



**Medical Assisting
Student Handbook**

2017-2018

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Community College of Vermont
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WELCOME

It is our pleasure to welcome you to the Community College of Vermont's Associate of Applied Science degree program in Medical Assisting. The program launched in fall, 2012, and was developed in collaboration with healthcare providers across Vermont. Medical assistants perform routine administrative and clinical duties in a healthcare practice and serve as vital liaisons between the doctor and patient. This is an area of high demand in Vermont and beyond. CCV's Medical Assisting program provides graduates eligibility to obtain nationally-recognized certification through successful completion of the Registered Medical Assistant (RMA) examination.

During your Medical Assisting program, you'll enjoy small classes taught by faculty who are professionals in their field and bring into the classroom a wealth of practical skills and expertise. Two required internships will give you the opportunity to apply your learning and connect with local healthcare professionals. General education coursework will provide the foundational skills in written and oral communication, teamwork, and technology that employers deem as desirable.

This Medical Assisting Student Handbook serves as an addendum to CCV's Student Handbook and includes critical information that will help you succeed in CCV's Medical Assisting program. In the pages ahead, you will find information about the specific requirements and expectations of students enrolled in the Medical Assisting program.

Other sources of support and information include the CCV catalog, CCV website, CCV student portal, and your advisor. If you can't find what you need – ask! Asking for help is one of the most important lessons you can learn in school – and in life. It is what helps students become successful in college and beyond. CCV has many resources to serve you, and we want you to use them. Please ask for help when you need it.

I wish you well in your pursuit of the Associate of Applied Science degree in Medical Assisting at CCV.

Best,



Candace Lewis
Associate Academic Dean

THIS MEDICAL ASSISTING STUDENT HANDBOOK PROVIDES INFORMATION SPECIFICALLY FOR STUDENTS ENROLLED IN THE MEDICAL ASSISTING DEGREE PROGRAM.

A full listing of student rights, responsibilities, policies, and procedures is available at [Consumer Information](#).

ABOUT THE MEDICAL ASSISTING PROGRAM

A full description of the program, program outcomes, degree requirements, and career information is available in the [CCV Catalog](#).

PROFESSIONAL CERTIFICATION

Upon completion of the Medical Assisting program, students will be eligible to complete the Registered Medical Assistant (RMA) examination through American Medical Technologists (AMT). While Vermont does not require certification to gain employment as a medical assistant, the nationally-recognized credential is required to work in bordering states. Furthermore, employers across Vermont are increasingly seeking Medical Assistants who are certified or registered. To apply for the RMA exam, follow the link provided above. When applying for the RMA exam, students will need to identify CCV's program code, 119326, on the examination application. Practice examinations are disseminated in the Clinical and Administrative Medical Assisting Internship courses, and examination review and preparation materials are available in the [Hartness Library](#). Students are responsible for applying, scheduling, preparing for, and paying for the exam. Completion of the RMA exam is not a requirement for completion of the CCV Medical Assisting degree.

The RMA examination is available through [PearsonVUE](#) testing centers. CCV's Winooski academic center is an approved PearsonVUE testing center for CCV students. To take the RMA exam at the Winooski academic center, follow the instructions on your *Authorization to Test* letter from AMT. Select American Medical Technologists from the drop down menu, choose Community College of Vermont - Winooski as the testing center, and select the exam date and time based on availability. Other testing center locations outside of Vermont are available at the PearsonVUE link above.

STUDENT REQUIREMENTS

There are many additional requirements for students and professionals in the healthcare field. As you gather the following documents, we strongly encourage you to create a file so that you can easily produce these documents whenever they are requested by potential internship locations or future employers.

IMMUNIZATIONS

Allied health program students are required by the State of Vermont to provide documentation of immunizations before they can enroll in program courses. Students must comply with state regulations regarding proof of immunization. If the clinical facility requests documentation, students must submit proof of immunization directly to the facility in addition to CCV. Click [here](#) for more information.

If you have any questions about immunization requirements at CCV, please contact Linda Schlott at Linda.Schlott@ccv.edu or call (802) 828-3024. You may also fax immunization documentation to (802) 828-2805.

CPR/FIRST AID CERTIFICATION

All Medical Assisting students must successfully complete CPR/First Aid certification as a program requirement. You must complete Adult CPR and First Aid through either the American Red Cross or American Heart Association. Fully online classes are not acceptable. The course must include some in-person practical testing component. Copies of the front and back of the certification cards must be provided to your advisor prior to enrolling in the Clinical Medical Assisting Internship in order for this program requirement to be met. Your advisor will provide the documentation to the registrar and the course requirement, AHS-2310 CPR/First Aid, will be marked as completed on your degree audit. Proof of current certification is also required at the time of graduation.

CRIMINAL BACKGROUND CHECK

You must successfully complete the CCV-specific criminal background check through CastleBranch before you can register for the Administrative and Clinical Medical Assisting courses. If the clinical facility requests documentation, you must submit the results of the criminal background check directly to the facility. If the clinical facility requests additional searches or a drug test, you will be responsible for obtaining any additional data and providing it directly to the facility. Previously completed background checks or background checks from other agencies cannot be used to meet this requirement.

To start the criminal background check process, go to: www.CastleBranch.com. Click on “Place Order” and enter package code: CQ01. You will then be directed to set up your CastleBranch account. The cost to you is \$57.00 and is payable directly to CastleBranch online. These records are confidential and can only be viewed by select staff at CCV and you.

CRIMINAL BACKGROUND CHECK FAQs:

What happens in the Criminal Background Check Process?

Once you set up your CastleBranch account and pay the required \$57, you will submit in-

formation to run your criminal background check. CCV and CastleBranch have agreed on a package that checks the nationwide federal criminal search, county criminal search, residence history, social security search, nationwide database search and OIG (Office of Inspector General- List of Excluded Individuals/Entities) report. You will be given a unique password which allows you to view your criminal background check results securely online. Once the check is run, you will be notified of your status by CastleBranch. Completion of this program requirement will also be displayed in your program evaluation.

When I complete the criminal background check, does the code I enter ensure CCV has access to the report?

Yes, the package code (CQ01) that you will enter is exclusive to CCV.

What if I have already completed a background check through a different vendor for employment or another program?

All students must complete the criminal background check through CastleBranch as described in the CCV Catalog. Each vendor and institution packages different combinations of local, state, and federal searches. Only the package (CQ01) available through CastleBranch is acceptable to meet CCV's program requirement.

What happens if I have a prior conviction?

Students who have a misdemeanor charge involving theft, abuse, or drugs or any felony conviction may be prevented from participating in some of the required courses for the Medical Assisting program. Each situation will be reviewed on a case by case basis by the Academic Dean, Dean of Students, and Associate Academic Dean. This may require a meeting with you to better understand the conviction. After a decision is reached, you will be notified in writing as to whether or not you will be allowed to enroll in required program courses.

How will a prior conviction impact my ability to gain employment as a medical assistant?

A felony conviction may prevent employment in a medical assisting job. Some healthcare providers will accept a misdemeanor conviction not involving theft, abuse, or drugs. You should check with the agency with which you wish to work for its policy on prior convictions.

What happens if the clinical facility requests additional information?

If the clinical facility requests documentation, you must submit the results of your criminal background check directly to the facility. If the clinical facility requests additional searches or a drug test, you will be responsible for obtaining any additional data and providing it directly to the facility.

How long does the criminal background check take to process?

Criminal background checks by CastleBranch have a fairly quick turnaround. They estimate it will take between 24 and 72 hours to process. In some cases, the process can take up to several weeks.

How do I dispute additional charges or criminal records?

Once your results are returned, you will receive a message in your CastleBranch Message Inbox entitled "Completed Order Results." In this message, links are provided to dispute additional charges or criminal records.

INTERNSHIP REQUIREMENTS

As a student in CCV's Medical Assisting Program, you must complete two 80-hour internships with patient contact in out-patient facilities, private practices, or clinic settings, without compensation. Internships provide an environment for students to practice and demonstrate skills learned in the Medical Assisting program. Internships also provide an opportunity for students to refine skills, interact with patients, staff, and physicians, as well as use equipment in actual clinical settings. Students participating in both of the 80-hour internships must abide at all times by the rules and regulations of their assigned Clinical Facility. Students must conduct themselves in a professional manner and adhere to all dress codes. In the case that policies and procedures of the clinical facility are not immediately clear, it is the student's responsibility to ask for clarification from his/her Internship Supervisor. Additional information is available in the Student Conditions for Internship Placement document (Appendix C).

Internship placements are coordinated by the college with partnering healthcare institutions. We will do our best to match students up with a healthcare facility that coincides with their strengths and interests, and that is within reasonable driving distance to your home, but please be aware that you will need to travel for your internship. Capacity of healthcare institutions to host interns changes on a semester by semester basis depending on staffing availability and requests by multiple educational institutions and programs.

STUDENT INTERNSHIP FAQs

What is an internship?

An internship is an on-site work experience that is either directly related to your major field of study or your career interest.

What are the benefits of an internship?

Internship experience is valuable for exploring fields of work which you may wish to enter after graduation. Experience develops new skills and strengthens existing skills. Work experience helps

you establish professional contacts in a potential field of interest. You will be able to demonstrate work setting accomplishments in your resume.

If I have work experience in the field of medical assisting, do I still have to complete the CCV internship courses?

All students must complete both the Administrative and Clinical Medical Assisting internship courses through CCV, regardless of work or life experience. In order to be eligible for the RMA certification examination, students must apply skills learned in the prerequisite courses through their internship experience. Therefore, all students must enroll in the Administrative Medical Assisting Internship and the Clinical Medical Assisting Internship after completing the course prerequisites. There are no options for course challenge or waiver of these two courses.

May I complete my internship at my current place of employment?

Completing the two required internship courses in different healthcare settings provides students a low-risk opportunity to explore new potential workplaces. In some cases, students' employers endorse completing the internship hours at their place of employment. If you are currently working as a medical assistant, it may be possible for you to complete the required 80 hours at your place of employment. If your advisor provides permission, you would need to complete the 80 internship hours outside of your work hours, the internship hours cannot be paid, and your clinical supervisor must be someone other than your current supervisor.

Am I responsible for finding an internship?

No, CCV has secured placements around the state and we will match you with one of our participating healthcare facilities. The capacity of our partners to host internships may change on a semester by semester basis. Students may need to commute within a 50 mile radius of their home CCV center in order to accommodate an internship placement.

May I enroll in both the Administrative and Clinical Medical Assisting Internship courses in the same semester?

Courses are listed in the CCV catalog in the order in which we recommend you complete them. Completing the Administrative Medical Assisting Internship early helps you determine what aspects of patient care are most appealing to you and what types of job opportunities interest you. Students are strongly encouraged to use course planning tools to ensure that internships are completed in separate semesters. In rare cases, a student may request permission to enroll in both internship courses in the same semester. If permission is granted, you must ensure your schedule allows you to complete a total of 160 hours in healthcare facilities, attend all class sessions, and spend an average of 12-18 hours per week on out-of-class homework.

What if I have an internship in mind?

Many students have connections in the field and organizations with which they would like to intern. Please discuss potential internship locations with your CCV advisor who can then work with

our staff to assess the feasibility of an affiliation agreement. CCV has formal affiliation agreements with each approved healthcare facility, and establishing new agreements can take some time.

Are there any additional costs associated with the internship?

Students are responsible for purchasing their own scrubs and nametags to wear in the internship placement site. These can be used for both the Administrative and Clinical Medical Assisting Internships. Instructions for ordering scrubs and nametags are below:

Scrubs (Cost is \$29/set plus tax, and flat rate shipping is \$13.95):

1. Go to www.joannsuniforms.com
2. Click CCV link located at the top of the screen
3. Choose pant and shirt options and quantity
4. Proceed to checkout where you will need to create an account and pay for your order

Name Tag (Cost is \$5 or \$7 w/ magnetic backing plus tax, and shipping is \$4.25):

1. Call Initial Ideas at (802)773-6310
2. Tell them that you are a CCV Medical Assisting intern and you need a name tag
 - a. You have the option for a pin back or magnetic back; the magnetic back has an additional \$2 charge
3. They will ask for your name and payment information

Are there any restrictions on what I can do for my internship?

- A. Internships cannot be a continuation of previous or existing employment responsibilities, nor natural job promotions.
- B. Internships are not allowed with companies owned or managed, fully or in part, by family members nor can internship positions be supervised, directly or indirectly, by family members.
- C. Commission-based internships (or similar compensation methods) are not allowed.
- D. Internships involving direct payments from clients and customers to students are not allowed.
- E. Activities of an unethical or illegal nature are not permitted.
- F. Credit is not allowed retroactively for internship experience.

How do I receive credit for my internship class?

For credit, you must first enroll in the internship course and complete and abide by all necessary requirements. In addition to the assignments that must be completed through the in-class component, interns must complete a **minimum** of 80 hours of work at their internship site. Credit is given based on successfully completing all course requirements by the specified due dates and in a satisfactory manner. Commuting time, meal breaks, extracurricular activities, and social functions do not count towards work hours.

Can I register for the internship class right up until the first day of class?

No. Enrollment in the Clinical and Administrative Medical Assisting Internship courses closes two

weeks before the start of the semester. Locating and securing internship placements can take some time, and students who enroll late may not have an assigned internship until partway through the semester. For this reason, students may not register late for the Clinical and Administrative Medical Assisting Internship courses.

Do I get paid for my internship?

Internships through CCV are unpaid.

What will I be doing at my internship?

Two required Medical Assisting courses, Administrative Medical Assisting Internship and Clinical Medical Assisting Internship, give you hands-on workplace experience and an opportunity to make connections with local healthcare facilities and employers.

The Administrative Medical Assisting Internship course provides you with the opportunity to practice administrative duties such as data entry, computer applications, records management, financial procedures, and scheduling patients in a medical office.

The Clinical Medical Assisting Internship course provides you with the opportunity to practice clinical duties such as infection control, equipment operation, patient preparation, diagnostic testing, and collecting and processing specimens in a medical office.

See Appendix B for a detailed list of competencies you will be expected to demonstrate in each course.

What are my responsibilities as an intern?

- A. Learn the registration procedures and assume the leadership to ensure that all forms and requirements are met.
- B. Comply with state regulations regarding proof of immunization. If the Clinical Facility requests documentation, you must submit proof of immunization directly to the facility in addition to CCV.
- C. Successfully complete a criminal background check through CastleBranch before registering for either the Administrative or Clinical Medical Assisting didactic course. If the Clinical Facility requests documentation, you must submit the results of the criminal background check directly to the facility. If the clinical facility requests additional searches or a drug test, you will be responsible for obtaining any additional data and providing it directly to the facility.
- D. Provide personal transportation to the internship site and assume responsibility for meeting internship hours at the site.
- E. Be willing to be supervised and evaluated, and willing to engage in self-evaluation.
- F. Complete all requirements as outlined in the course syllabus and attend class regularly.
- G. Ensure completed site supervisor surveys and competency checklists are provided to your instructor.
- H. Demonstrate commitment and dedication to the employer and treat work as first priority.

- I. Be punctual (including notification of employer when absence or tardiness is **absolutely necessary**), dependable and perform in a professional manner (this includes a positive attitude and proper work attire).
- J. Communicate regularly and effectively with team/co-workers, site supervisor, and course instructor to ensure timely and accurate completion of work and to establish good interpersonal relationships.
- K. Communicate promptly with the site supervisor and course instructor by phone or email if you have any questions or problems.
- L. Conduct yourself in a professional manner and adhere to all dress codes. In the case that policies and procedures of the clinical facility are not immediately clear, it is your responsibility to ask for clarification from your site supervisor.

What are the responsibilities of my site supervisor?

The site supervisor is an employee of the healthcare organization who assumes responsibility to work with a student intern. She or he has the obligation to do the following:

- A. Designate appropriate personnel as internship site supervisor to oversee the internship experience at the clinical facility.
- B. Provide internship opportunities that meet the learning objectives as determined by the College and listed in the competency checklists.
- C. Provide orientation, appropriate training, and supervision for students during the internship.
- D. Provide evaluation of student progress in the internship, as outlined in the Site Supervisor Evaluation form and as requested by the responsible faculty member from the College.
- E. Acknowledge that student records relating to or concerning the internship are educational records and are protected by the Family Educational and Privacy Rights Act (FERPA). The clinical facility shall not disclose such records except to the College in strict compliance with the provisions of FERPA and upon prior written approval by the student.
- F. Meet with the intern on a regular basis, providing immediate feedback to the student so s/he knows when the work is satisfactory or what measures to take to improve.
- G. Orient the student intern to any required safety standards, confidentiality standards, organization rules, and legal requirements at the start of the internship.
- H. Coordinate and communicate with the course instructor about the student's progress by completing the site supervisor survey and competency checklists in a timely manner.
- I. During the internship period, employ each intern for a minimum of 80 hours as required by the curriculum. (See Appendix A)
- J. Communicate with the course instructor if there is a serious deficiency found in the student's performance. In such event, the site supervisor and course instructor will attempt to devise a plan by which the student may be assisted in achieving the stated objectives of the educational experience. The site supervisor has the right to terminate any student whose health or performance is a detriment to patient, client, or patron well-being.

What are the responsibilities of the course instructor?

- A. Review the student's site supervisor evaluation forms and provide feedback in a timely manner.

- B. Meet with the interns in class sessions, providing interns with supplemental assignments that address the essential objectives and support students' learning in a professional setting.
- C. Evaluate and assess the extent to which students meet the essential objectives.
- D. Maintain contact with the intern and the site supervisor over the internship period.
- E. Meet with the student and site supervisor by phone, Skype, or some other technology-mediated platform at the mid-point of the semester to provide the student with formative assessment and determine how we can improve the site supervisor's experience.
- F. Make appropriate interventions if problems occur and coordinate adjustment or termination of the internship, in extreme circumstances.
- G. Provide the site supervisor with copies of current course outlines and course objectives, when requested.
- H. Create and submit mid-semester and final evaluations and grades.
- I. Collect completed internship competency checklists and completed site supervisor surveys, and submit them to the hiring coordinator.

What if I am unable to complete the required 80 hours before the end of the semester?

Students are expected to complete all course requirements, including at least 80 hours in a clinical facility, before the last day of classes. In rare cases, extenuating circumstances may prevent a student from completing the required 80 hours by the end of the semester. Students should review the [Evaluation System Policy](#) and consult with their advisor and course instructor to determine whether an extension may be granted.

What if I am asked to leave my internship placement?

Students who exhibit unprofessional behaviors or unsafe/unskilled practices may be asked to leave their placement. Every attempt will be made to find a resolution before the clinical facility asks students not to return to their placement. CCV is not obligated to find a second placement for students who have been dismissed from their internship placement due to their behavior or skills deficit. It is unlikely a student will be able to pass the internship course if they have not fulfilled the 80 hour requirement in their initial placement.

What if I do not pass the internship course?

Students must file an appeal with the academic dean's office in order to receive permission to enroll in either internship course a second time. As part of the appeal, students should reflect on constructive feedback provided by the internship supervisor and articulate steps they have taken to address the feedback and improve their behavior or skills deficits. The appeal letter should be sent to AcademicDean@ccv.edu.

What if my question isn't answered here?

One of the most effective ways to get answers and plan for your internship is to meet with your advisor. Advisor information can be found in the CCV Portal under the Web Services > Student Academic Profile drop down menu.

APPENDIX B



ADMINISTRATIVE MEDICAL ASSISTING INTERNSHIP EVALUATION

STUDENT NAME/ID: _____ PHONE: _____

INSTRUCTOR: _____ PHONE: _____

INTERNSHIP PLACEMENT & ADDRESS: _____

14 SUPERVISOR NAME: _____ PHONE: _____

NOTE: For any 'Not Yet Assessed' marks, please explain the reason after that section.

MEDICAL LAW AND ETHICS	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Confidentiality, ethical boundaries, documentation, risk management					
Please explain any items not yet assessed					
PATIENT EDUCATION	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Respect for cultural diversity					
Patient instruction					
Patient resource materials					
Documentation					
Please explain any items not yet assessed					
COMMUNICATION	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Written communication					
Verbal communication					
Nonverbal communication					
Telephone techniques					

Please explain any items not yet assessed

INSURANCE	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Insurance terminology					
Claims					
Coding					
Insurance finance applications					

Please explain any items not yet assessed

FINANCIAL BOOKKEEPING	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Financial Bookkeeping Terminology					
Patient billing					
Collections					
Accounting Procedures					
Banking Procedures					
Financial Mathematics					

Please explain any items not yet assessed

CLERICAL FUNCTIONS	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Medical reception terminology					
Patient reception					
Scheduling					
Records and chart management					
Supplies and equipment management					
Computer applications					

Please explain any items not yet assessed

PROFESSIONALISM	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Exhibit professional behavior and image					
Perform as a member of a team					

Please explain any items not yet assessed

SUPERVISOR SIGNATURE: _____ DATE: _____

These competency checklists are subject to change based on current standards and requirements of the program and medical assisting examination requirements. Students will be notified of changes.



CLINICAL MEDICAL ASSISTING INTERNSHIP EVALUATION

STUDENT NAME/ID: _____ PHONE: _____

INSTRUCTOR: _____ PHONE: _____

INTERNSHIP PLACEMENT & ADDRESS: _____

SUPERVISOR NAME: _____ PHONE: _____

NOTE: For any 'Not Yet Assessed' marks, please explain the reason after that section.

FUNDAMENTAL PRINCIPLES	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Perform hand washing					
Wrap items for autoclaving					
Perform sterilization techniques					
Dispose of bio hazardous materials					
Practice standard precautions					
Please explain any items not yet assessed					

SPECIMEN COLLECTION	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Perform venipuncture					
Perform capillary puncture					
Obtain throat specimen for microbiological testing					
Instruct patients in the collection of clean-catch, mid-stream urine specimen					
Instruct patients in the collection of fecal specimen					
Please explain any items not yet assessed					

DIAGNOSTIC TESTING	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Use methods of quality control					
Perform urinalysis					
Perform hematology testing					
Perform chemistry testing					
Perform immunology testing					
Perform microbiology testing					
Screen and follow-up test results					
Perform electrocardiograms					
Perform respiratory testing					
Perform pregnancy testing					
Please explain any items not yet assessed					

PATIENT CARE	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Perform telephone and in-person screening					
Obtain vital signs					
Obtain and record patient history					
Prepare and maintain examination and treatment area					
Prepare patients for and assist with routine and specialty examinations					
Prepare patients for and assist with procedures, treatments and minor surgery					
Apply pharmacology principles to prepare and administer oral and parenteral medications					
Maintain medication and immunization records					
Please explain any items not yet assessed					

PATIENT INSTRUCTION	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Explain general office policies					
Instruct individuals according to their needs					
Instruct and demonstrate the use and care of patient equipment					
Provide instruction for health maintenance disease prevention					
Identify community resources					
Please explain any items not yet assessed					

OPERATIONAL FUNCTIONS	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Perform an inventory of supplies and equipment					
Perform routine maintenance of administrative and clinical equipment					
Utilize computer software to maintain office systems					
Please explain any items not yet assessed					

TRANS DISCIPLINARY COMPETENCIES

COMMUNICATION	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Respond to and initiate written communication					
Recognize and respond to verbal communication					
Recognize and respond to nonverbal communication					
Demonstrate telephone techniques					
Please explain any items not yet assessed					

LEGAL CONCEPTS	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Satisfactory	Not Yet Assessed
Identify and respond to issues of confidentiality					
Perform within legal and ethical boundaries					
Establish and maintain the medical record					
Document appropriately					
Perform risk management procedures					
Maintain liability coverage					
Please explain any items not yet assessed					

EVALUATOR SIGNATURE _____

CLINIC _____

DATE _____

These competency checklists are subject to change based on current standards and requirements of the program and medical assisting examination requirements. Students will be notified of changes.

APPENDIX C

STUDENT CONDITIONS FOR INTERNSHIP PLACEMENT



STUDENT CONDITIONS FOR MEDICAL ASSISTING INTERNSHIP PLACEMENT

As a student in the Medical Assisting degree program at the Community College of Vermont, it is important that you understand the responsibilities expected in an internship setting. Please read this form carefully and sign at the bottom attesting that you agree to the conditions below.

Patient Confidentiality and Privacy:

Students must understand and respect the confidential nature of the patient-specific data that is available to them. Students must comply with the policies and procedures of the clinical facility regarding the confidentiality and security of patient health information.

Blood-Borne Pathogens:

Students must have a basic understanding of blood-borne pathogens and avoidance of transmission.

Proof of Immunization:

Students must comply with state regulations regarding proof of immunization. If the clinical facility requests documentation, students must submit proof of immunization directly to the facility in addition to CCV.

Criminal Background Check:

Students must successfully complete a criminal background check through CastleBranch before they can register for both the Administrative and Clinical Medical Assisting Internship courses and before they can begin their internship placement. If the clinical facility requests documentation, students must submit the results of the criminal background check directly to the facility. If the clinical facility requests additional searches or a drug test, students will be responsible for obtaining any additional data and providing it directly to the facility.

Adherence to Policies and Procedures:

Students participating in the 80-hour internship must abide at all times by the rules and regulations of both their assigned clinical facility and the Community College of Vermont. Students must conduct themselves in a professional manner and adhere to all dress codes. In the case that policies and procedures of the clinical facility are not immediately clear, it is the student's responsibility to ask for clarification from his/her Internship Supervisor. I understand that, if I am dismissed from my internship placement due to my behavior or skills, CCV is under no obligation to locate another placement for me. I also acknowledge that I will not likely pass the course if I am unable to complete the required 80 hours.

By signing here, I agree to abide by the conditions stated above during and after my placement by the Community College of Vermont in an internship at a clinical facility for educational purposes.

Signature: _____ Date: _____

(Please print below)

Name: _____

Address: _____

Telephone: _____

Email: _____ Colleague ID: _____

Emergency Contact: _____ Relationship: _____ Telephone: _____