

Health Professions Division

Purpose: This form is to be used when a student is unable to attend required Health Professions clinical time due to pregnancy or temporary disability.

Policy: Students must be physically able to meet all academic requirements to continue in the program. Clinical time missed due to pregnancy/temporary disability will be treated as sick time/excused absence (refer to attendance guidelines in the Program Handbook). If an "Incomplete" grade is given due to pregnancy/temporary disability, the student is given 30 calendar days in which to complete the assignments or the "Incomplete" will convert to an F grade.

Date:_____

Physician Statement

[Student name]_____ has my permission to continue in/return to required clinical time for

[program name] _____ with no limitations.

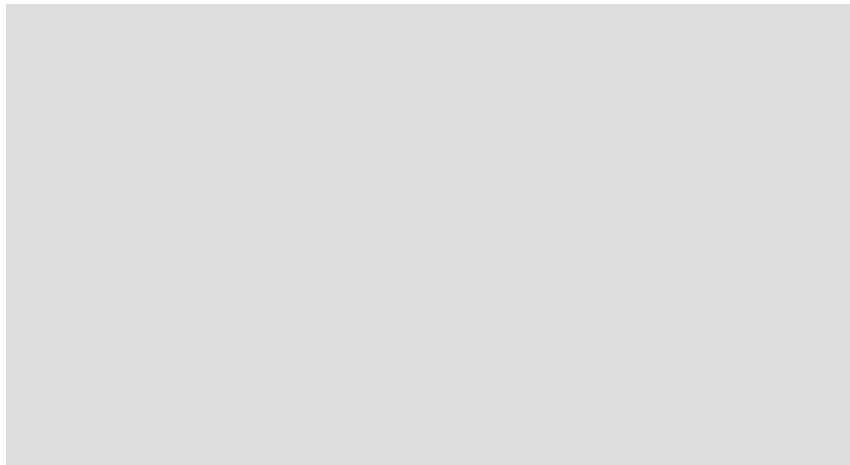Physician's name: _____

Physician's signature: _____

Address:_____

Phone number:_____

Doctor's office stamp:

Note: Students who are absent for two or more weeks must request a Leave of Absence, in writing, from the Program Director/Instructional Coordinator.

Statements and Releases

Student (print name) _____

Confidentiality Statement

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Medical Assisting Program Director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Medical Assisting Program Director.

_____   _____
Student (signature)   Date

Photography Release

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Medical Assisting Program to any outreach site to which I am committed. I also give permission to send a copy of my student membership card in my chosen professional organization to prove that I am covered by liability insurance.

_____   _____
Student (signature)   Date

Permission to Survey Future Employer

I give permission to survey my future employer as part of the Medical Assisting Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program in meeting its goals.

_____   _____
Student (signature)   Date

Health Professions Personal Medical History Form

Full Name: _____ ECC Student ID _____

Health Professions students must submit evidence of meeting all medical requirements in order to participate in clinical experiences. Please scan and upload both sides of this form in your CastleBranch account under "Personal Medical History Form."

TB

- A 2-step skin test **or** Quantiferon blood test is REQUIRED.
- If your skin test or Quantiferon test is positive, you will need to provide evidence of a negative chest x-ray within the last six months.

Notes:

- **Scan and upload documentation of your TB/Quantiferon/Chest X-Ray to your CastleBranch account.**
- The TB test should not be given within 4-6 weeks after receiving the MMR vaccine since it may suppress tuberculin reactivity.
- If you have previously completed a 2-step TB test and yearly TB updates for employment purposes, you must submit documentation of all test results to satisfy this requirement.
- TB testing is a yearly requirement.

Measles, Mumps, Rubella (MMR) and Varicella

- IgG titers for Rubeola (Measles), Mumps, Rubella, and Varicella (Chicken Pox) are REQUIRED.
- Students with **equivocal** IgG titer results for Rubeola, Mumps, Rubella, or Varicella must obtain a booster dose.
- Students with **negative (non-immune)** IgG titer results for Rubeola, Mumps, Rubella, or Varicella must complete the full immunization series (two doses).

Notes:

- **Documentation of all titer results must be scanned and uploaded to your CastleBranch account.**
- Students receiving the MMR vaccine must obtain the second dose at least 28 days after the first dose. Scan and upload documentation to your CastleBranch account.
- Students receiving the Varicella vaccine must obtain the second dose at least 4-8 weeks after the first dose. Scan and upload documentation to your CastleBranch account.

Tetanus/Diptheria/Pertussis (Tdap)

- Scan and upload documentation of a Tdap vaccine within the last 10 YEARS to your CastleBranch account.

Influenza

- ◦ **Scan and upload documentation of a current flu vaccine (including Lot # and Expiration Date) to your CastleBranch account.**
- ◦ Flu vaccination is a yearly requirement.

COVID-19

- ◦ Scan and upload documentation of full COVID-19 vaccination series (including Manufacturer and Injection Dates) to your CastleBranch account.

Hepatitis B (HBV)

- ◦ A Hepatitis B vaccine series (three doses) **or** titers demonstrating immunity to HBV is strongly recommended.
- ◦ Vaccines must have been completed within the last 10 years.

Notes:

- ◦ **Scan and upload documentation of the HBV vaccine series/titer results to your CastleBranch account.**
- ◦ Physicians are asked to discuss with the student the advantages and risks of this vaccination.
- ◦ Students refusing the Hepatitis B vaccine series must sign the declination statement below.

I understand that during my clinical training I may be exposed to blood or other potentially infectious materials and may be at risk of acquiring Hepatitis B virus infection. I have been advised of the benefits of the Hepatitis B vaccine; however, I decline the vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

Declination statement (signature): _____ Date: _____

Physician or Nurse Practitioner's Recommendation

I certify that this student (name): _____ is able to participate in clinical experiences.

Note: A physical exam is not necessary unless recommended by the primary care provider or required by the Program Director. Please check this box if a physical exam was completed.

Primary Care Provider's Information

Signature: _____ Date: _____

Printed Name: _____

Attach Office Stamp or Business Card below:

Student Statement of Completion:
I have been informed of the medical requirements necessary to participate in an Elgin Community College Health Professions program. I understand that I will not be permitted to attend clinical experiences if I do not submit documentation of meeting these requirements by the program deadline.

Student Signature:_____ Date:_____

Scan and upload the completed form and supporting documentation to your CastleBranch account.

Health Professions Student Handbook Agreement

Elgin Community College's Medical Assisting Program Student Handbook provides information regarding the policies and procedures in effect for the Medical Assisting Program. Students will be fully informed of any changes to this document.

MED Students must indicate agreement with each of the following statements by initialing on the lines below.

I have received a copy of the Medical Assisting Program student handbook.

I am aware that it is my responsibility to ask questions about the contents of the Medical Assisting Program student handbook and have those questions answered to my satisfaction.

I understand that failure to follow any of the policies in the Medical Assisting Program student handbook may result in my dismissal from the Medical Assisting Program.

I agree to fully participate in the clinic/lab portion of the Medical Assisting Program. I understand that this requires hands-on participation and that parts of my body will be exposed and touched.

I agree that while enrolled in the Medical Assisting Program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a medical assistant but also strive to develop professional behaviors and attitudes.

I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the Medical Assisting Program.

_____   _____
Student (signature)   Date

_____   _____
Student (print name)   ECC Student ID#

MED Form - 2022