PENINSULA COLLEGE
Medical Assisting

CAAHEP

Medical Assisting Program

Student Handbook 2019 - 2020

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Introduction

Welcome Letter

Peninsula College
Medical Assisting Program
1502 E Lauridsen Blvd
Port Angeles, WA 98362
(360) 417-6414

Dear Student,

Welcome to the Medical Assisting Program! This program is energetic and packed with information. In the next few months you will study, write, learn, and make great friendships. Consider this time the beginning of a very good part of your life, and of your new career in the exciting, challenging, and rewarding field of medical assisting.

The Medical Assisting Program at Peninsula College prepares you for employment in a flexible allied health field that provides opportunity for change and growth. You can expect to practice your profession in medical offices, clinics, and other healthcare settings. Our courses will teach you professional skills that you can apply regionally and nationally.

This Program is approved by the Washington State Higher Education Board. Moreover, the Program is accredited by the Commission on Accreditation of Allied Health Education Programs (**caahep.org**) upon the recommendation of the Medical Assisting Education Review Board (**maerb.org**). The accreditation process ensures that our Program maintains its high standards. The Program also complies with the Washington Administrative Code and Revised Code of Washington as it governs the practice of medical assistants.

It is with anticipation that we begin our new academic year. The Program Director, Faculty, and I-BEST Instructors are here to assist you on your journey. Please do not hesitate to schedule an appointment to speak with them, and be sure o look through this handbook. It contains information you will need from application through graduation.

Thank you, and good luck!

Rachel Pairsh, MA-C, NCMA, CPI
Director, Medical Assisting Program
Peninsula College

Description of the Medical Assisting Profession[*]

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities such as medical offices and clinics. They are instrumental in helping patients feel at ease in the physician's office, and they often explain the physician's instructions. Medical assistants are essential members of the Patient-Centered Medical Home (PCMH) team. According to a survey by the Healthcare Intelligence Network, medical assistants ranked as one of the top five professionals necessary to the PCMH team.

Job Responsibilities

Medical assistants are cross-trained to perform administrative and clinical duties. Here is a quick overview, though duties vary from office to office depending on location, size, specialty, and state law:

- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping
- Taking medical histories
- Gathering vitals
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Transmitting prescription refills as directed
- Drawing blood
- Performing electrocardiograms
- Removing sutures and changing dressings

Medical Assistants are In Demand

Medical assisting is one of the nation's fastest growing careers. Labor projections for 2016 through 2026 from the United States Bureau of Labor Statistics (BLS) indicate that while average job growth is seven percent, medical assistant job growth is twenty-nine percent. The BLS attributes this job growth to the following factors:

- Predicted surge in the number of physicians' offices and outpatient care facilities
- Technological advancements
- Growing number of elderly Americans who need medical treatment

National Credentialing of Medical Assistants

Students of the Medical Assisting Certificate and AAS Programs are required to pass a national exam in order to graduate with their Medical Assisting Certificate.

The American Association of Medical Assistants (AAMA) oversees the Certified Medical Assistant (CMA) exam. Students that wish to review information about the CMA (AAMA) exam and credentialing process can visit **aama-ntl.org**.

The National Center for Competency Testing (NCCT) administers the National Certified Medical Assistant (NCMA) exam. Information about this exam can be found at **ncctinc.com**.

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[*] American Association of Medical Assistants, **aama-ntl.org**

Washington Department of Health Credentialing of Medical Assistants-Certified*

Medical assistants who have graduated from an approved program and passed a national credentialing exam can obtain a Medical Assistant – Certified (MA-C) credential from the Washington State Department of Health (DOH). Please visit **doh.wa.gov** for details about Washington's credentialing process.

- Applicants must list all states where they hold or have held credentials.
- Each applicant must answer personal data questions.
- Applicants must submit proof of completion of one of the following medical assistant training programs:
  - **Completion of a medical assistant program offered by a school accredited by the Accrediting Bureau of Health Education Schools (ABHES) or a program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP);† or**
  - Completion of a medical assistant program offered by a school accredited by a regional or national accrediting organization recognized by the US Department of Education, which includes a minimum of 720 clock hours of training in medical assisting skills, including an externship of no less than 160 hours; or
  - Completion of a registered apprenticeship program administered by a department of the state of Washington unless the secretary determines that the apprenticeship program training or experience is not substantially equivalent to the standards of this state. The apprenticeship program shall ensure a participant who successfully completes the program is eligible to take one or more examinations identified in WAC 246-827-0200(2).
- The secretary of health may also approve an applicant who submits documentation that he or she completed post-secondary education with a minimum of 720 clock hours of training in medical assisting skills, including an externship of no less than 160 hours. The documentation must include proof of training in all of the duties identified in RCW 18.360.050(1).
- Military training or experience also satisfies the training and experience requirements unless the secretary determines that the training or experience is not substantially equivalent to the requirements listed above.

Examinations for Washington State DOH Credentialing

Each applicant must successfully pass one of the following exams within five years prior to submission of an initial application for medical assistant certified:

- **Certified Medical Assistant Exam through the American Association of Medical Assistants (AAMA)‡**
- **National Certified Medical Assistant Exam through the National Center for Competency Testing (NCCT)§**
- Registered Medical Assistant Exam through American Medical Technologists (AMT)
- Clinical Medical Assistant Exam through the National Health Career Association (NHA)
- Clinical Medical Assistant Certification Examination through the American Medical Certification Association (AMCA)

* An applicant who meets all credentialing requirements except passage one of the exams listed above qualifies for the medical assistant interim certification. A person holding an interim certification possesses the full scope of practice of the medical assistant-certified. The interim certification expires upon passage of one of the examinations listed above or after one year, whichever occurs first, and cannot be renewed.

Additional Information/Documents Required for Washington State DOH Credentialing

Each applicant must attest to the following competencies:

- Completion of HIV/AIDS training – seven hours
- Completion of high school education or its equivalent
- The ability to read, write, and converse in the English language

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* This information is from **doh.wa.gov**
† Peninsula College's Medical Assisting Program fulfills this training requirement
‡ Peninsula College's Medical Assisting Program enables students to sit for the AAMA exam
§ Peninsula College's Medical Assisting Program enables students to sit for the NCCT exam

Process for Approving/Denying Applications for Washington State DOH Credentialing

The DOH finishes final review for approval after a credentialing specialist verifies that the application is fully complete, and complies with requirements in **chapter 18.360 RCW** and **chapter 246-827 WAC**. We complete background checks and make sure applicants have submitted required fees. Credentialing supervisors and lead workers have the authority to approve routine applications. The disciplining authority may conduct further review if the credentialing supervisor can't verify the applicant meets all requirements. The DOH will formally notify applicants of a denial. Those applicants may request a hearing to appeal the decision.

Renewal Requirements for Washington State DOH Credentialing

Medical assistants-certified must renew their credential every two years after the initial renewal. Credentials expire on the credential holder's birthday. Renewal fees are accepted by the department no sooner than 90 days prior to the expiration date.

Continuing Education Requirements for Washington State DOH Credentialing

There are currently no continuing education requirements.

Allied Health Career Comparison

	Certified Medical Assistant	Medical Office Assistant	Registered Nurse	Certified Nursing Assistant	Dental Assistant	Physical Therapy Assistant	Surgery Technician
Peninsula College program?	Yes	Yes	Yes	Yes	No	No	No
Average WA income*	$39,700	$41,370**	$79,810	$30,410	$42,540	$57,420	$56,280
Required testing for Washington credential or registration	Must pass one of five exams for certification	Optional exam (no license or registration required to work)	Must pass exam for licensure	Must pass exam for certification	Optional exam (not required for state registration)	Must pass exam for licensure	Exam required to graduate accredited program; exam not required for state registration
Educational requirements	Graduation from post-secondary training program	Graduation from post-secondary training program usually required by employer	Graduation from accredited program	Completion of course approved by state	Graduation from post-secondary training program usually required by employer	Graduation from accredited program	Graduation from post-secondary training program usually required by employer
Approximate length of program of study	One quarter of prerequisites, six quarters for AAS degree	One quarter for prereqs, six quarters for AAS degree	One to two years of prereqs, two years for AAS degree	Minimum 75 hours of training. On-the-job training programs available	Five quarters for AAS degree	One year of prereqs plus two years for AAS degree	Four to eight quarters of prereqs, four to six quarters for certificate or AAS degree
Job setting	Predominantly outpatient care	Inpatient and outpatient care	Mostly inpatient care. Some long-term and outpatient	Inpatient care, long term care facilities	Outpatient dentists' offices	Physical therapists' offices, hospitals, and rehab centers	Hospitals, physicians' offices, outpatient care, surgery centers, dentists' offices
Shift hours	Predominantly days; some positions require weekends	Predominantly days; some positions require weekends	Variable, all shifts	Variable, all shifts	Typically days; potentially evenings or weekends	Typically days; potentially evenings or weekends	Variable, all shifts

* Bureau of Labor Statistics
** Average WA income for medical secretaries does not necessarily reflect local conditions. For example, certified medical assistants generally have higher wages than medical office assistants in Clallam County.

Allied Health Occupational Duties Comparison

	MA-C	MOA	RN	CNA	Dental Asst	PTA	Surg Tech
Direct patient care	●		●	●	●	●	
Take patient medical history	●	●			●		
Patient education	●	●	●		●	●	
Obtain vital signs	●		●	●	●		
Examine and diagnose			●				
Treatment of illnesses			●				
IV initiation and monitoring			●				
Venipuncture, injections	●		●				
Electrocardiograms	●		●				
Medication administration	●		●				
Assist surgical procedures	●		●				●
Collect lab specimens	●		●	●			●
Process lab specimens	●		●		●		
Screen & follow up on abnormal labs	●		●				
Hygienic care			●	●			
Bedside care			●	●			
Help patients follow plan of care	●	●	●			●	
Sterilize equipment	●				●	●	●
Lift and transfer patient	●		●	●		●	●
Meal service				●			
Assist provider during exams	●		●		●		
Prepare patients for surgery	●		●				●
Develop X-rays					●		
Assist with cast application/removal	●		●				
Suture/staple removal	●		●				
Prepare and clean treatment areas	●		●		●	●	●
Administrative duties	●	●	●		●	●	
Process insurance forms	●	●			●		
Computer skills	●	●	●	●	●	●	●
Equipment maintenance	●	●	●	●	●	●	●
Ordering equipment/supplies	●	●	●				●
Bookkeeping duties	●	●			●		

Program Overview

Peninsula College's Mission, Vision, and Guiding Principles

Mission

Peninsula College provides educational opportunities in the areas of academic transfer, professional and technical, basic skills, and continuing education. The College also contributes to the cultural and economic enrichment of Clallam and Jefferson Counties.

Vision

- Provide excellent instruction and services in support of its mission;
- Embrace a set of shared principles;
- Practice shared governance;
- Pursue a "planful" approach to decision making; and
- Support the professional development of faculty and staff.

Guiding Principles

The college community is guided by the following principles:

- The teaching/learning process is at the center of the mission of Peninsula College.
- Members of the campus community will treat each other with mutual respect and dignity.
- Members of the campus community will be open and honest in their communications.
- Members of the campus community shall promote a positive work environment and avoid adversarial relationships.
- Each member of the campus community shall act ethically and with integrity.
- The campus will engage in collaborative decision-making processes.

Student Outcomes and Program Goals of the Medical Assisting Program

Student Learning Outcomes

In our program, students will learn to:

- Function professionally in a legal and ethical manner as a medical assistant.
- Use medical terminology correctly.
- Effectively communicate with other healthcare team members, patients, and physicians.
- Procure and distribute both office supplies and medical supplies.
- Manage documents, both paper and electronic, in a medical office.
- Follow laws and regulations regarding patient privacy and confidentiality.
- Demonstrate proficiency with basic medical testing procedures.
- Display knowledge and use of techniques for asepsis, workplace safety, and risk management.
- Demonstrate knowledge and competency in ICD-10 coding and electronic billing of multiple insurances.
- Integrate cognitive objectives and psychomotor and affective domain competencies into daily practice.

Program Goals

The educational goals for completion of this Medical Assisting Program are to:

- Prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Ensure students are prepared for their national credentialing exams and the realities of the workplace responsibilities they will encounter.
- Assure employers that our graduates are ready to be employed and can be trusted to provide high-quality patient care.
- Assure patients that the medical assistants caring for them are well-versed in the latest techniques and will provide them with respectful care.

Program Accreditation

The Peninsula College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
caahep.org

What does accreditation mean? [*]

Programmatic (or Specialized) Accreditation examines specific schools or programs within an education institution (e.g., the law school, the medical school, the nursing program). The standards by which these programs are measured have generally been developed by the professionals involved in each discipline and are intended to reflect what a person needs to know and be able to do to function successfully within that profession. The CAAHEP accreditation process is designed to evaluate and ensure that the standards of each profession under the CAAHEP umbrella are met by each program.

Program Description

Students attending Peninsula College can earn either a Medical Assisting Certificate or Medical Assisting Associate of Applied Science (AAS) degree. The Medical Assisting Certificate, which is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) requires 74 credits of coursework. The AAS degree requires the same 74 credits of coursework, as well as an additional 20 credits of general education coursework that can be completed before or after completing the Medical Assisting Program core curriculum.

Core curriculum courses must be taken sequentially. Coursework, which starts in the fall, introduces students to the medical assisting profession and the healthcare setting. It covers medical terminology, medical billing and coding, anatomy and pathophysiology, clinical laboratory skills, medical office procedures, and principles of pharmacology. The fifth quarter of core curriculum courses includes an **unpaid** practicum, which gives the medical assisting student at least 160 hours of **unpaid** hands-on experience working in one or more ambulatory healthcare settings. Students also work on resumes, interview skills, and exam preparation.

Students are required to pass a national credentialing exam in order to graduate. Passage of an exam is also required to obtain the Medical Assistant – Certified credential, which is issued by the Washington State Department of Health. Graduates of this Program are highly successful at passing these exams, and usually find placement as medical assistants. The majority of recent graduates of this program report that they are employed within six months. Statistics describing recent exam passage and job placement rates may be found at **pencol.edu/medical-assisting.**

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[*] **caahep.org**

Student Expenses

There are expenses associated with the Medical Assisting Program expenses other than tuition, placement testing, and other college-related fees. Costs listed below are approximations only.

Item	Estimated Cost
Uniforms (two sets per student minimum: scrub pant and top per set)	$40-$70 per set
Shoes (leather or other puncture-resistant material, athletic or medical type)	$30-$100 per pair
White laboratory coat (optional)	$25-$45 each
Analogue watch with sweeping second hand	$20-$50
Stethoscope	$40-$120
Textbooks	$150-$300 per quarter (prices determined by publisher, not Medical Assisting Program)
National exam application fee	$90-$150
WA State DOH MA-C application fee	$115-$150
Background check for Program	$44-$55
Background check for WA state, if required	Varies, check Department of Health website
Fees for continuing education credits	Varies, check appropriate website
Immunizations	Varies based on immunizations/titers needed
Insurance	Varies by individual carrier
Health and liability insurance (optional, but recommended prior to practicum) Neither Peninsula College nor any affiliated clinical externship sites are responsible for the cost of medical care for injury or illness that occurs as a result of classroom, lab, or practicum activities.	Varies by individual carrier and type of coverage, but can range from $35-$150 annually.

Application Process

Overview of Application Process

Who can apply for the Medical Assisting Program?

People of all ages are invited to apply for the MA Program once they have obtained a high school diploma or GED, been accepted as a Peninsula College student, and have completed or are enrolled in the prerequisites.

Prerequisite courses include Fundamentals of English (ENGL 90), Intro to Algebra (MATH 63), and Research in Health and Social Sciences (INFO 101). All three of these prerequisite courses are typically offered every quarter. You can place or test out of ENGL 90 and MATH 63, but you must take INFO 101. INFO 101 is a two-credit online course.

How do I apply for the MA Program?

Students must complete an application for the MA Program. This application is separate from the Peninsula College application. The MA Program application is submitted via dropboxes provided on Canvas, which is Peninsula College's online learning management system. The application will include:

- Evidence of up-to-date immunizations
- Demographic information
- Personal essay
- Letter of personal reference
- Acknowledgement forms
  - Confidentiality statement form
  - Background check release of information
  - Informed consent for invasive/noninvasive procedures

What if I am accepted to the MA Program?

Students accepted to the MA Program must undergo a background check through **castlebranch.com** prior to their first quarter in the Program. These records are confidential, and are maintained in a secure location to ensure student privacy. Please note that any applicant with a criminal history in Washington State may be required to obtain a fingerprint background check before the Department of Health will issue a Medical Assistant – Certified credential. Certain convictions preclude students from completing the program, obtaining credentials, and securing employment in the healthcare sector. Please see **RCW 43.43.842: Convictions that Preclude a Career in Healthcare**.

Students accepted to the Program will meet with Rachel Pairsh, the MA Program Director, for an advising appointment. **Advising appointments are not optional.** Students may consult a Student Services advisor in addition to their Program advisor.

New students must attend a Program orientation meeting held once a year prior to commencement of fall quarter. **The MA Program orientation is not optional.**

Course registration is completed through the Peninsula College website. Students must acquire a PIN code from their advisor in order to register for courses. Students will receive information regarding required textbooks and syllabi from their Instructors or the MA Program Director.

Class attendance is mandatory, and daily attendance is required for students to meet program outcomes.

Application Timeline

January
- ☐ Download the Medical Assisting (MA) Program Student Handbook at
  pencol.edu/sites/default/files/Medical%20Assisting%20Handbook.pdf
- ☐ Complete self-assessment survey to identify whether you are physically and behaviorally able to complete the tasks required of a medical assistant
  - ▪ Self-assessment survey is in the MA Program Student Handbook
- ☐ Review background check information
  - ▪ Certain convictions preclude careers in healthcare
  - ▪ Information about crimes is in the MA Program Student Handbook
- ☐ Schedule immunizations or titers if you do not have required immunizations or documentation
  - ▪ Immunizations must be complete upon application
  - ▪ Detailed immunization requirements are in the MA Program Student Handbook
- ☐ Submit transcripts to Peninsula College following instructions at **pencol.edu/GetStarted**
  - ▪ It can take up to ten weeks for the college to process transcripts

February
- ☐ It's not too late to start January's tasks

March
- ☐ It's still not too late to start January's tasks
- ☐ Apply for Peninsula College before applying for the MA program
  - ▪ MA Program starts in fall quarter, but there are prerequisites to take summer quarter or earlier
  - ▪ Peninsula College application instructions are at **pencol.edu/GetStarted**
  - ▪ Complete Financial Aid file before May 1st
  - ▪ Priority consideration deadline for summer and fall quarters occurs during spring quarter
  - ▪ Apply for Financial Aid at **pencol.edu/financial/apply-for-aid**
- ☐ MA Program application is due June 1st at 5:00 PM
  - ▪ Register for Canvas application course, item number 0007
  - ▪ Contact Student Services
    - ▪ Request that you are added to the Program Director's Advisee List (Rachel Pairsh)
    - ▪ Have your Program of Study intent code changed to one of the two MA degree options

April
- ☐ Request letter of reference for MA Program application
  - ▪ Letter of reference guidelines are in the MA Program Student Handbook
- ☐ Take exams to place out of prerequisite courses, or submit documentation for placement test alternatives
  - ▪ Prerequisite courses include MATH 064, ENGL 90, and INFO 101
  - ▪ All prerequisite courses are offered each quarter
  - ▪ You cannot test or place out of INFO 101
  - ▪ Information about testing and test alternatives may be found at **pencol.edu/GetStarted**
- ☐ Sign up for and complete online Peninsula College orientation at
  pencol.edu/admissions/new-student-orientation

May

- ☐ Compose personal essay for MA Program application
  - ▪ Guidelines for personal essay are in the MA Program Student Handbook
- ☐ Meet with your advisor, Rachel Pairsh, during Advising Week
  - ▪ You cannot register for classes if you do not meet with your advisor
  - ▪ May advising sessions are for summer and fall quarters
- ☐ MA Program application is due June 1st at 5:00 PM

June

- ☐ Open registration for summer and fall quarters starts in early June*
- ☐ Tuition for summer quarter is due in June*
- ☐ Acceptance and rejection letters for MA Program will be sent by July 1st
- ☐ Complete background check (if accepted) by September 1st

July

- ☐ Last day to register for courses is in July*
- ☐ Summer quarter is July to August*

August

- ☐ Tuition for fall quarter is due late August
- ☐ Don't forget to complete background check, which is due September 1st

September

- ☐ Attend mandatory Medical Assisting New Student Orientation in early September
- ☐ Last day to register is in mid-September*
- ☐ First day of fall quarter is in late September*

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* Specific dates can be found Peninsula College's academic calendar at **pencol.edu/admissions/academic-calendar.**

Self-assessment Survey of Essential Functions

Essential functional abilities relate to the behavioral and physical components of student competence. They are abilities essential for safe patient care. Students should evaluate themselves to determine if they can meet the requirements of the profession. Students can contact Student Development to discuss any ADA accommodations they may be eligible to receive that will enable them to meet these essential functions of the profession. The findings of your self-assessment are for your consideration only, and have no impact on your application.

Visual
1. Observe and discern subtle changes in physical conditions and the environment
2. Visualize different color spectrums and color changes
3. Read fine print
4. Read data displayed on monitors/equipment
5. Detect non-verbal communication

Auditory
1. Distinguish muffled sounds heard through a stethoscope
2. Hear and discriminate high and low frequency sounds produced by the body and the environment
3. Effectively hear to communicate with others

Tactile and Olfactory
1. Discern tremors, vibrations, pulses, textures, temperature, shape, sizes, location and other physical characteristics
2. Detect body odors and odors in the environment

Communication
1. Verbally and in writing engage in two-way communication in English
2. Use qualified interpreters when appropriate to communicate with non-English speaking patients
3. Interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds

Interpersonal Relationships
1. Work effectively in groups/teams
2. Interpret non-verbal communication
3. Express ideas and feelings in a clear manner
4. Demonstrate behaviors that are age appropriate in relation to the patient
5. Convey caring, respect, tact, compassion, diplomacy, and empathy to patient and others

Cognitive Ability
1. Operate a computer to obtain, enter, and transmit data
2. Effectively read, write, and comprehend the English language
3. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of situations and settings
4. Demonstrate satisfactory performance on written examinations, including mathematical calculations and medical terminology
5. Function effectively in situations of uncertainty or stress

Motor Function
1. Handle small objects and delicate equipment/objects without extraneous movement, contamination, or destruction
2. Move, position, transfer, and assist with lifting and ambulation without injury to patients, self, or others
3. Maintain balance
4. Coordinate hand/eye movements
5. Lift and/or carry objects weighing up to 25 pounds independently without injury to patient, self, or others
6. Lift and/or carry objects weighing up to 50 pounds with assistance without injury to patient, self, or others
7. Stand, bend and walk for prolonged periods of time while performing physical activities requiring energy without jeopardizing the safety of patients, self, or others

RCW 43.43.842: Convictions that Preclude a Career in Healthcare[*]

Crimes against children or other persons[†]

- murder: aggravated, first, or second degree
- kidnapping: first or second degree
- assault: first, second, or third degree
    - also fourth degree,[‡] see below
    - exception: the offense was simple assault, assault in the fourth degree, and three or more years have passed between the most recent conviction and the date of application for employment
- assault of a child: first, second, or third degree
- rape: first, second, or third degree
- rape of a child: first, second, or third degree
- robbery: first or second degree
- arson: first degree
- burglary: first degree
- manslaughter: first or second degree
- extortion: first or second degree
- indecent liberties
- incest
- vehicular homicide
- promoting prostitution: first degree
- communication with a minor
- unlawful imprisonment
- simple assault
- sexual exploitation of minors
- criminal mistreatment: first or second degree
- endangerment with a controlled substance
- child abuse or neglect[§]
- custodial interference: first or second degree
- custodial sexual misconduct: first or second degree
- malicious harassment
- child molestation: first, second, or third degree
- sexual misconduct with a minor: first or second degree
- commercial sexual abuse of a minor
- child abandonment
- promoting pornography
- selling or distributing erotic material to a minor
- custodial assault
- violation of child abuse restraining order
- child buying or selling
- prostitution
    - exception: if three or more years have passed between the most recent conviction and the date of application for employment
- felony indecent exposure
- criminal abandonment

Crimes relating to drugs[**]

- manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance

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[*] Licensing requirements and exceptions are described by Revised Code of Washington (RCW) 43.43.842.
[†] "Crimes against children and other persons" is defined by RCW 43.43.830.
[‡] Conviction of fourth degree assault, within certain parameters described by RCW 9A.36.041(3), may preclude a career in healthcare.
[§] "Abuse or neglect" is defined by RCW 26.44.020.
[**] "Crimes relating to drugs" is defined by RCW 43.43.830.

Crimes relating to financial exploitation[*]
- extortion: first, second, or third degree
- robbery: first or second degree
- forgery
  - exception: the offense was forgery and five or more years have passed between the most recent conviction and the date of application for employment
- theft: first, second, or third degree
  - exception: the offense was theft in the third degree and three or more years have passed between the most recent conviction and the date of application for employment
  - exception: the offense was theft in the second degree and five or more years have passed between the most recent conviction and the date of application for employment

Financial exploitation[†]
- Illegal or improper use, control over, or withholding of the property, income, resources, or trust funds of the vulnerable adult by any person or entity for any person's or entity's profit or advantage other than for the vulnerable adult's profit or advantage. "Financial exploitation" includes, but is not limited to:
  - The use of deception, intimidation, or undue influence by a person or entity in a position of trust and confidence with a vulnerable adult to obtain or use the property, income, resources, or trust funds of the vulnerable adult for the benefit of a person or entity other than the vulnerable adult
  - The breach of a fiduciary duty, including, but not limited to, the misuse of a power of attorney, trust, or a guardianship appointment, that results in the unauthorized appropriation, sale, or transfer of the property, income, resources, or trust funds of the vulnerable adult for the benefit of a person or entity other than the vulnerable adult
  - Obtaining or using a vulnerable adult's property, income, resources, or trust funds without lawful authority, by a person or entity who knows or clearly should know that the vulnerable adult lacks the capacity to consent to the release or use of his or her property, income, resources, or trust funds

Assault in the fourth degree under certain parameters[‡]
- Domestic violence was pleaded and proven after July 23, 2017
- Domestic violence was a class C felony if the person has two or more prior adult convictions within ten years for any of the following offenses where domestic violence was pleaded and proven after July 23, 2017
  - repetitive domestic violence offense[§]
  - crime of harassment[**]
  - assault in the first, second, or third degree
  - an out-of-state comparable offense
- "Domestic Violence" means[††]
  - physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members
  - sexual assault of one family or household member by another
  - stalking[‡‡] of one family or household member by another family or household member
  - "family" or "household members" means
    - spouses
    - domestic partners
    - former spouses
    - former domestic partners
    - persons who have a child in common regardless of whether they have been married or have lived together at any time
    - persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship
    - persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship

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[*] "Crimes relating to financial exploitation" is defined by RCW 43.43.830.
[†] "Financial exploitation" is defined by RCW 74.34.020.
[‡] Conviction of fourth degree assault, within certain parameters described by RCW 9A.36.041(3), may preclude a career in healthcare.
[§] "Repetitive domestic violence offense" is defined by RCW 9.94A.030.
[**] "Crime of harassment" is defined by RCW 9A.46.060.
[††] "Domestic violence" is defined by RCW 26.50.010 (RCW 43.43.830 refers to RCW 9.36.041, which refers to RCW 9.94A.030, which refers to RCW 26.50.010).
[‡‡] "Stalking" is defined by RCW 9A.46.110.

Required Immunizations

Required Immunization	How to Document Immunity
☐ Hepatitis B	▪ Record of series of three injections _or_ ▪ Titer that demonstrates immunity
☐ Measles, mumps, and rubella (MMR)	▪ Record of two doses _or_ ▪ Titer that demonstrates immunity
☐ Tetanus, diphtheria, and acellular pertussis (Tdap)	▪ Record of one historical dose of Tdap **and** one of the following: ▫ TD booster dose within ten years _or_ ▫ Tdap within five years _or_ ▫ Titer that demonstrates immunity
☐ Varicella	▪ Record of two doses _or_ ▪ Titer that demonstrates immunity
☐ Tuberculosis (required annually)	▪ Documentation of TB skin test **each year** _or_ ▪ Documentation of QuantiFERON Gold blood test **each year** ▪ If either test comes back positive, student must ▫ Obtain a chest X-ray with written results _or_ ▫ Obtain a signed statement from a healthcare provider stating student is asymptomatic and poses no danger to patients
☐ Influenza (required annually)	▪ Seasonal influenza immunization is required **each year**

Accepted Proof of Immunizations

Only official lab reports will be accepted as proof of titers. Receipts, unless they contain required information, will not be accepted as proof of immunization.

Immunization	Acceptable Evidence of Immunity	Not Accepted
Hepatitis B	1) Proof of series of three injections 2) Positive antibody titer 3) Proof of series of three vaccinations and positive titer 4) Proof that series of three has been started, with specific dates student is scheduled to receive remaining vaccines. First two shots must be completed prior to the start of fall quarter courses.	1) Incomplete records 2) Unofficial lab reports 3) Single booster vaccine without follow up titer results 4) Declinations
Measles, mumps, and rubella (MMR)	1) Proof of series of two injections of MMR vaccine 2) Positive antibody titers for each 3) Proof of series of two vaccines and positive titer for each 4) Proof that series of two has been started, with specific dates student is scheduled to receive remaining vaccine. First shot must be completed prior to the start of fall quarter courses.	1) Incomplete records 2) Unofficial lab reports 3) Single booster vaccine without follow up titer results 4) Declinations
Varicella	1) Proof of series of two injections of varicella vaccine 2) Positive antibody titer 3) Proof of series of two vaccines and positive titer 4) Proof that series of two has been started, with specific dates student is scheduled to receive remaining vaccine. First shot must be completed prior to the start of fall quarter courses.	1) Incomplete records 2) Unofficial lab reports 3) Single booster vaccine without follow up titer results 4) Declinations
Tetanus, diphtheria, and acellular pertussis (Tdap)	1) Proof of Tdap in past **with** TD booster within ten years 2) Proof of full Tdap received within past five years 3) Complete DPT (4+ vaccines) series within ten years 4) Positive antibody titer 5) Proof of Tdap and positive titer	1) Incomplete records 2) Unofficial lab reports 3) Declinations
Annual TB test (required annually)	1) Proof of negative one-step test 2) Proof of negative two-step test 3) Proof of negative QuantiFERON Gold blood test 4) Clear chest X-ray within one year with interpretation 5) Signed statement from a healthcare provider stating student is asymptomatic and poses no danger to patients	1) Incomplete records 2) Unofficial lab reports 3) Unsigned chart notes or reports without signatures 4) Declinations
Seasonal flu shot (required annually)	1) Proof of completed seasonal influenza vaccine	1) Incomplete records 2) Unofficial lab reports 3) Unsigned chart notes or reports without signatures 4) Declinations

Prerequisites for Medical Assisting Program

Prerequisite courses include Fundamentals of English (ENGL 90), Intro to Algebra (MATH 63), and Research in Health and Social Sciences (INFO 101). All three of these prerequisite courses are typically offered every quarter. You can place or test out of ENGL 90 and MATH 63, but you must take INFO 101. INFO 101 is a two-credit online course.

Information about testing and test alternatives may be found at **pencol.edu/GetStarted**.

Applying to Peninsula College

Apply online at **pencol.edu/GetStarted** or in person in Building D. There is no application fee. Once your application has been processed, you will receive a response via email or letter that will include your Student Identification Number (SID) and global PIN.

Transcripts Submission
Official transcripts can also be sent to transcript@pencol.edu. In order for these electronic transcripts to be considered official, they must be sent by the institution you attended. Alternatively, you can request that your official college transcripts be mailed to the following address:

Peninsula College
1502 E. Lauridsen Blvd
Port Angeles WA 98362

Financial Aid
Applying for financial aid and scholarships is a process, not a single step. Apply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA). Be aware of the deadlines! Visit **pencol.edu/financial/apply-for-aid** for more details about how to apply for financial aid.

Placement
To enroll in classes, an evaluation of your English and math skills is required. Take the test and/or submit documents for review such as high school transcripts, college transcripts, SAT and ACT scores, or Smarter Balanced Scores. Call (360) 417-6598 for more information.

Visit **pencol.edu/GetStarted** to determine what placement method is appropriate for you.

Peninsula College New Student Orientation
New students must complete the New Student Orientation on campus before advising and registering for classes. Online Orientation is available at **pencol.edu/admissions/new-student-orientation** for students who live out of the area.

You may schedule an optional campus tour by filling out the online form on the Ambassadors web page or by contacting ambassadors@pencol.edu.

Advising
After placement testing and orientation, schedule an advising appointment with Student Development to discuss classes, create your educational plan, and register for classes. Call (360) 417-6340 to schedule an appointment. If you are considering applying to the Medical Assisting Program, contact Student Services to request that your advisor be listed as Rachel Pairsh, Director of the MA Program. More details about advising may be found at **pencol.edu/advising**.

Registration
Browse the online class schedule at **classes.pencol.edu**. Peninsula College does not allow late registration. Registration must happen before the first day of the quarter.

After advising, you will use your student ID and registration PIN (which is provided by your advisor) to register online at **pencol.edu/register**.

MA Program Application on Canvas

The MA Program application is completed through the Canvas application course, item number 0007. The application requests demographic information, a personal essay, a letter of reference, three acknowledgement forms, and immunization documentation.

Demographic information

Download the demographic information form from Canvas, complete it, and upload the form to a dropbox on the Canvas application course.

Personal essay

Submit your personal essay by uploading it to a dropbox on the Canvas application course. The submission should be in essay form and should answer the five questions listed below. Please make sure each part of the questions are addressed in your answers. Use 12-point Times New Roman font and double space the body of the essay. No headers, footers, titles, numbering, dates, or labeling information is necessary on the essay itself.

1. Why do you want to attend the Peninsula College Medical Assisting Program?
2. Have you worked in the medical profession? If the answer is yes, where and when, and in what capacity?
3. What are your goals for the next two years?
4. What are your educational goals? (For example, earn a degree or certificate, prepare for a job, or personal enrichment).
5. How do you view teamwork and how do you perform in a group environment?

Letter of reference

Obtain a letter of personal reference. Submit this letter uploading it to a dropbox on the Canvas application course. The letter can be from a friend, family member, coworker, supervisor, instructor, or anyone who has known you for at least one year and can address the items below. Letters of reference should be addressed (but not mailed) to:

Rachel Pairsh, Director
Medical Assisting Program
Peninsula College
1502 E. Lauridsen Blvd.
Port Angeles, WA 98362

The letter should speak to your

- Conduct and attitude
- Organization and leadership qualities
- Strengths and dependability
- Resourcefulness, aptitude, and/or enthusiasm
- Plans for overcoming any barriers to your education and/or professional development and/or your ability to adjust to varying situations and expectations

Acknowledgement forms

Three acknowledgement forms must be submitted with your application. These forms should be downloaded from Canvas, signed, scanned, and uploaded to a dropbox on the Canvas application course. The forms include the Confidentiality Statement, Background Check Release of Information, and Informed Consent for Invasive/Noninvasive Procedures.

Immunization documentation

Immunization documentation should be scanned and uploaded to a dropbox on the Canvas application course. If your immunizations will not be completed by the time you submit your application, you can also upload a document that describes when you are scheduled to complete the unfinished immunizations.

Please refer to **Required Immunizations** for details about immunizations and documentation.

Sample Application Assessment Rubric

	3 All elements complete	2 Missing at least one element	1 Missing at least two elements	0 No submission, or submission incomplete
Demographics 1) Submitted file is named yourname.demographics.date 2) All data fields are completed				
Essay 1) Submitted file is named yourname.essay.date 2) Submitted essay is written in 12-point Times New Roman font and is double-spaced. Essay has no headers, footers, page numbers, titles, or headings. Student's name is on essay 3) Submitted essay discusses each part of each question listed in the application checklist				
Letter of Reference 1) Submitted file is in correct format, and is named yourname.reference.date				
Immunizations 1) Submitted file is named yourname.immunizations.date 2) Submitted files are formatted as .pdf, .tiff, or .jpeg files 3) Documentation is submitted for any missing immunizations/titer results 4) Documents are submitted as one file, or as several files that are sequentially numbered				
Acknowledgment Forms 1) Submitted files are named: - yourname.backgroundcheck.date - yourname.privacy.date - yourname.informedconsent.date 2) Submitted files are formatted as .pdf, .tiff, or .jpeg files 3) Documents are submitted as one file, or as several files that are sequentially numbered				
Total score (out of 15 possible):				
Student name and SID:				
Status and date letter sent (application accepted or rejected):				

Program Requirements and Policies

New Student Orientation

New students must attend the Medical Assisting Program orientation meeting held once a year prior to commencement of fall quarter. **This orientation is not optional.**

Student Responsibilities

All students are responsible for purchasing the following supplies and equipment prior to the first day of the first clinical competency course:

- Blood pressure cuff
- Stethoscope
- Analogue watch with a sweeping second hand
- Blue or black ink pens
- Scrubs uniform

Standards of Dress, Appearance, and Behavior in Classroom and Clinical Settings

Attendance
Attendance is mandatory for all students. Daily attendance is required in order for students to meet program outcomes. Please schedule outside appointments at times other than class times. If you are unavoidably unable to attend class, please contact your instructor **prior** to class with as much notice as possible. You may or may not be allowed to make up missed work depending on the course, assignment, and Instructor preference.

Students in the Program will not be tardy for class.

Class Preparation and Late Work
Preparation for class is expected, and most Instructors in the Program do not accept late work. Students are responsible for identifying alternative computers for submitting their work in the case their primary computer is not functioning when tests, quizzes, or assignments are due. All assignment due dates are listed in the Canvas course modules and students are responsible for ensuring they manage their time efficiently in order to meet the deadlines for submission.

Dress Code for Laboratory and Clinical Courses
- Students should wear either scrubs or a clean lab coat over office attire.
- Shoes must be fully enclosed, no open-toed shoes allowed, and they must be puncture-resistant.
- Long hair must be pulled back or secured to prevent contact with equipment and liquids.
- Gloves, gowns, and other appropriate personal protective equipment must be worn as necessary for student safety and risk management.

Behavior
Students in this Program will comply with all Peninsula College Student Rights, Policies, and Procedures as found in the Peninsula College Student Handbook. Policies regarding plagiarism, cheating, ADA, non-attendance, and discrimination will be strictly adhered to. Please visit **pencol.edu/student-rights-policies-procedures** for a full description of college-wide policies and guidelines.

Failure to comply with these standards of behavior may cause students to lose Professionalism Points, receive interventional counseling, receive a referral for disciplinary action by Student Services, or may result in failure of a course or dismissal from the Program.

Food and Drinks in the Classroom

Some types of food and drinks are allowed in the classroom, depending upon the type of class and the Instructor's preferences. There is no class or situation where it is acceptable to place liquids on or near the computers. No food, drink, gum, or candy of any kind is allowed in clinical or laboratory classroom spaces.

Cell Phone and Laptop Use

Students in the Program will not text or use cell phones in class; all phones are to be turned off or set to vibrate during class times. **Students will not use classroom computers to visit social media sites or play online games.**

Maintaining Confidentiality

Protecting the confidentiality of patients, students, medical facilities, and the Program is expected under all conditions, including when using social media. If there is ever an appropriate time to take photographs or video, students will be notified by their Instructors. Violation of either HIPAA or FERPA laws can result in immediate dismissal from the Program.

Profanity

Students in the Program will not curse or use profanity in the classroom. This behavior is extremely unprofessional and will not be tolerated in the workplace or classroom. Failure to comply with standards of behavior and comportment may cause students to lose Professionalism Points, receive interventional counseling, receive a referral for disciplinary action by Student Services, or may result in dismissal from the Program.

Guest Speakers

This Program frequently features guest speakers and guest lecturers. These guests are working professionals who take time from their own jobs to speak to our classes. They are to be shown the utmost respect, which means arriving on time for their talks or lectures, not interrupting, and exiting quietly if necessary. No food or drink is allowed during guest lectures.

Professionalism Points

Students are expected to maintain high standards of professionalism and most classes have Professionalism Points included on the assignments list. Violations of standards of professional conduct will result in deductions of these points, which can significantly lower students' grades.

Infractions typically result in a one- to ten-point deduction of Professionalism Points for each occurrence of the following:

- Using cell phones or texting in class
- Disrupting lectures or lessons excessively for off-topic comments
- Calling fellow students names or being disrespectful of others' opinions and beliefs
- Demonstrating disrespect for the Instructor or the Instructor's preferences
- Placing drinks or food on lab tables or near computers
- Using profanity in the classroom or during group discussions
- Arriving late for guest lectures, or bringing food or drinks to class when we have guests
- Chronic tardiness
- Violation of dress code in clinical courses
- Failure to obtain required equipment prior to the first day of the first clinical course
- Improper use or misuse of program supplies and equipment in lecture or lab courses

Submitting late work may result in a zero for the assignment and the loss of Professionalism Points.

Serious infractions such as plagiarism incur higher deductions at the discretion of the Instructor, and typically also result in a zero on the assignment in question, and/or failure of the course.

Plagiarism

Plagiarism is unacceptable and will be dealt with swiftly and severely. Students who are in doubt about whether work or resources have been cited correctly should consult their Instructor.

Drug Testing

Students in the Program may be subject to random drug testing, at their own expense, as the result of suspicious behavior in the classroom, lab, or clinical setting. Examples of behavior that suggest drug abuse include alcohol on the breath, inappropriate verbal responses, and unsafe or unusual behavior indicative of intoxication.

The clinical practicum facility, pursuant to their policies, may also require drug testing.

Reference Texts

Students in the Program have access to a variety of resource texts in the classroom. These texts are not to be removed from the classroom without the express permission of the Program Director and a written receipt signed and dated by the student. Failure to return these reference texts, or destruction of them, will result in the student being required to replace the text at their own expense.

Student Records

Administrative, enrollment, and Student Services records are separate from student records for the Medical Assisting Program. All records are confidential. Some of the items in your Medical Assisting Program records may include, but not be limited to, the following documents:

- Application to the Program
- Background check results
- New student orientation attendance record
- Unofficial and official transcripts
- CPR/first aid certification
- HIV/AIDS certification
- Confidential files on student conduct
- Copies of tests, competencies, work products, and certain assignments
- Correspondence
- Counselor recommendations for ADA and SSD accommodations
- Recommendations from DVR, WRT, WorkSource, and other worker retraining programs
- References and check-off lists from practicum sites
- Survey and evaluation responses and results
- Immunization records

Program Re-Entry

For all students seeking re-entry following **any break in enrollment in the Program,** the following requirements may apply:

- Faculty and/or Program Director advising
- Compliance with any new Peninsula College, Program, or accrediting body requirements that are in place at the time of Program re-entry
- Repeating the Program application process to gain re-entry
- Compliance with immunization requirements
- Compliance and adherence to the Program curriculum in place at the time of re-entry, even if students have to repeat course numbers previously completed on prior degree checklists

Advanced Placement and Transfer of Credit

At this time, the Peninsula College Medical Assisting Program does not have a policy in place to evaluate and award advanced placement or to evaluate experiential learning for applicants. The Program does not have a policy to evaluate and award credits transferred from another medical assisting program. All students, regardless of prior learning or experience, are currently required to take all of the MED courses listed in our core curriculum, in sequential order.

Peninsula College does have a Prior Learning Assessment policy for students, but this policy applies only to general education courses or other professional/technical programs.

Clinical Practicum Placement and Requirements

Students spend at least 160 **unpaid** hours performing hands-on duties in a clinic to complete their clinical practicum. The Practicum Coordinator or Program Director is responsible for practicum placements. Students do not select their own sites. Students are placed in clinical sites based on their geographic location, their interests, and the availability of a suitable site.

All Medical Assisting Program students must pass MED 170 in order to complete their **unpaid** practicum externship. Students who have been placed at a practicum site will be removed from the site and be administratively dropped from MED 165 if they do not pass MED 170 in the quarter preceding the start of their **unpaid** externship. Students that are deemed unsafe for clinical practice will not be allowed to enter practicum until they prove clinical competence to the Program Director, regardless of course completion or previously anticipated graduation date.

Students are not allowed to accept any payment or remuneration whatsoever from their clinical practicum sites. Failure to comply with this policy will result in immediate dismissal from the Program.

Dress Code for Clinical Practicum
- Hair must be clean, neat, and combed away from the face. Shoulder-length or longer hair must be tied back and secured, so as not to interfere with patient care.
- Male students must be clean-shaven or maintain well-trimmed facial hair.
- Jewelry may include one ring, such as a simple band or wedding set, and small post earrings in ear lobes only.
- Unacceptable jewelry includes dangling or hoop earrings, multiple or large rings, ear bands, necklaces, bracelets, and visible body piercings other than ear lobes. Facility policies state absolutely no cartilage piercings, nose rings, nose studs, tongue rings, tongue studs, etc.
- Tattoos should be covered by clothing. Tattoos that cannot be covered with clothing should be discussed with the Program Director.
- Fingernails should be clean and short. No nail polish may be worn. Artificial nails and/or long nails are not acceptable.
- Clean hygiene and daily deodorant use are expected. Practicum clothes are to be frequently laundered and unwrinkled.
- No perfumes or colognes. If you smoke, be sure that the odor does not cling to your clothing or skin. Some odors—including tobacco, coffee, onions, and garlic—are offensive. Alleviate this problem through brushing teeth, using mouthwash, or consuming breath fresheners.
- Chewing gum is never allowed.
- Name tags are to be worn at all times, and student identification is always worn at practicum sites. Student name tags are to be worn together with any ID issued by facilities.
- A watch with a second hand, blue or black ink pens, and a stethoscope are required at all times in practicum sites.
- Professional attire includes appropriate neckline, hemline, and waistline. If issues such as cleavage, midriff, torso (front or back), underwear, or lingerie are apparent in the practicum setting, the student will be sent home immediately and may not be allowed to make up their hours.

Informed Consent and Clinical Skill Practice on Peers

The Program complies with the Peninsula College Policy 305 Use of Human Subjects for Experiments. Peninsula College recognizes the responsibility to protect the rights, well-being, and personal privacy of individuals; to assure a favorable climate for the acquisition of practical skills and the conduct of academically oriented inquiry; and to protect the interests of the institution and the student, addressing classroom, laboratory, and clinical activities where learning by students requires the use of human subjects as part of training procedures, demonstrations, or experiments. This is not a designated healthcare center and treatment is not provided here; any treatments must occur at a credentialed and licensed healthcare provider's office or clinic.

Students will be expected to participate in all clinical skill activities, including invasive procedures. Partial disrobing may be required for the practice and performance of certain skills, but appropriate draping and privacy considerations will be maintained in those instances. Declination forms are available in case a student has religious, cultural, or medical reasons that preclude them from having invasive procedures performed on them. However, there is no declination for the performance of these, as training students to perform these skills is the purpose of this Program.

Students will be trained in Standard Precautions and are expected to comply with all CDC and OSHA requirements and standards at all times. Training and information will be provided prior to any skills practice.

Grading System

All Medical Assisting Program students must maintain a 2.0 minimum GPA in all courses. There are no exceptions. Most courses are currently offered only once a year, and all courses must be taken in sequential order. Failing one course may change a student's entire academic plan and scheduled graduation date because students cannot progress to the next quarter's classes. Students will need to retake the failed course before they can move forward in the program.

From CAAHEP Policy and Procedure Manual, Policy 215.II: Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course.

On this Program's grading scale, a 2.0 is the equivalent of seventy-six percent. One hundred percent of Medical Assisting Program students must pass one hundred percent of these psychomotor and affective competencies with a 2.0 or better. Students must also achieve a 2.0 minimum to pass cognitive domain objectives, although failure of these objectives, or of general course objectives or outcomes, does not necessarily constitute failure of the course.

All Medical Assisting Program students must pass MED 101 in order to progress through the program, as this is our "trigger" course. Those students that successfully pass MED 101 form our Program's cohort for that academic year.

All Medical Assisting Program students must pass MED 170 in order to complete their **unpaid** practicum externship, MED 165. Students that have been placed at a practicum site will be removed from the site and administratively dropped from the course by the Program Director, Practicum Coordinator, or Instructor(s) if they have failed to pass MED 170 in the quarter preceding the start of their externship. Students that are deemed unsafe for clinical practice also will not be allowed to enter practicum until such time as they have proven clinical competence to the Program Director, Practicum Coordinator, or Instructor(s), regardless of course completion or previously anticipated graduation date.

Methods of assessment will vary by class, assignment, and instructor. These methods may include (but are not limited to) quizzes, tests, discussion boards, case studies, in-class activities, research papers, writing assignments, workbook activities, handouts, and group projects.

Students are typically given two attempts to pass assignments or procedures assessing their performance of psychomotor and affective domain competencies. Students are typically given one attempt to pass assignments or procedures assessing their grasp of cognitive domain and general objectives and outcomes.

Letter grading system for MED courses								
Letter	Percent	Decimal	Letter	Percent	Decimal	Letter	Percent	Decimal
A+	100%	4.0	B+	90%	3.4	C+	80%	2.4
	99%	4.0		89%	3.3		79%	2.3
	98%	4.0		88%	3.2		78%	2.2
	97%	4.0		87%	3.1		77%	2.1
A	96%	4.0	B	86%	3.0	C	76%	2.0
	95%	3.9		85%	2.9	F	75% and below	
	94%	3.8		84%	2.8			
A-	93%	3.7	B-	83%	2.7			
	92%	3.6		82%	2.6			
	91%	3.5		81%	2.5			

Student Resources

MA Program Staff

Rachel Pairsh, MA-C, NCMA, CPI
Director, Medical Assisting Program
rpairsh@pencol.edu
(360) 417-6414
office: K-207

Margaret Griset
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Maitland Peet, MEd
Faculty for I-BEST
mpeet@pencol.edu
office: D-218

Integrated Basic Skills Teachers (I-BEST)

We are privileged to have Integrated Basic Skills Teachers in several of our courses. These Instructors are here to assist any student with basic skills such as mathematics, English, computers, and writing. I-BEST Instructors collaborate with lead Instructors and may present lectures. There will be assignments such as research papers and writing assignments in several courses that will require grading by both the core curriculum and I-BEST Instructors. Our I-BESTs are not tutors; they are fellow Instructors that assist students.

Student Services

Pirate Central is Peninsula College's student center. The portal **pencol.edu/student-center** offers links to academic calendars, class catalogs and schedules, unofficial transcripts, and important forms. It allows you to update your personal information, check your schedule, register for classes, and pay your tuition. The website also has links that provide information about parking, financial aid, learning assessments, and worker retraining.

Tutoring

Peninsula College offers a variety of tutoring resources. Details and hours of operation may be found at **pencol.libguides.com/c.php?g=855081**.

Library

The library offers textbooks on reserve as well as a quiet place to study. Library hours may be found at **pencol.edu/library.**

Support of Students (SOS)

Peninsula College is committed to encouraging the success of its students and our Support of Students (SOS) program plays a vital role in this mission. The goal of SOS is to provide students with the assistance they need to persist through obstacles and move forward toward graduation. We work with students on overcoming situations that impact their academic performance.

Students can receive help with study skills, searching for financial assistance, arranging for a tutor, and much more. Available programs include Basic Food Employment and Training (BFET), Basic Food (SNAP), and Temporary Assistance for Needy Families (TANF) WorkFirst work program. Please find a list of useful links below.

Basic Food Employment and Training: **pencol.edu/BFET**

WorkFirst: **pencol.edu/workfirst**

Worker Retraining: **pencol.edu/worker-retraining**

If you are interested in receiving support, please do not hesitate to get in touch with Hayley Anderson at **handerson@pencol.edu** or (360) 417-6342.

Services for Students with Disabilities (SSD)

Peninsula College is dedicated to providing a campus that is accessible, equitable, and inclusive to all. Services for Students with Disabilities (SSD) works with students, instructors, staff, administration, and the community to ensure that the accommodations necessary to create equal access are provided to all Peninsula College students with documented disabilities.

The role of SSD is to:

- Determine reasonable accommodations for qualified students with documented disabilities
- Provide accommodation services support to students and faculty
- Assist in the development of self-advocacy skills and disability awareness
- Maintain and protect the confidentiality of student records as required by FERPA

To setup accommodations, please complete the online registration form found at **pencol.formstack.com/forms/ssd_ask_registration**.

Documentation is also required. Submit documentation that includes information on the present impact of the diagnosis and the treatment plan, if there is one. Documentation must come from a professional who is licensed or certified in the area for which the diagnosis is made. The documentation required to determine accommodations may be specific to the diagnosis. Medical documentation can be submitted as:

- A letter on letterhead stationary
- Official medical records with medically relevant test results
- Completed verification form, accompanied by medically relevant test results

When both the registration form and medical documentation have been received, SSD staff will contact you to schedule an appointment to discuss accommodations.

Please submit requests for accommodations at least four weeks before you plan on accessing them. This timeline also applies to changes and updates to established accommodations.

SSD staff can be reached at ssd@pencol.edu or (360) 417-6373.

Financial Aid

Applying for financial aid is a process that should be started as soon as possible. Work on your Financial Aid File at the same time you are completing other college application requirements.

New students are required to complete an admission application before applying for financial aid. It is important that you are signed up for the correct degree or certificate you intend to complete at Peninsula College. If you need assistance, please call Student Services at (360) 417-6340. You must meet the financial aid requirements for eligibility.

More information about applying for financial aid can be found at **pencol.edu/financial/apply-for-aid**.

Worker Retraining

The Worker Retraining Program at Peninsula College is designed to provide instruction and training that can lead to family-wage employment. It assists students with:

- Tuition and fees
- Book expenses
- Child and/or dependent care costs
- Transportation
- Educational supplies/tools

The Worker Retraining Program can assist the following individuals:

- **Dislocated workers.** Those eligible for unemployment, are currently collecting unemployment, or who have exhausted their unemployment benefits within the last 48 months.
- **Stop-gap employed.** Those who were on unemployment or have exhausted their unemployment benefits within the last 48 months and who have accepted temporary employment but make less than 80% of their prior earnings.
- **Displaced homemakers.** Men or women who provided unpaid services within the home and relied upon another person's income, but no longer have access to that income due to an event within the last 24 months such as separation or divorce, death or disability, etc.
- **Formerly self-employed.** Previous business owners who are no longer self-employed due to economic downturn or natural disasters.
- **Vulnerable workers.** Students with less than 45 college credits who are at risk of losing their current job due to a need for additional skills, or whose job is considered "not in demand"
- **Veterans** who have been honorably discharged from service within the last 48 months
- **Active duty military members** who have received official separation orders

Please visit **pencol.edu/worker-retraining** for more details. Feel free to email workerretraining@pencol.edu for more information or call (360) 417-5692 to set up an appointment.

Running Start

You can earn up to 35 credits toward an AAS degree in medical assisting while you are still in high school. You must apply for the Medical Assisting Program, and applications are due June 1st. You cannot apply unless you have completed or are enrolled in the prerequisites.

Prerequisites for applying to the MA Program include MATH 63, ENGL 90, and INFO 101. Most Running Start students place or test out of MATH 63 and ENGL 90, but you must take the two-credit INFO 101 course. This course is offered online each quarter.

Book List

MED 101: Introduction to Clinical Medical Assisting
- Kinn's The Medical Assistant, 13th Ed.,
  ISBN 978-0-323-35320-5
- Kinn's The Medical Assistant Study
  Guide/Procedure Checklist Manual, 13th Ed.,
  ISBN 978-0-323-42947-4
- Neehr Perfect Go! Access
- Practical Guide to Therapeutic Communication
  for the Health Professionals,
  ISBN 978-1-4160-0000-6

MED 102: Medical Terminology for Medical Assistants
- Exploring Medical Language, 10th Ed.,
  ISBN 978-0-323-39645-5
- Mosby's Medical Dictionary, 10th Ed.,
  ISBN 978-0-323-41425-8

MED 105: HIV/AIDS Training for Healthcare Providers
- No required texts

MED 110 and 115: Anatomy & Pathophysiology for Medical Assisting I and II
- Understanding Anatomy & Physiology, 2nd Ed.,
  ISBN 978-0-8036-4373-4
- Understanding Anatomy & Physiology
  Workbook, 2nd Ed., ISBN 978-0-8036-4374-1
- Introduction to Human Disease, 7th Ed.,
  ISBN 978-1-284-12748-5
- Mosby's Medical Dictionary, 10th Ed. (optional)

MED 135: Medical Office Procedures
- Kinn's The Medical Assistant, 13th Ed.
- Kinn's The Medical Assistant Study
  Guide/Procedure Checklist Manual, 13th Ed.
- Neehr Perfect Go! Access
- Practical Guide to Therapeutic Communication
  for the Health Professionals

MED 140: Medical, Ethical, Legal Communication
- Law & Ethics for Health Professionals,
  8th Ed., ISBN 978-1-259-84471-3
- Practical Guide to Therapeutic Communication
  for Health Professionals

MED 150 and 151: Medical Billing & Coding I and II
- Insurance Handbook for the Medical Office, 14th
  Ed., ISBN 978-0-323-31625-5
- Insurance Handbook for the Medical Office
  Workbook, 14th Ed., ISBN 978-0-323-31627-9
- Kinn's The Medical Assistant, 13th Ed.
- Kinn's The Medical Assistant Study
  Guide/Procedure Checklist Manual, 13th Ed.
- ICD-10-CM Complete Official Codebook, 2018
  Ed., ISBN 978-1-62202-604-3 (optional)
- CPT 2018 Professional Ed., ISBN 978-1-62202-
  600-5 (optional)

MED 160 and 161: Clinical Skills Seminar for Medical Assisting I and II
- Kinn's The Medical Assistant, 13th Ed.
- Kinn's The Medical Assistant Study
  Guide/Procedure Checklist Manual, 13th Ed.
- Neehr Perfect Go! Access
- Current Nursing Drug Handbook
- Emergency Preparedness for Health
  Professionals, 2nd Ed.,
  ISBN 978-0-76383-397-8

MED 165: Clinical Practicum for Medical Assistants
- No required texts, but review of Kinn's text and
  Nursing Drug Handbook recommended

MED 170: Principles of Pharmacology for Medical Assistants
- Pharmacology: An Introduction, 7th Ed.,
  ISBN 978-0-07-351381-2
- Current Nursing Drug Handbook

MED 200: Medical Assisting Capstone
- Interactive or other Review Package pertinent to
  the national exam the student wishes to challenge
- Review of Kinn's text (optional)
- Elsevier's Medical Assisting Exam Review, 5th
  Ed., ISBN 978-0-323-40070-1

MED 201: Introduction to Patient Advocacy
- What Language Does Your Patient Hurt In? 3rd
  Ed., ISBN 978-0-76386-257-2
- Practical Guide to Therapeutic Communication
  for the Health Professionals (optional)