



PENINSULA COLLEGE  
MEDICAL ASSISTING



[www.caahep.org](http://www.caahep.org)

# Medical Assisting Program

Student Handbook 2026 – 2027

1502 E. Lauridsen Blvd.  
Port Angeles, WA 98362  
(360) 417-6414  
<https://pencol.edu/medical-assisting>

## Contents

updated 03/24/2026

<b>Land Acknowledgement</b> .....	<b>4</b>
<b>Introduction</b> .....	<b>5</b>
Welcome Letter .....	5
Description of the Medical Assisting Profession .....	6
Job Responsibilities.....	6
Medical Assistants are In Demand.....	6
National Credentialing of Medical Assistants.....	7
Washington Department of Health Credentialing of Medical Assistants – Certified.....	7
Examinations for Washington State DOH Credentialing .....	8
Additional Information/Documents Required for Washington State DOH Credentialing .....	8
Process for Approving/Denying Applications for Washington State DOH Credentialing.....	8
Renewal Requirements for Washington State DOH Credentialing.....	8
Continuing Education Requirements for Washington State DOH Credentialing .....	8
Allied Health Career Comparison .....	9
Allied Health Occupational Duties Comparison .....	10
<b>Program Overview</b> .....	<b>11</b>
Peninsula College’s Mission, Core Themes, Vision, and Guiding Principles .....	11
Mission .....	11
Core Themes .....	11
Vision.....	11
Guiding Principles.....	11
Student Outcomes and Program Goals of the Medical Assisting Program .....	11
Student Learning Outcomes.....	11
Program Goals.....	12
Program Accreditation.....	12
What does accreditation mean? .....	12
Program Description.....	12
Student Expenses .....	13
<b>Application Process</b> .....	<b>14</b>
Overview of the Application Process .....	14
Who can apply for the Medical Assisting Program? .....	14
How do I apply for the Medical Assisting Program? .....	14
What if I am accepted to the Medical Assisting Program? .....	14
Self-Assessment of Technical Standards .....	15
Convictions that May Preclude a Career with Vulnerable Populations.....	17
Required Immunizations.....	19
Accepted Proof of Immunizations.....	20
Prerequisites for Medical Assisting Program.....	21
Applying to Peninsula College.....	21
Transcripts Submission .....	21
Financial Aid .....	21
Placement .....	21
Peninsula College New Student Orientation.....	21
Advising.....	21
Registration .....	22
Medical Assisting Program Application on Canvas.....	22

Demographic information .....	22
Personal essay .....	22
Acknowledgment forms .....	22
Immunization documentation .....	23
Letter of reference.....	23
Sample Application Assessment Rubric .....	24
<b>Program Requirements and Policies .....</b>	<b>25</b>
New Student Orientation.....	25
Student Responsibilities.....	25
Standards of Dress, Appearance, and Behavior in Classroom and Clinical Settings .....	25
Attendance .....	25
Class Preparation and Late Work.....	25
Dress Code for Laboratory and Clinical Courses .....	25
Behavior .....	26
Food and Drinks in the Classroom .....	26
Cell Phone and Laptop Use.....	26
Maintaining Confidentiality .....	26
Profanity .....	26
Guest Speakers .....	26
Professionalism Points.....	27
Plagiarism and Artificial Intelligence.....	27
Drug Testing.....	28
Reference Texts .....	28
Student Records .....	28
Program Re-Entry .....	29
Advanced Placement, Experiential Learning, and Transfer Credit .....	29
Clinical Practicum Placement and Requirements.....	29
Dress Code for the Clinical Practicum.....	29
Informed Consent and Clinical Skill Practice on Peers .....	30
Grading System.....	30
<b>Student Resources .....</b>	<b>32</b>
Medical Assisting Program Staff .....	32
Integrated Basic Skills Teachers (I-BEST) .....	32
Student Services.....	32
<b>Book List .....</b>	<b>35</b>

# Land Acknowledgement

Peninsula College formally acknowledges that we are on traditional nəxʷsłáyəm' (Klallam/S'Klallam) territory. We honor and respect the sovereign status of Tribes and uphold our relationship with the Tribal governments of the Olympic Peninsula. In partnership with these Tribes, we wrap our arms around all Indigenous and non-Indigenous students.

# 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 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 an 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 ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board ([www.maerb.org](http://www.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 to 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, BSHCM, MHL  
Director, Medical Assisting Programs  
Peninsula College

## Description of the Medical Assisting Profession<sup>1</sup>

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 are 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 of some, though not all, MA job duties; 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 2024 through 2034 from the United States Bureau of Labor Statistics (BLS) indicate that while average job growth is 0.5% percent, Medical Assistant job growth is 12% percent. The BLS attributes this job growth to the following factors:

- A predicted surge in the number of Physicians' offices and outpatient care facilities.
- Technological advancements.
- A growing number of elderly Americans who need medical treatment.

---

<sup>1</sup> American Association of Medical Assistants, [www.aama-ntl.org](http://www.aama-ntl.org)

## National Credentialing of Medical Assistants

Students of the Medical Assisting Certificate and AAS Programs are required to sit for a national exam to graduate with their Medical Assisting Certificate. The American Association of Medical Assistants (AAMA) oversees the Certified Medical Assistant (CMA) exam<sup>2</sup>. Students that wish to review information about the CMA (AAMA) exam and the credentialing process can visit [American Association of Medical Assistants](#). The National Center for Competency Testing (NCCT) administers the National Certified Medical Assistant (NCMA) exam<sup>3</sup>. Information about this exam can be found at [National Center for Competency Testing](#).

## 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 [Washington State Department of Health](#) or details about Washington’s credentialing process.

- 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)<sup>4</sup>; 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 completes the program is eligible to take one or more examinations identified in WAC 246-827-0200<sup>5</sup>.
- 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 the duties identified in RCW 18.360.050(1).
- The Secretary of Health may also approve an applicant who submits documentation that they completed a career and technical education program approved by the office of the superintendent of public instruction with a minimum of 720 clock hours of training in medical assisting skills and a clinical externship of no less than 160 hours. The documentation must include proof of training in all 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.

---

<sup>2</sup> Peninsula College’s Medical Assisting Program enables students to sit for the AAMA exam.

<sup>3</sup> Peninsula College’s Medical Assisting Program enables students to sit for the NCCT.

<sup>4</sup> This information is from <https://doh.wa.gov>

<sup>5</sup> Peninsula College’s Medical Assisting Program fulfills this training requirement.

## Examinations for Washington State DOH Credentialing

Each applicant must successfully pass one of the following exams within five years before the 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 the 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 high school education or its equivalent
- The ability to read, write, and converse in the English language

## Process for Approving/Denying Applications for Washington State DOH Credentialing

The DOH finishes the 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 the required fees. Credentialing supervisors and lead workers have the authority to approve routine applications. The disciplining authority may conduct a further review if the credentialing supervisor cannot 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 before the expiration date.

## Continuing Education Requirements for Washington State DOH Credentialing

There are currently no continuing education requirements for the DOH credential. However, when renewing the MA-C credential, incumbent workers will need to attest under penalty of perjury that they have maintained their national credential, including any related continuing education credits required.

## Allied Health Career Comparison<sup>6</sup>

	Clinical Medical Assistant	Medical Office Assistant	Registered Nurse	Certified Nursing Assistant	Dental Assistant	Physical Therapy Assistant	Surgery Technician
<b>Peninsula College program?</b>	Yes	Yes	Yes	Yes	No	No	No
<b>Average WA income*</b>	\$47,958	\$47,170*	\$95,350	\$38,270	\$46,350	\$59,680	\$61,050
<b>Required testing for Washington credential or registration</b>	Must pass one of five exams for certification	Optional exam (no license or registration required to work)	Must pass the exam for licensure	Must pass the exam for certification	Optional exam (not required for state registration)	Must pass the exam for licensure	The exam is required to graduate from an accredited program; exam not required for state registration
<b>Educational requirements</b>	Graduation from a post-secondary training program	Graduation from a post-secondary training program may be required by the employer	Graduation from an accredited program	Completion of a course approved by the state	Graduation from a post-secondary training program is usually required by the employer	Graduation from an accredited program	Graduation from a post-secondary training program is usually required by the employer
<b>Approximate length of the program of study</b>	One quarter of prerequisites, five quarters for certification, six quarters for an AAS degree	Four quarters for certification, six quarters for an AAS degree	One to two years of prerequisites, two years for an AAS degree	Minimum 75 hours of training. On-the-job training programs available	Five quarters for an AAS degree	One year of prerequisites plus two years for an AAS degree	Four to eight quarters of prerequisites, four to six quarters for a certificate or AAS degree
<b>Job setting</b>	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
<b>Shift hours</b>	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

Table 1 - Allied Health Career Comparison Table

<sup>6</sup>Average WA income for medical secretaries. Income does not necessarily reflect local conditions as for medical office assistants. Assistants, for example medical assistants, generally have higher wages than medical office assistants in Clallam County.

## Allied Health Occupational Duties Comparison

Occupational Duties Comparison	MA	MOA	RN	CNA	Dental Asst	PTA
Direct patient care	•		•	•	•	•
Take a patient's 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 specimens	•		•	•		
Process lab specimens	•		•		•	
Screen and follow up on abnormal labs	•		•			
Hygienic care			•	•		
Bedside care			•	•		
Help patients follow the plan of care	•	•	•			•
Sterilize equipment	•				•	•
Lift and transfer a patient	•		•	•		•
Meal service				•		
Assist provider during exams	•		•		•	
Develop X-rays					•	
Assist with cast application and removal	•		•			
Suture / staple removal	•		•			
Prepare and clean treatment areas	•		•		•	•
Administrative duties	•	•	•		•	•
Process insurance forms	•	•			•	
Computer skills	•	•	•	•	•	•
Equipment maintenance	•	•	•	•	•	•
Ordering equipment and supplies	•	•	•			
Bookkeeping duties	•	•			•	

Table 2 - Allied Health Occupational Duties Comparison

# Program Overview

## Peninsula College's Mission, Core Themes, Vision, and Guiding Principles

### Mission

Peninsula College, with community partners, empowers students through impactful education and accessible support. Together, we foster belonging, resilience, and growth.

### Core Themes

- Advance Student Success
- Achieve Academic Excellence
- Meet Community Needs
- Strengthen Fiscal Stability & Sustainability

### Vision

Peninsula College strives to be a positive driving force for change in our communities through innovative educational practices and individualized support for students.

### 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
- 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 electronic billing of multiple insurances
- Follow laws and regulations regarding patient privacy and confidentiality
- Demonstrate knowledge of ICD-10 coding for medical billing
- 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:

- Prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.
- 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

9355- 113th St. N, #7709

Seminole, FL 33775

727-210-2350

<https://www.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 a Medical Assisting Certificate or a 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, and 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. Courses, which start in the fall, introduce 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 include an unpaid practicum, which gives the student at least 160 hours of hands-on experience working in one or more ambulatory healthcare settings. Students work on resumes, interview skills, and exam preparation. Students are required to sit for a national credentialing exam to graduate. Passage of an exam is 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. 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 [Peninsula College Medical Assisting Program website](#).

## Student Expenses

There are expenses associated with the Medical Assisting Program, other than tuition, placement testing, and other college-related fees. The 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
Analog watch with sweeping second hand	\$20-\$50
Stethoscope	\$40-\$120
Textbooks	\$150-\$300 per quarter (prices determined by the publisher, not Medical Assisting Program)
National exam application fee	\$119-\$150
National exam sitting fee	\$40-\$100
WA State DOH MA-C application fee	\$150
Official Transcripts for WA State DOH MA-C Application	\$18-\$25 per copy
Background check for Program	\$44-\$60
Background check for WA state, if required	Varies, check Department of Health website
Fees for continuing education credits	Varies, check the appropriate website
Immunizations	Varies based on immunizations/titers needed
Insurance	Varies by individual carrier
Health and liability insurance (optional but recommended before the practicum. Neither Peninsula College nor any affiliated clinical externship sites are responsible for the cost of medical care for injury or illness that occurs because of the classroom, lab, or practicum activities.	Varies by individual carrier and type of coverage but can range from \$35-\$150 annually.

Table 3 - Medical Assisting Student Expenses

# Application Process

## Overview of the Application Process

### Who can apply for the Medical Assisting Program?

People of all ages are invited to apply for the Medical Assisting 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 asynchronous, online course.

### How do I apply for the Medical Assisting Program?

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

- Evidence of up-to-date immunizations and tests
- Demographic information
- Personal essay
- Letter of personal reference
- Acknowledgment forms:
  - Confidentiality statement form
  - Background check release of information form
  - Informed consent for invasive/non-invasive procedures form
  - Technical Standards attestation form
  - Photo/likeness release form

### What if I am accepted to the Medical Assisting Program?

Students accepted to the Medical Assisting Program must undergo a background check through [DISA Healthcare Technology](#) before 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 that could preclude students from completing the program, obtaining credentials, and securing employment in the healthcare sector. Please see WAC 388-113-0020 and RCW 43.43.842.

Students accepted to the program will meet with Rachel Pairsh, the Medical Assisting 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 before the commencement of the fall quarter. The Medical Assisting Program orientation is not optional. Course registration is completed through the Peninsula College website. Students must contact Student Services to acquire a ctLink ID # and be added to the AMDA student group which will provide them access to the application course on Canvas. Students will receive information regarding required textbooks and syllabi from their instructors or the Medical Assisting Program Director. Class attendance is mandatory, and regular attendance is required for students to meet program outcomes.

## Self-Assessment of Technical Standards

Technical Standards are the essential functional abilities related to the behavioral and physical components of student competence. They are abilities essential for safe patient care and successful completion of the program curriculum. Students should evaluate themselves to determine if they can meet the requirements of the profession and program. Students can contact Student Development to discuss any ADA accommodations they may be eligible to receive that will enable them to meet these technical standards.

### *Visual Acuity*

1. Observe and discern subtle changes in physical conditions and the environment, such as changes in skin color or condition and normal versus abnormal color of body fluids or exudates
2. Visualize different color spectrums and color changes
3. Read fine print
4. Read data displayed on monitors and equipment
5. Detect non-verbal communication

### *Auditory Ability*

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, both in person, on the telephone, or in a virtual environment such as telehealth

### *Tactile and Olfactory Ability*

1. Discern tremors, vibrations, pulses, textures, temperature, shape, sizes, location, and other physical characteristics through touch or palpation
2. Detect body odors and odors in the environment
3. Detect smoke from a fire or burning materials

### *Communications*

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
4. Accurately and appropriately use medical terminology

### *Interpersonal Relationships and Emotional Stability*

1. Work effectively in groups and teams
2. Interpret verbal and non-verbal communication
3. Express ideas and feelings in a clear manner
4. Demonstrate behaviors that are age-appropriate to the patient
5. Convey caring, respect, tact, compassion, diplomacy, and empathy to patients and others
6. Function effectively in stressful, uncertain, or emergent situations
7. Adapt to changing situations rapidly

### *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 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. Apply analytical thinking skills to adapt and transfer knowledge from one situation to another in order to solve problems and prioritize tasks

***Motor Function and Physical Endurance***

1. Handle small objects and delicate equipment and 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 and coordinate fine and gross motor skills to provide safe, effective care without endangering self or others
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
8. Handle multiple tasks concurrently in a variety of situations
9. Respond rapidly to emergency situations
10. Physical endurance sufficient to complete assigned duties for the length of time required for patient care

As part of the acknowledgment forms required for your program application submission, you will find on the Canvas application course a Technical Standards attestation form. You will complete, sign, and date the form attesting that you meet all of the Technical Standards required for program participation and completion. Here is an example of what this attestation form may look like:

## Technical Standards Attestation

Check to verify that you meet the Technical Standards or Essential Functions of an MA	Technical Standards
	Visual Acuity
	Auditory Ability
	Tactile & Olfactory Ability
	Communications
	Interpersonal Relationships & Emotional Stability
	Cognitive Ability
	Motor Function & Physical Endurance

I, \_\_\_\_\_ (applicant's printed name), meet the Technical Standards as defined above. I understand the Medical Assisting Program reserves the right to require that applicants and MA students provide healthcare provider (MD, DO, ARNP, PA, ND) verification of the ability to meet these Technical Standards upon request. Any such request will be discussed with me individually and a submission deadline and documentation required will be outlined by Program Director, Faculty, or Staff.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Convictions that May Preclude a Career with Vulnerable Populations

WAC 388-113-0020: Convictions and charges that could disqualify an individual from unsupervised access to adults or minors<sup>1</sup>

*1) Individuals who must satisfy background checks requirements under chapters [388-71](#), [388-101](#), [388-106](#), [388-76](#), [388-78A](#), [388-97](#), [388-825](#), [388-115](#), and [388-107](#) WAC must not work in a position that may involve unsupervised access to minors or vulnerable adults if the individual has been convicted of or has a pending charge for any of the following crimes:*

- Abandonment of a child
- Abandonment of a dependent person
- Abuse or neglect of a child
- Arson 1
- Assault 1
- Assault 2 (less than five years)
- Assault 3 (less than five years)
- Assault 4/simple assault (less than three years)
- Assault 4 domestic violence felony
- Assault of a child
- Burglary 1
- Child buying or selling
- Child molestation
- Coercion (less than five years)
- Commercial sexual abuse of a minor/patronizing a juvenile prostitute
- Communication with a minor for immoral purposes
- Controlled substance homicide
- Criminal mistreatment
- Custodial assault
- Custodial interference
- Custodial sexual misconduct
- Dealing in depictions of minor engaged in sexually explicit conduct
- Drive-by shooting
- Drug crimes involving one or more of the following:
  - Manufacturing or possession with the intent to manufacture a drug
  - Delivery or possession with the intent to deliver a drug other than marijuana
  - Delivery of marijuana (less than three years)
- Endangerment with a controlled substance
- Extortion 1
- Extortion 2 (less than five years)
- Forgery (less than five years)
- Homicide by abuse, watercraft, vehicular homicide (negligent homicide)
- Identify theft (less than five years)
- Incendiary devices (possess, manufacture, dispose)
- Incest
- Indecent exposure/public indecency (felony)
- Indecent liberties
- Kidnapping
- Luring
- Malicious explosion 1
- Malicious explosion 2
- Malicious harassment

- Malicious placement of an explosive 1
- Malicious placement of an explosive 2 (less than five years)
- Malicious placement of imitation device 1 (less than five years)
- Manslaughter
- Murder/aggravated murder
- Possess depictions minor engaged in sexual conduct
- Promoting pornography
- Promoting prostitution 1
- Promoting suicide attempt (less than five years)
- Prostitution (less than three years)
- Rape
- Rape of child
- Residential burglary
- Robbery 1
- Robbery 2 (less than five years)
- Selling or distributing erotic material to a minor
- Sending or bringing into the state depictions of a minor engaged in sexually explicit conduct
- Sexual exploitation of minors
- Sexual misconduct with a minor
- Sexually violating human remains
- Stalking (less than five years)
- Theft 1 (less than 10 years)
- Theft from a vulnerable adult 2 (less than 10 years)
- Theft 3 (less than three years)
- Unlawful imprisonment
- Unlawful use of building for drug purposes (less than five years)
- Use of machine gun in a felony
- Vehicular assault
- Violation of temporary restraining order or preliminary injunction involving sexual or physical abuse to a child
- Violation of a temporary or permanent vulnerable adult protection order (VAPO) that was based upon abandonment, abuse, financial exploitation, or neglect
- Voyeurism

*2) If "(less than 10 years)," "(less than five years)," or "(less than three years)" appears after a crime listed in subsection (1) of this section, the individual is not automatically disqualified if the required number of years has passed since the date of the conviction. This will result in a letter from the background check central unit indicating a character, competence, and suitability review is required before allowing unsupervised access to children or vulnerable adults. This provision applies to convictions that the department has determined under subsection (3) of this section as equivalent to a crime listed in subsection (1) of this section once the period of time listed in subsection (1) of this section has passed.*

*3) When the department determines that a conviction or pending charge in federal court or in any other court, including state court is equivalent to a Washington state crime that is disqualifying under this section, the equivalent conviction or pending charge is also disqualifying.*

*4) In instances where a court has issued a certificate of restoration of opportunity of one of the crimes listed above, according to the procedure in [RCW 9.97.020](#), the conviction is not automatically disqualifying but is subject to a character, competence, and suitability review.*

Students and applicants should be aware that most of our contracted externship sites will not allow you to complete practicum with them if you have a criminal history that includes any of the items listed above. You cannot graduate without completing this practicum.

## Required Immunizations

Required Immunization	How to Document Immunity
<input type="checkbox"/> Hepatitis B	<ul style="list-style-type: none"> <li>Record of series of two or three injections <b><i>AND</i></b> a titer that demonstrates immunity</li> </ul>
<input type="checkbox"/> Measles, mumps, and rubella ( <b>MMR</b> )	<ul style="list-style-type: none"> <li>Record of two doses <b><i>or</i></b></li> <li>Titer that demonstrates immunity</li> </ul>
<input type="checkbox"/> Tetanus, diphtheria, and acellular pertussis ( <b>Tdap</b> )	<ul style="list-style-type: none"> <li>Record of one of the following:             <ul style="list-style-type: none"> <li><b>TDaP</b> within the last ten years <b><i>or</i></b></li> <li>Titer that demonstrates immunity</li> </ul> </li> </ul>
<input type="checkbox"/> Varicella	<ul style="list-style-type: none"> <li>Record of two doses <b><i>or</i></b></li> <li>Titer that demonstrates immunity</li> </ul>
<input type="checkbox"/> Tuberculosis (required <b>annually</b> )	<ul style="list-style-type: none"> <li>Documentation of a 2-step TB skin test <b><i>each year or</i></b></li> <li>Documentation of QuantiFERON Gold blood test <b><i>each year</i></b></li> <li>If either test comes back positive, a student must             <ul style="list-style-type: none"> <li>Obtain a chest X-ray with written results <b><i>or</i></b></li> <li>Obtain a signed statement from a healthcare provider stating a student is asymptomatic and poses no danger to patients</li> </ul> </li> </ul>
<input type="checkbox"/> Influenza (required <b>annually</b> )	<ul style="list-style-type: none"> <li>Documentation of seasonal influenza immunization is required <b><i>each year</i></b></li> </ul>
<input type="checkbox"/> COVID-19 (may be required annually)	<ul style="list-style-type: none"> <li>Documentation of full COVID-19 vaccination <b>and</b> current booster(s) are required for program entry and practicum completion</li> </ul>

Table 4 - Required Immunizations

## 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. Medical exemptions can be provided for most vaccines and tests in certain instances; please contact the Program Director for more information.

Immunization	Acceptable Evidence of Immunity	Not Accepted
Hepatitis B	<ol style="list-style-type: none"> <li>1) Proof of series of two or three injections <b><u>AND</u></b> a positive antibody titer</li> <li>2) Proof that series of two or three shots has been started, with specific dates student is scheduled to receive remaining vaccine(s). Series must be completed <b><u>AND</u></b> positive titer obtained before first fall quarter clinical course</li> </ol>	<ol style="list-style-type: none"> <li>1) Incomplete records</li> <li>2) Unofficial lab reports</li> <li>3) Single booster vaccine without a follow-up titer result</li> <li>4) Shot records alone without titer report</li> </ol>
Measles, mumps, and rubella ( <b>MMR</b> )	<ol style="list-style-type: none"> <li>1) Proof of series of two injections of MMR vaccine <b><u>OR</u></b></li> <li>2) Positive antibody titers for each component</li> <li>3) Proof that series of two shots has been started, with specific dates student is scheduled to receive remaining vaccine. Series must be completed <b><u>OR</u></b> titer obtained before first fall quarter clinical course</li> </ol>	<ol style="list-style-type: none"> <li>1) Incomplete records</li> <li>2) Unofficial lab reports</li> <li>3) Single booster vaccine without a follow-up titer result</li> </ol>
Varicella	<ol style="list-style-type: none"> <li>1) Proof of series of two injections of varicella vaccine <b><u>OR</u></b></li> <li>2) Positive antibody titer</li> <li>3) Proof that series of two has been started, with specific date student is scheduled to receive the remaining vaccine. Series must be completed <b><u>OR</u></b> titer obtained before first fall quarter clinical course</li> </ol>	<ol style="list-style-type: none"> <li>1) Incomplete records</li> <li>2) Unofficial lab reports</li> <li>3) Single booster vaccine without a follow-up titer result</li> </ol>
Tetanus, diphtheria, and acellular pertussis ( <b>Tdap</b> )	<ol style="list-style-type: none"> <li>1) Proof of full <b>Tdap</b> received within the past ten years <b><u>OR</u></b></li> <li>2) Positive antibody titer <b><u>OR</u></b></li> <li>3) Proof of Tdap and positive titer</li> </ol>	<ol style="list-style-type: none"> <li>1) Incomplete records</li> <li>2) Unofficial lab reports</li> <li>3) Vaccine obtained was only a TD booster and did not contain pertussis vaccine</li> </ol>
Annual TB test (required <b>annually</b> )	<ol style="list-style-type: none"> <li>1) Proof of negative <b>two-step</b> skin test <b><u>OR</u></b></li> <li>2) Proof of negative QuantiFERON Gold blood test <b><u>OR</u></b></li> <li>3) Clear chest X-ray within one year with interpretation <b><u>AND</u></b> a signed statement from a healthcare provider stating a student is asymptomatic and poses no danger to patients</li> </ol>	<ol style="list-style-type: none"> <li>1) Incomplete records</li> <li>2) Unofficial lab reports</li> <li>3) Unsigned chart notes or reports without signatures</li> <li>4) One-step PPD skin test was completed instead of required two-step skin test</li> </ol>
Seasonal flu shot (required <b>annually</b> )	<ol style="list-style-type: none"> <li>1) Proof of completed seasonal influenza vaccine</li> </ol>	<ol style="list-style-type: none"> <li>1) Incomplete records</li> <li>2) Unofficial lab reports</li> <li>3) Unsigned chart notes or reports without signatures</li> </ol>
COVID-19	<ol style="list-style-type: none"> <li>1) Proof of completed COVID-19 vaccination and any applicable booster doses</li> </ol>	<ol style="list-style-type: none"> <li>1) Incomplete records</li> <li>2) Unofficial lab reports</li> <li>3) Unsigned chart notes or reports without signatures</li> </ol>

Table 5 - Accepted Proof of Immunizations

## 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 [Peninsula College Admissions](#).

## Applying to Peninsula College

Apply online at [Peninsula College Admissions](#) or in-person at 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 ctcLink identification number.

## Transcripts Submission

Official transcripts can also be sent to [transcript@pencol.edu](mailto:transcript@pencol.edu). 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 [Applying for Financial Aid](#) for more details about how to apply for financial aid.

## Placement

To enroll in classes, a placement evaluation of your English and math skills is required. There are several options for students to get accurately placed, such as by submitting transcripts (high school or college), standardized test scores, AP credit, or by taking the Accuplacer placement test. Please visit [Testing Center Placement Options](#) to view all the placement options and requirements, or to schedule a placement test. If you have any questions about placement, please call the Testing Center at (360) 417-6346 or email [placement@pencol.edu](mailto:placement@pencol.edu).

## Peninsula College New Student Orientation

New students must complete the new student orientation on campus before advising and registering for classes. The online orientation is available at [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](mailto: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 Medical Assisting Programs. More details about advising may be found at [Peninsula College Advising](#).

## Registration

Browse the online class schedule at [College Catalog](#). Peninsula College does not allow late registration. Registration must happen before the first day of the quarter.

After advising, you will use your ctclink ID # to register for the student group named AMDA, which will give you access to the course materials on the Canvas application online at [Register for Classes](#). Your Program Director and/or Faculty Advisor can also complete this step of the process for you.

## Medical Assisting Program Application on Canvas

The Medical Assisting Program applications are completed through the Canvas application course, which you can access with your ctclink ID# and the student group named AMDA.

The application requests demographic information, a personal essay, one letter of personal reference, three acknowledgment forms, and immunization documentation.

### Demographic information

Download the demographic information form from Canvas, complete it, and upload the form to a drop box in the Canvas application course.

### Personal essay

Submit your personal essay by uploading it to a drop-box in 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 is 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 Peninsula College's 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?

### Acknowledgment forms

The acknowledgment forms must be submitted with your application. These forms should be downloaded from Canvas, signed, scanned, and uploaded to the drop-box in the Canvas application course. The forms include:

- Confidentiality Statement,
- Background Check Release of Information,
- Informed Consent for Invasive/Noninvasive Procedures,
- Technical Standards attestation,
- Photo/likeness release.

## Immunization documentation

Immunization documentation should be scanned and uploaded to a drop-box in 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. Detailed instructions are listed on the Canvas application course.

Please refer to [Required Immunizations](#) for details about immunizations and documentation.

## Letter of reference

Obtain a letter of personal reference. Submit this letter by uploading it to a drop-box in 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. The letter should speak to your: conduct and attitude, organization and leadership qualities, strengths and dependability, resourcefulness, aptitude, enthusiasm, and plans for overcoming any barriers to your education and/or professional development and your ability to adjust to varying situations and expectations. Letters of reference must be signed, dated, and addressed (but not mailed) to:

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

- Demographics, essay, and letter of personal reference are attached in one submission to Dropbox #1.
- Immunizations are attached in one submission to Dropbox #2
- Acknowledgement forms are attached in one submission to Dropbox #3.

## Sample Application Assessment Rubric

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
<b>Demographics</b> 1) The submitted file is named yourname.demographics.date 2) All data fields are completed 3) File is submitted as a .doc or .docx file type				
<b>Essay</b> 1) The submitted file is named yourname.essay.date 2) The submitted essay is written in 12-point Times New Roman font and is double-spaced. The essay has no headers, footers, page numbers, titles, or headings. The student’s name is on the essay 3) The submitted essay discusses each part of each question listed in the application checklist 4) File is submitted as a .doc or .docx file type				
<b>Letter of Reference</b> 1) The submitted file is in the correct format and is named yourname.reference.date 2) File is submitted as a .pdf file type				
<b>Immunizations</b> 1) The submitted file is named yourname.immunizations.date 2) Submitted records are formatted as .pdf file type, unless a statement regarding missing/pending vaccines or tests is also submitted; this should be a .doc or .docx file type 3) The documents are submitted as one file, or as two files that are the same name but different file types as stated in #2 above				
<b>Acknowledgment Forms</b> 1) The submitted files are named: yourname.acknowledgmentforms.date 2) The submitted files are formatted as .pdf files 3) The documents are submitted as one file				
<b>Total score (out of 15 possible):</b>				
<b>Student Name and SID:</b>				
<b>Status and date letter sent (application accepted or rejected):</b>				

Table 6 - Sample Application Assessment Rubric

# Program Requirements and Policies

## New Student Orientation

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

## Student Responsibilities

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

- Blood pressure cuff
- Stethoscope
- Analog watch with a sweeping second hand
- Blue or black ink pens
- Scrubs uniform purchased through Project Scrubs at [Jim's Pharmacy](#)

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

### Attendance

Attendance is mandatory for all students. Daily attendance is required 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 before the 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 the 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 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 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. Jeans, hoodies, sweatshirts, or other casual clothing are not allowed.
- 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 [Student Rights, Policies, and Procedures](#) for a full description of college-wide policies and guidelines.

Program Faculty and Staff expect Students to demonstrate professionalism, including respectful communication, regular attendance, timely submission of required assignments and coursework, and regular and active participation in class, whether in person or online. It is also expected that students will arrive to classes on time and will communicate in advance with their instructors if they think they will be late or absent, or if they might need to leave a class early.

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, protected health information, 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 comportsment 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 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.

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.

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 the dress code in clinical courses
- Failure to obtain required equipment before the first day of the first clinical course
- Improper use or misuse of program supplies and equipment in lecture or lab courses

## Plagiarism and Artificial Intelligence

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.

Generative AI can be a complicated issue, depending on when, how, and why it is used. This type of artificial intelligence can learn from and copy enormous amounts of data to create content such as text, images, music, videos, code, and more, based on inputs or prompts. Peninsula College supports some ethical use of generative AI. Caution should be applied when using these tools. Besides compromising academic integrity, if personal information is entered, it can be saved and used by anyone else. These are public platforms; students are responsible for ensuring the protection of their own personal data. AI-generated content can be inaccurate, misleading, or entirely false. It may also contain copyrighted material. Students are responsible for any content they turn in or share. Students should be sure to check for accuracy and copyrighted material.

While this tool can be used to support learning, it should not be used to complete any assignment or discussion entirely. Students are expected to write, research, and demonstrate mastery of course material using their own skills. None of the work submitted can be taken directly from AI. All content must be the student's own.

At Peninsula College, there are four levels of allowed generative AI usage. A level may be attached to each assignment. Students may be asked to attest that they understand the level of AI use allowed for the assignment. Students must ensure they review the instructions for each assignment to determine the allowed usage of generative AI. If students have any questions, they should ask the instructor before beginning the assignment.

Assignments that are flagged or suspected of containing possible AI-generated content or work that is not the student's own may receive a zero grade or may need to be resubmitted for reduced points, at the full discretion of the instructor. It is therefore especially important for students to think carefully when deciding how and when to use AI, if at all.

Any violations of Peninsula College's Academic Honesty policies, including the use of AI, may be escalated for disciplinary action, as cited in college policy. These policies are subject to change and may be periodically updated. Students are responsible for ensuring they are following the most recently updated policies.

### 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, according 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 records
- Unofficial and official transcripts
- CPR/first aid 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, Work Source, 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, Medical Assisting 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 must repeat course numbers previously completed on prior degree checklists

## Advanced Placement, Experiential Learning, and Transfer Credit

Peninsula College has a general Academic Credit for Prior Learning policy for students, but this policy applies only to general education courses or pre-requisites and does not normally apply to core curriculum courses.

The Peninsula College Medical Assisting Program will evaluate each applicant request for advanced placement, experiential learning credit, or the acceptance of transfer credits from other institutions on a case-by-case basis to meet the requirements for our core curriculum (MED) courses, including practicum.

On-the-job experience or previously completed course credits will not be applicable or accepted if they are “out of date,” typically meaning more than five years prior to the date of application to the Peninsula College Medical Assisting Program, or if the student scored less than a 2.0 overall in the course.

People who have successfully completed the Washington Association for Community Health (WACH) MA Apprenticeship program may receive advanced placement or experiential learning credits but must still complete the formal application process for the Program. People who have been working for at least one calendar year as a Medical Assistant – Registered may receive advanced placement or experiential learning credits but must still complete the formal application process for the Program.

All students accepted into the PC MA Program must successfully complete or perform all psychomotor and affective domain competencies listed on the Master Competency Checklist under the supervision of the Program Director or authorized Program Faculty to graduate with their certificate or AAS degree.

## Clinical Practicum Placement and Requirements

Students spend at least 160 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 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 to complete their 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 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.

### Dress Code for the 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, may be offensive. Alleviate this problem through brushing teeth, using mouthwash, or consuming breath fresheners.
- Chewing gum is never allowed.
- Name tags are to be always worn, 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 always required 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 always comply with all CDC and OSHA requirements and standards. Training and information will be provided before 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.

Table 7 - 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	<b>F</b>	<b>75% and below</b>	
	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			

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

All Medical Assisting Program students must pass MED 170 to complete their 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 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.

# Student Resources

## Medical Assisting Program Staff

Rachel Pairsh, MA-C, NCMA, CPI, BSHCM, MHL  
 Director, Medical Assisting Programs  
[rpairsh@pencol.edu](mailto:rpairsh@pencol.edu)  
 (360) 417-6414  
 Office: K-207

Laura Little, MA-C, CMA (AAMA)  
 Instructor  
[llittle@pencol.edu](mailto:llittle@pencol.edu)  
 (360) 417- 6382  
 Office: K-206

Courtney Kacouros, MA-C, CMA (AAMA)  
 Laboratory and Classroom Support Technician  
[ckacouros@pencol.edu](mailto:ckacouros@pencol.edu)  
 (360) 417-6267  
 Office: K-208

Kristin Harrington, BS  
 Allied Health Programs Coordinator  
[kharrington@pencol.edu](mailto:kharrington@pencol.edu)  
 (360) 417-6264  
 Office: K-208

## 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-BEST instructors are not tutors; they are fellow instructors who assist students.

## Student Services

Pirate Central is Peninsula College's student center. The portal [Peninsula College 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 [eLearning, Tutoring and Lab Services Home Page](#).

### *Library*

The library offers textbooks on reserve as well as a quiet place to study. Library hours may be found at [Peninsula College Library](#).

### *Access Services*

Peninsula College provides a campus that is accessible, equitable, and inclusive to all. Access Services 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. Access Services staff can be reached at [ssd@pencol.edu](mailto:ssd@pencol.edu) or (360) 417-6373.

The role of Access Services 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 HIPAA and FERPA

To set up accommodations, please complete the online registration form found at [Registration form for Access Services \(AS\)](#).

Once the registration form is completed, you will receive an email with the link to the Access Services calendar to book an appointment. Bring your documentation to this appointment, if possible. If you are not able to provide documentation at the appointment, you will be provided provisional accommodation for the quarter; you must provide documentation prior to the next quarter.

Documentation 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 stationery, official medical records with medically relevant test results, or completed verification form, accompanied by medically relevant test results.

**We cannot accommodate requests such as flexible attendance or alternative assignments.**

It is best to start this process before the start of the quarter.

### *Support for Students – Workforce Student Support Programs*

Peninsula College is committed to encouraging the success of its students and provides holistic support through the Workforce Student Support Programs. The goal 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. More information about programs and wraparound services can be found at [Peninsula College Workforce Student Support Programs](#), which include but are not limited to: [Basic Food Employment and Training](#) (BFET), Basic Food (SNAP), Temporary Assistance for Needy Families (TANF), and [Work First](#) work program.

### *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. People 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 downturns 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 [Worker Retraining](#) for more details.

Feel free to email Brian Kneidl at [bkneidl@pencol.edu](mailto:bkneidl@pencol.edu) for more information or call (360) 417-6263 to set up an appointment.

### *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 as 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 [Peninsula College Financial Aid](#).

# Book List

## MED 101: Introduction to Clinical Medical Assisting

- *Kinn's The Medical Assistant*, 15<sup>th</sup> Ed., ISBN 9780323871167
- *Kinn's The Medical Assistant Study Guide/Procedure Checklist Manual*, 15<sup>th</sup> Ed., ISBN 9780323874243
- *Effective Communication for Health Professionals*, 2<sup>nd</sup> Ed., ISBN 9780323625456
- *MA Notes: Medical Assistants Pocket Guide*, 4<sup>th</sup> Ed., ISBN 9781719640329
- EHR Go! Access, (For an 18-month subscription, ISBN 9780985837921)

## MED 102: Medical Terminology for Medical Assistants

- *Exploring Medical Language*, 12<sup>th</sup> Ed., ISBN 9780443264559
- *Mosby's Medical Dictionary*, 12<sup>th</sup> Ed., ISBN 9780443126703

## MED 105: HIV/AIDS and Other Bloodborne Pathogens for Medical Assistants

- No required texts

## MED 110 and 115: Anatomy & Pathophysiology for Medical Assisting I and II

- *Understanding Anatomy & Physiology*, 4<sup>th</sup> Ed., ISBN 9781719647625
- *Understanding Anatomy & Physiology Workbook*, 4<sup>th</sup> Ed., ISBN 9781719647632 (optional)
- *Introduction to Human Disease*, 7<sup>th</sup> Ed., ISBN 9781284127485

## MED 135: Medical Office Procedures

- *Kinn's The Medical Assistant*, 15<sup>th</sup> Ed., ISBN 9780323871167
- *Kinn's The Medical Assistant Study Guide/Procedure Checklist Manual*, 15<sup>th</sup> Ed., ISBN 9780323874243
- *Effective Communication for Health Professionals*, 2<sup>nd</sup> Ed., ISBN 9780323625456
- EHR Go! Access, (For an 18-month subscription, ISBN 9780985837921)

## MED 140: Medical, Ethical, Legal Communication

- *Law & Ethics for Health Professionals*, 10<sup>th</sup> Ed., ISBN 9781264902835
- *Effective Communication for Health Professionals*, 2<sup>nd</sup> Ed., ISBN 9780323625456

## MED 150 and 151: Medical Billing and Coding I and II

- *Fordney's Medical Insurance and Billing*, 17<sup>th</sup> Ed., ISBN: 9780443108785
- *Workbook for Fordney's Medical Insurance and Billing*, 17<sup>th</sup> Ed., ISBN: 9780443110528
- *Kinn's The Medical Assistant*, 15<sup>th</sup> Ed., ISBN 9780323871167
- *Kinn's The Medical Assistant Study Guide/Procedure Checklist Manual*, 15<sup>th</sup> Ed., ISBN 9780323874243

- *Complete Official Codebook ICD-10-CM*, (ICD-10 Clinical Modification) **Most recent edition possible, those prior to 2025 will not be able to be used**
- *Current Procedural Terminology (CPT) Professional Edition*, **Most recent edition possible, those prior to 2025 will not be able to be used**

## MED 160 and 161: Clinical Skills Seminar for Medical Assisting I and II

- *Kinn's The Medical Assistant*, 15<sup>th</sup> Ed., ISBN 9780323871167
- *Kinn's The Medical Assistant Study Guide/Procedure Checklist Manual*, 15<sup>th</sup> Ed., ISBN 9780323874243
- *Nursing Drug Handbook*, authors Lippincott, Williams & Wilkins, published by Wolters Kluwer, **Most recent edition (2025-2026 or 2026-2027)**
- EHR Go! Access, (For an 18-month subscription, ISBN 9780985837921)

## MED 165: Clinical Practicum for Medical Assistants

- No required texts, but review of *Kinn's* text and *Nursing Drug Handbook* are recommended

## MED 170: Principles of Pharmacology for Medical Assistants

- *Pharmacology: An Introduction*, 8<sup>th</sup> Ed., ISBN 9781260021820 for "evergreen" release
- *Nursing Drug Handbook*, authors Lippincott, Williams & Wilkins, published by Wolters Kluwer, **Most recent edition (2025-2026 or 2026-2027)**

## MED 200: Medical Assisting Capstone

- Elsevier's *Medical Assisting Exam Review*, 6<sup>th</sup> Ed., ISBN 9780323734127 (optional)
- NCCT or AAMA interactive or other Review Package and Practice Exam pertinent to the national exam that the student wishes to challenge (optional but **strongly** recommended)
- Review of *Kinn's* text (optional)

## MED 201: Introduction to Patient Advocacy

- *What Language Does Your Patient Hurt In?* 3<sup>rd</sup> Ed., ISBN 9780763862572
- *Effective Communication for Health Professionals*, 2<sup>nd</sup> Ed., ISBN 97803236