

Baker College

College of Health Science

Medical Assisting Program Handbook



2023-2024

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PART I

INTRODUCTION

This handbook contains information regarding the academic policies and procedures that govern the Baker College Health Science programs. Students will read this handbook and keep it with their school records for easy reference. By signing the Acknowledgement located at the end of the handbook, students acknowledge that they have read this handbook and understand the material presented. Students are encouraged to review the [Baker College Student Handbook](#) for detailed information on all Baker College policies.

THE PHILOSOPHY OF BAKER COLLEGE OF HEALTH SCIENCE PROGRAMS

The College of Health Science is committed to excellence through quality academic programs. This is accomplished by providing real-world laboratory and clinical experiences, professionally relevant resources and highly qualified faculty. Our success is evident and transparent as our graduates routinely exceed the national average pass rate on standardized certification exams.

MISSION

The mission of the College of Health Science, through a career focus, is to support the individuals and initiatives of Baker College healthcare programs with the common goal to develop quality, professional and compassionate graduates.

VISION

The College of Health Science aspires to:

1. Strive for excellence in the scientific, professional and humanistic aspects of each chosen profession.
2. Practice in a manner consistent with accepted, evidence-based guidelines, centered on quality, client and community relationships.
3. Modify practices and educational outcomes in response to changing trends in health professions.
4. Uphold high standards of academic performance.
5. Support the mission of Baker College through interaction with the greater community.
6. Adapt programs to meet professional and employer expectations.
7. Promote the value of lifelong learning for faculty, staff and graduates.
8. Foster open and collaborative relationships with other disciplines within and beyond health sciences.

ACADEMIC ADVISING

Health Science students may receive advising from **OneStop**. Once accepted, students may receive guidance from a program official. Any students with program specific questions are encouraged to seek out a program official.

CLASS SCHEDULES

The College reserves the right to change course schedules and/or cancel courses. Should it be necessary to change schedules, students will be notified via Baker email, mail or telephone. Students should check the Baker College Student Handbook on policies related to inclement weather. Additional information will be provided by the campus program official as necessary.

ATTENDANCE

Professional programs at Baker College are demanding and require students to be focused and committed. Important material is gleaned from each academic experience; therefore, regular attendance is crucial to student success. Students are expected to attend and be responsible for content presented in didactic, laboratory and work experiences. Many hours of self-directed study and preparation are required each week. Students are expected to be on time. Tardiness is considered unprofessional behavior.

Students are expected to make the appropriate and necessary arrangements in their work schedule and personal life as needed to meet the program requirements. If an unavoidable absence due to such events as illness or family emergency occurs, students must submit appropriate documentation. Reference the Baker College Student Handbook Attendance Policy for more information.

Attendance at Work Experiences, Clinical Internships or Fieldwork Experiences

Work experiences are based on site availability and determined by the College. If the student does not accept the work experience assigned to them and /or the site removes the student from the clinical experience, the college is not obligated to seek an alternative site. Work experiences may require attendance up to 40 hours per week. Inability to perform at a full-time status may prevent the student from obtaining work experience placement. In the event the student is offered employment while participating in the work experience, a program official must be notified. Hours worked as a paid employee cannot be applied to work experience hours.

Students will abide by the following guidelines:

- Students will attend all scheduled sessions during the semester and will report all absences or tardiness to the work experience site and program official prior to scheduled start time. Students will not leave the work experience setting during their assigned hours unless they have followed appropriate work experience and program policy. Additional documentation may be required per program policy. Excessive absences, tardiness or unauthorized schedule changes may be grounds for withdrawal from the work experience.
- In the event of the student missing clinicals for a medical reason or admitted to the emergency department for treatment during the clinical experience. Documentation from a health provider is required detailing that the student is cleared and able to return to clinical with no restrictions.

- Students will not arrange clinical site placement unless instructed to do so by program officials.
- Students will accommodate didactic and work experience schedules which may follow a non-traditional format. This may include evenings, weekends and holidays.
- Students will arrive at the work experience setting at least 15 minutes before their scheduled time.
- In the event Baker College closes (power outage, weather, etc.), students will report to their work experience unless travel conditions are unsafe. If travel conditions are unsafe, the student must inform the program official and work experience supervisor of the circumstances that prevented attendance. Reference the Baker College Student Handbook Inclement Weather Procedures for more information.
- Any change in a student's schedule must be approved by a program official and work experience supervisor. The student is responsible to notify a program official promptly of any such change.
- Students must request time off for personal days, vacation or interviews. These events must be previously approved by a program official and work experience supervisor.

LEAVE OF ABSENCE

All time missed shall be made up under guidelines set by both the program and clinical site.

Military Leave - Students are allowed to make up any missed time due to military duties.

Bereavement - Students who are absent from a clinical internship as a result of the death of a member of the immediate family will, upon notification and approval of the clinical instructor, will be entitled to release time not to exceed three (3) regularly scheduled days of clinical. Hours and/or competencies missed will be completed at a later date. Immediate family is herein defined as follows:

- Spouse ➤ Sibling
- Child ➤ Grandparent
- Parent ➤ Grandchild

Upon authorization from program officials and/or clinical instructor, bereavement leave may be granted for deceased persons not listed above.

OUTSIDE OBLIGATIONS

Completion of program requirements is demanding and it is recommended students limit outside employment and other obligations. Conflicts with other obligations are not considered sufficient reasons for changes in course schedules, academic or clinical assignments.

PREGNANCY

Should any student suspect pregnancy, they are encouraged to report it immediately to a program official. This is voluntary on the part of the student. However, failure on the part of the student to notify a program official, in writing, of an existing pregnancy, shall absolve both the College and the clinical education center of any responsibility from an assignment to a potentially hazardous environment.

PROFESSIONALISM

Students will abide by the ethics and standards within their chosen career field throughout the program. This includes personal conduct, professional attitude, appropriate dress, confidentiality of student and client and patient information. Any breach of these standards may result in dismissal from the program.

PROFESSIONAL CONDUCT

Students will adhere to the code of conduct/ethics outlined by the professional standards for each program. Students will address their instructors (didactic and clinical) using honorifics such as Dr., Mr., Mrs., Ms. or Miss at all times while in the program, unless otherwise instructed. See Baker College Students Handbook for additional professional conduct policies.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Individual clinical agencies may also require students to participate and complete HIPAA training as it relates to that facility. Violation of HIPAA policies may result in expulsion from Baker College and/or civil or legal actions against the student.

CONFIDENTIALITY

The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of students, faculty and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students and faculty to sign confidentiality statements. Breach of confidentiality policies may result in student failure of the clinical experience, failure of the course or expulsion from Baker College.

SOCIAL MEDIA

Students will abstain from using personal cell phones, electronic devices and computers to take photographs or access social media while in a clinical or laboratory setting. The use of cell phones in the work experience setting may be prohibited by program officials and work experience site policies. Unauthorized use may result in dismissal from the work experience. Students must adhere to the Baker College social networking policy as stated in the Baker College Student Handbook.

ETHICAL CARE RESPONSIBILITIES

Students will provide quality and dignified health care to every patient regardless of their social status, race, ethnic background or diagnosis. Students will apply legal and ethical principles to the caring practice of their chosen field in a culturally diverse society. Client confidentiality is an essential element of ethical care.

APPEARANCE

Professional appearance may require a specified uniform. Student appearance should not be visually distracting or disruptive to the educational or clinical practice experience.

- Students will refrain from wearing low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting.
- Closed-toe shoes are required for laboratory and clinical settings.
- Hair, sideburns, facial hair and nails are to be neat, clean and trimmed to a length that will not interfere with safety and performance of skills.
- Attempts will be made to cover visible tattoos.
- Facial piercing jewelry may not be allowed in laboratory and clinical settings.
- Students will limit or avoid the use of perfumes, colognes, lotions or other products due to sensitivities and possible triggering of respiratory reactions. Students will not smell of smoke.
- Students will practice proper personal hygiene.
- Students will wear a form of identification at all times within the clinical environment.

If students do not meet the appearance expectations, they may be sent home at the discretion of the work experience supervisor or the program official. Students sent home due to inappropriate appearance are responsible to make up the time missed. See program specific information for more detailed requirements.

SMOKING

Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substances. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis and hookahs.

- Students will abide by the Baker College Smoking Policy. Reference the Baker College Student Handbook Smoking Policy for more information.
- Work experience sites may have additional guidelines the student must adhere to during the work experience.
- If students smell like smoke, they may be dismissed from the work experience for the day and will be required to make up the absence.

EMAIL COMMUNICATIONS

Faculty and staff at Baker College will only accept and respond to email communications generated from a Baker College email. Students will have a Baker College Email Account and are responsible for checking on a daily basis for important communications, updates and course changes.

CRIMINAL HISTORY AND BACKGROUND REQUIREMENTS

A criminal background check may be required prior to entering the professional track and/or work experience portion of the program. A report from state, federal and sexual offender databases may be required by clinical sites. Students having certain felony convictions or misdemeanors are not allowed in the clinical settings by law; therefore, students will not be allowed to enter the clinical environment. Credentialing bodies may prohibit individuals with certain criminal histories from taking a licensure exam. Students are urged to research their ability to become licensed in their chosen profession prior to applying to the program.

IMMUNIZATION REQUIREMENTS

Students may be required to provide proof of immunizations, boosters and/or titers, current TB test results and other screenings pertinent to their chosen profession. Effective January 2022, students in limited enrollment programs and open enrollment health science programs with clinical/work experience components in healthcare settings are required to have the COVID vaccination. Immunization requirements must align with specific clinical/work experience site policies.

Students are financially responsible for all immunizations, tests and titers needed for program requirements.

- [Baker College Health Information Form](#), which includes emergency contact information and affirmation that the student's immunizations are complete.
- *Tuberculosis Testing*: T.B. skin test, serological test or chest x-ray results must be submitted on an annual basis. Students will not have active or communicable tuberculosis. (documented 2-step once and then standard TB test annually as applicable to the individual student)
- *Varicella-Zoster Testing*: Provide documentation to verify immune status via serologic testing or documentation of immunization.
- *Measles, Mumps and Rubella Immunization*: Students born after December 3, 1956 will submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing. Boosters and/or titers may be required.
- *Tetanus/Diphtheria/Pertussis Immunization*: Students will submit a valid immunization record documenting a primary series and booster dose (Tdap) within the previous ten (10) years.
- *Hepatitis B Immunization Series*: Students will submit documentation of having received or in the process of receiving the Hepatitis B immunization series. A lack of the Hepatitis B series may prevent students from access to some clinical site placement.

- *Influenza Vaccine:* Most clinical locations require students to obtain an annual flu vaccine. This requirement will be enforced to enable students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.
- Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date.

Immunization Exemption

If certain immunizations conflict with the religious beliefs of students or are medically contraindicated, students should submit a statement of the same to the campus Program Director. Students should also submit a valid immunization record of other administered immunizations.

Clinical affiliates may refuse students who do not have all current immunizations. This may affect clinical assignments and could result in the inability to complete the program.

HEALTH INSURANCE

Students enrolled in the College of Health Science must have health insurance during the time in which they are in any clinical/work/fieldwork experiences. Students are responsible for all associated costs for health insurance. Please go to: <https://www.healthcare.gov/> for more information on securing health insurance.

BASIC LIFE SUPPORT (BLS) CERTIFICATION REQUIREMENTS

Students may be required to obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association. Students may be required to provide their clinical facility with a current BLS certificate when requested.

PROFESSIONAL LIABILITY

Professional liability insurance covering students during the Baker College academic related clinical experiences will be provided by the College. This does not prevent students from obtaining their own professional liability insurance if they choose to do so.

Students are responsible for all costs associated with background, drug screens, immunizations, health insurance, BLS certification and all other items or services required by the work experience site.

ESTIMATE OF FEES

Item or Service	Average Range of Fees
Background Check – Required. Based on the number of counties of residence.	\$20 - \$50
Drug Screening – If required by a clinical site.	\$25 - \$50
Fingerprinting – If required by a clinical site.	\$68 - \$100
Immunizations/Titers – Required. Varies by student’s past immunization history.	Varies
Immunization Tracking – Required.	\$15 - 25
COVID vaccination - Required (Effective January 2022)	Varies
Clinical Placement Service – If required by Program or Clinical Site.	\$10 - \$25
Standardized Assessment Exam – Required.	\$85 - \$125
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs – Varies by program.	Varies

Item or Service varies by program and/or clinical site

TRANSPORTATION

Work experiences occur at a variety of health care facilities that may be an extended distance from home or campus. Some clinical sites may be further than 100 miles away. Relocation may be necessary. Reliable transportation is necessary to assure prompt arrival and attendance. Students will have a backup solution planned in advance in the event their primary mode of transportation fails. If an overnight stay is required for a work experience, the cost will be at the student’s expense.

BLOOD BORNE PATHOGENS (BBP)

BBP Training will be given to each student based on program requirements. Reinforcement of the BBP training will be incorporated into lab and other selected courses. All students, faculty and staff have the responsibility to maintain and share the current knowledge regarding these guidelines. See program specific information for procedure to complete this requirement.

LATEX ALLERGIES

The goal of the College of Health Science is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is impossible to ensure a latex free environment. Students with a history of latex allergies or students with a history of allergic reactions should notify their instructors in laboratory courses where latex exposure may occur. If students suspect that they are experiencing a latex allergy while attending Baker College, they should notify the instructor as well as their Program Director. Students with latex allergies should consult with their personal health care provider regarding the impact of this allergy on health careers and treatment options.

Baker College will make all reasonable accommodations to provide latex free products for students who request them.

AFFECTIVE, COGNITIVE and PSYCHOMOTOR DOMAIN REQUIREMENTS

The curricula leading to a degree from the College of Health Science requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential knowledge, skills and functions. Combinations of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills needed to perform the varied roles in healthcare. In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following motor, sensory, communication and intellectual requirements comprise the attributes a student must possess to meet program outcomes. See program specific information for more detailed requirements.

Affective Domain

- The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Capacity to demonstrate ethical behavior, including adherence to the code of conduct of your profession, as well as applicable laws and regulations governing the healthcare profession.

Cognitive Domain

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material in a timely manner.
- Ability to think critically, prioritize, organize, utilize time management and demonstrate problem-solving skills.

Psychomotor Domain

- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- Capacity for the development of a mature, compassionate, respectful, sensitive and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally.

Communication

- Ability to effectively communicate in English through speech, hearing, reading, writing and computer literacy using accurate and appropriate terminology with classmates, faculty, patients, their families, members of the healthcare team and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if the intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Students seeking disability accommodations should contact the College Campus Department of Disability Services. The Department of Disability Services will determine a student's eligibility for accommodations and will recommend appropriate accommodations and services.

LIMITED ENROLLMENT APPLICATION AND SELECTION PROCESS

The Medical Assisting program is an open enrollment certificate program that requires no application process. Please refer to this program's suggested academic plan.

ACADEMIC CORRECTIVE ACTION PROCESS

Students who demonstrate unsatisfactory achievement of didactic or clinical performance levels and skills necessary to meet program outcomes will enter the academic corrective action process. This is a graduated process.

1. *Documented Verbal Warning:* A meeting with program officials. This meeting will detail the academic issue and review expectations. If satisfactory progress is not attained after the specified timeframe, students enter Program Academic Probation status.
2. *Program Academic Probation/Written Warning:* A meeting with program officials and the Director of Student Affairs and/or the Dean. This meeting will detail the consequences of failure to make measurable progress or an occurrence of a new or additional concern. A Learning Contract will be created which details the expectations, the method used to evaluate the student's progress and the timeframe for reevaluation. In the event students have not made significant progress or if an additional academic or performance issue is identified, students will undergo a Sanctions Review by an academic committee.
3. *Sanctions Review:* A formal meeting with program officials, the Director of Student Affairs and/or the Dean will be conducted. This meeting will detail the failure to progress and result in a decision by the Sanctions Review Committee. Where program dismissal is the resulting sanction, the decision is final and not eligible for appeal.

PROFESSIONALISM

Students in the College of Health Science are subject to the Baker College Code of Conduct. Additionally, students will adhere to the code of ethics of their profession. In the event students do not meet expectations, the College of Health Science provides the following policy:

When reports of violations are received, students will be notified and will be required to attend a meeting with the Program Director to discuss the violation. The Program Director, in consultation with other faculty or College administrators when appropriate, will determine specific sanctions to be imposed. In addition to the sanctions listed in the Code of Conduct, program-specific sanctions may be imposed up to and including suspension of clinical responsibility or expulsion from Baker College. In cases of recommended expulsion, the program official will consult with the Campus President and the Dean. Where expulsion is the resulting sanction the decision is final and not eligible for appeal.

REQUIREMENTS FOR GRADUATION

Students will pass all professional track courses with the minimum grade requirement to graduate with an undergraduate from Baker College. A minimum grade of B- (2.7) is required for prerequisite Health Science Courses (BIO, HSC). A minimum grade of C (2.0) is required for general education courses. Review program specific information for minimum grade requirements of individual programs.

PART II

MEDICAL ASSISTING PROGRAM OVERVIEW

The Medical Assistant program is a 2-semester 30 credit hour certificate degree. Medical assisting is a multi-skilled allied healthcare profession in which practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistant's function as members of the healthcare delivery team and perform administrative duties and clinical procedures. Graduates are encouraged to take the **American Association of Medical Assistants (AAMA)** national certifying exam. Passing this exam entitles the candidate to the credential Certified Medical Assistant (CMA).

ACCREDITATION INFORMATION

The Medical Assistant Program is at the Cadillac campus and is accredited by the:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th St. N, #7709

Seminole, FL 33775

Phone: (727) 210-2350

Web address: www.caahep.org

CAAHEP accredits the program based upon the recommendation of the:

Medical Assisting Education Review Board (MAERB)

2020 N. California Ave, #213, Suite 7

Chicago, IL 60647

Phone: (312) 392-0155

NATIONAL ORGANIZATIONS (MEMBERSHIP)

American Association of Medical Assistants (AAMA)

20 N Wacker Drive, Suite 1575

Chicago, IL 60606

Phone: 312-899-1500

www.aama-ntl.org

Students are encouraged to become student members of the American Association of Medical Assistants (AAMA). Students are encouraged to affiliate with their local chapter of the AAMA. Please see resources below or contact the medical assisting program director at your campus for this information.

Michigan Society of Medical Assistants <http://www.MSMAonline.org>

Local chapters for the state of Michigan are listed on the MSMA website.

MISSION

The mission of Baker College's Medical Assistant Program is to prepare medical assistants who are competent in the cognitive (knowledge, psychomotor (skills), and affective (behavior) learning domains to enter the profession. Students will gain the core knowledge and skills needed to provide professional care while performing administrative and clinical tasks in a healthcare setting.

PROGRAM GOALS

The goal of this Medical Assistant Program is to provide the healthcare community a multi-skilled healthcare professional specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting has a profound influence on the health and wellbeing of the community and requires mastery level knowledge and skills obtained by both a formal education and a practical experience. In addition, the Medical Assistant program at Baker College prepares its graduates to participate and pass a National Certification exam. These goals will be accomplished by meeting the essentials as well as the standards and guidelines adopted by and set forth by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the American Association of Medical Assistants (AAMA).

- Perform administrative skills required of an entry-level medical assistant. This includes EHRs, basic finance concepts, effective communication, cultural diversity, appointment scheduling, third party reimbursement and billing and coding procedures.
- Demonstrate competency in the clinical skills of an entry-level medical assistant including, mathematics in patient care, infection control, protective practices, CLIA waived testing, venipuncture and first aid.
- Identify legal concepts and ethical considerations specific to the healthcare setting.
- Prepare to sit for the national credentialing exam.

CODE OF ETHICS

The Medical Assisting Code of Ethics of the AAMA sets forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of the AAMA dedicated to the conscientious pursuit of their profession and thus desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- Render service with full respect for the dignity of humanity.
- Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- Uphold the honor and high principles of the profession and accept its disciplines.
- Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
- Participate in additional service activities aimed toward improving the health and well-being of the community.

<http://www.aama-ntl.org>

SAFETY REQUIREMENTS

Laboratory and Blood Borne Pathogens training are required in MA 1210. Pregnant students enrolled in MA 1450 are encouraged to have a doctor's release in order to participate in invasive procedures.

TRANSFER POLICY

The Baker College program director reserves the right to test any student transferring from a program that is an accredited program to evaluate and document evidence the student has met the cognitive, psychomotor and affective learning domains of the program students. Students are responsible for any associated costs or fees for testing and evaluation.

Note: Baker College will not accept transfer credits from non-accredited medical assisting programs.

PROFESSIONAL REQUIREMENTS AND TECHNICAL SKILLS

Technical skills must be met with or without accommodations. A student seeking admission into the medical assisting program at Baker College should carefully review these non-academic technical standards and decide if the prospective student has any limitations that may restrict or interfere with the satisfactory performance of any of these requirements. Minimum acceptable mental and physical qualifications of an applicant for professional medical assistant include the following abilities:

1. Frequently work in a standing position and do frequent walking.
2. Lift and transfer patients up to (6") from a stooped position, then push or pull the weight up to three feet (3').
3. Lift and transfer patients from a stooped to an upright position to accomplish exam table-to-chair and chair-to-exam table.
4. Physically apply up to ten pounds (10#) of pressure to bleeding sites or in performing CPR.
5. Respond and react immediately to verbal instructions/requests and to auditory signals from monitoring equipment; perform auditory auscultation without impediment.
6. Physically perform up to a twelve-hour shift clinical laboratory experience.
7. Physically close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.
8. Discriminate between sharp/dull and hot/cold when using both hands.
9. Perform mathematical calculations for medication preparation and administration.
10. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, work usage and interpersonal skills.

Uniform Dress Code

- Full uniform includes a top, pants and athletic shoes. Uniforms should be properly maintained. Program directors will provide specific color for your campus.
- Hair that is shoulder length or longer must be pulled back during clinical labs.
- Students are required to obtain/maintain Provider level CPR and First Aid certification and provide proof of it to the program director.

SUPERVISION REQUIREMENTS

On-site supervision of the student during practicum must be provided by an individual who has knowledge of the medical assisting profession.

CREDENTIAL REQUIREMENTS

- Students in an accredited program are eligible to sit for the Certified Medical Assistant (CMA) credential through the American Association of Medical Assistants (AAMA) upon successful completion of the Certificate Program in Medical Assisting. The professional credentialing agency Web site is as follows: www.aama-ntl.org.
- The AAMA Disciplinary Standards and Procedures for CMAs (AAMA) and Exam Candidates states: If you were found guilty of a felony, or pleaded guilty to a felony, it could be grounds for denial of eligibility for the CMA (AAMA) credential.
- Other credentialing opportunities are available for the MA graduate. See program director for details.

CURRICULUM DESIGN - SEQUENCING OF COURSES

https://my.baker.edu/ICS/My_Services/Program_Information/

DEGREE COMPLETION REQUIREMENTS

Students are required to successfully pass all major courses listed in the Baker College Catalog with a C (73%) or better. No substitutions or experiential credit may be granted for MA courses.

COMPETENCIES

The program must demonstrate that the content and competencies included in the program's curriculum meet or exceed those stated in the MAERB Core Curriculum.

The full list of core competencies can be found [here](#) in appendix B

CLINICAL HOURS

Students are required to complete a 160-hour work experience. Students must successfully complete all core MA classes with a C or better to be placed into a practicum. It is extremely important that the student begin their practicum within a reasonable time, following the completion of their didactic work. Approval from the program coordinator/director is required prior to registration for the practicum.

MAERB Policy #145: At the healthcare practicum site, the students must be supervised, cannot be substituted for staff and must be readily identifiable as students.

Clinical site placement will be assigned by the program coordinator/director. Students who refuse a clinical site placement will not be reassigned. Students shall not place themselves for their clinical experience. Baker College is not obligated to reassign students a clinical site, once rejected from a site for attendance issues, unprofessional conduct or any other circumstance as documented by the program coordinator/director and/or site.

Placement at the practicum site is by program official assignment and is based on availability, location, site supervisor preference etc. Practicum sites are selected to give the student the best overall experience. The student is expected to perform both administrative and clinical duties.

ACKNOWLEDGEMENT

I have read and understand the contents within the Baker College Medical Assisting 2023-2024 Program Handbook. I understand that I am responsible for the information it contains regarding the Medical Assisting Program.

I further understand that it is my responsibility to contact an advisor or the Program Director if I have any questions regarding admission into, remaining in or re- entering my program.

I agree to abide by the policies and requirements as stated in this 2023-2024 handbook.

I understand that I must abide by the professional ethics and standards accepted by professionals in my career choice. Confidentiality of health care information is a must. Adherence to the dress code, personal conduct and professional attitude are professional requirements.

The policies and procedures within the Baker College Medical Assisting Program Handbook are subject to change to better meet educational needs. Any changes will be communicated to the student. I understand that I am responsible to adapt to any changes that are made to the Program Handbook.

I understand that I may need to undergo a criminal background investigation in order to enter and complete the Medical Assisting Program.

Print Name

Student Number

Student Signature

Date

College Representative

Date