

MEDICAL ASSISTANT 2021-2022

Thank you for your interest in the Medical Assistant program of HCCTCH. Please read the following pages carefully. A job in the healthcare field is a demanding one; requiring your utmost in professionalism, work ethic, and respect for patient and employees you work side by side with. Communication, punctuality, and being a team player are qualities that will help you succeed in the medical field. Your course of study will help you develop the characteristics necessary to be a successful Medical Assistant and prepare you to the national certification exam.

How you behave and respond to the rigors of study in this course is a great indicator of how you will do in the field-both after graduation and during your clinical experience, which are held at the end of the second semester.

Our goal in class is to help you be successful in every way possible.

To get started please bring these materials to class with you on the first day:

- Three ring binder
- Black and red ink pens
- Pencils
- Combination lock for your locker
- Wrist watch with sweep second hand; wear daily to class

Other (expenses covered by student)

- Criminal background check due November 1st (failure to complete by deadline will result in ineligibility for clinical rotation) (background checks are done through Verified Credentials only)
- Your instructor will provide you with the details to complete your background check through Verified Credentials
- Urine Drug Screen (Only accepted through Business Health Services @ Amberwell Hospital)
- Random Urine Drug Screen during clinical rotation
- Immunization record (Hepatitis B series of 3, MMR series of 2, Varicella series of 2 (or titer), Tdap, TB, Influenza)
- BLS certification (offered by MA Instructor)

You must meet the following standards to be eligible for clinical rotation:

- 95% or higher attendance in class
- C or higher in all courses
- Students must have PASSED work keys
- Criminal background check, UDS, BLS, and immunizations completed by deadline of November 1st
- Having a class A or B felony or serious misdemeanor can preclude you from working the healthcare industry
- Use of illegal/illicit drugs on or off campus is forbidden and can be grounds for immediate dismissal. Any suspicion of drug use will be addressed immediately and random drug screens may be required at the expense of the student throughout the program (in addition to the initial screen)
- Clinical students must maintain professionalism and not participate in disruptive classroom behavior in order to attend rotation