



Bryant & Stratton College  
Medical Assisting AAS Program Disclosure and Information Booklet  
January-December 2024

### **Purpose**

The purpose of this booklet is to augment the information in the *Bryant and Stratton College Official Catalog* and meet the CAAHEP requirements for publications and disclosure. Detailed information can also be found in the course syllabi. The two documents contain important information for understanding the requirements of the College and CAAHEP. Please refer any questions or concerns relative to the content of these documents to your instructor, program director, and/or dean.

**The information in this disclosure booklet is NOT A CONTRACT with students and is subject to change at any time without notice. Students will be notified of new policies or changes to present specific medical assisting policy and procedures via e-mail by the Medical Assisting Program Director. Questions regarding updates may be directed to the Medical Assisting Program Director. If any information in this disclosure booklet conflicts with the State or Federal Statute, Rules, or Regulations, the State or Federal Statutes, Rules, or Regulations will control.**

### **American Association of Medical Assistants (AAMA) Code of Ethics**

The Code of Ethics of the American Association of Medical Assistants shall set forth principles of ethical and moral conduct as they relate to the medical profession and the practice of medical assisting.

Members of 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 public which they serve, do pledge themselves to strive always to:

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

### **Competencies**

The goal of the educator is to assure student competency prior to internship placement. The AAMA used the results of latest available Occupational Analysis Study when developing competencies and curriculum. Course work is structured to meet all requirements from the MAERB Core Curriculum.

Students are expected to demonstrate safe and responsible medical assisting skills by completing all MA competencies at a satisfactory level. The student will be required to demonstrate safe and



Bryant & Stratton College  
Medical Assisting AAS Program Disclosure and Information Booklet  
January-December 2024

responsible medical assisting skills prior to internship placement. All AHLT courses except for AHLT 252, *Advanced Medical Assisting* must be completed prior to the scheduling of AHLT 270, *Internship*. See the *Bryant & Stratton Official Catalog*.

The medical assisting administrative, clinical, laboratory, and pharmacology courses are competency-based, and students are required to complete all competencies at a satisfactory level as outlined by the program to pass the courses and progress through the program.

### **Academic Calendar**

See the *Bryant & Stratton College Official Catalog*.

### **Confidentiality**

Patient confidentiality is a professional/ethical responsibility and is an expectation of all medical assisting students. Any information obtained through working with health records is, by law, confidential. All information discussed or available in class is confidential and may not be discussed outside of the classroom setting. Similarly, any discussion information obtained during internship in a healthcare setting which pertains to patients, physicians or instruction matters is also considered confidential. Students are asked to read and sign a confidentiality agreement. Students who violate confidentiality will face disciplinary actions as outlined in the *Bryant and Stratton Official Catalog*.

Examples of violations include but are not limited to, removal of any patient records that have possible identifiers, and any patient related discussion that may be overheard by lay persons or that occur in any location other than the immediate patient care or classroom/learning environment.

### **Student Grievance Procedure**

See the *Bryant & Stratton Official Catalog*.

### **Students in Need of Accommodations or Adjustments**

In compliance with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Bryant & Stratton College recognizes and accepts its responsibility to provide a broad range of services to qualified students with disabilities to provide them equal opportunity for full participation in their educational efforts. Bryant & Stratton College also recognizes and accepts its responsibilities under Title IX to not exclude a student's participation, deny a student the benefits of or subject a student to discrimination based on sex, including pregnancy or a pregnancy related condition such as childbirth, false pregnancy, termination of pregnancy or recovery therefrom.

Students in need of an accommodation secondary to a disability are encouraged to make an appointment with the §504 Coordinator on their campus as soon as possible to discuss their needs. Students in need of an adjustment secondary to pregnancy or a pregnancy related condition are encouraged to make an appointment with the Title IX Coordinator on their campus as soon as possible to discuss their needs. Contact information for the coordinators at each campus can be found in the



Bryant & Stratton College  
Medical Assisting AAS Program Disclosure and Information Booklet  
January-December 2024

Bryant & Stratton College Official Catalog. Any requests for accommodations or adjustments will be considered on a case-by-case basis through an interactive process between the requesting student, the appropriate coordinator and other administrative staff as may be necessary. Academic outcome expectations required for course, program and degree completion remain the same, but students who feel they need an accommodation or adjustment to help them meet those expectations are encouraged to voluntarily disclose that need and begin the interactive process with the College to identify potential strategies for assistance.

As a student in a clinical degree program, the College encourages any student who feels they need an accommodation or adjustment related to their clinical participation and who initiates the process as outlined above to also contact the Program Director (or designee) prior to selection of clinical internship sites. As with classroom expectations, clinical internship participation and outcome expectations are a required component of all clinical degree programs at the College. Requests for accommodations or adjustments related to clinical participation will be considered on a case-by-case basis through an interactive process with the requesting student and will require the execution of an authorization for release of information so the request may be discussed with the clinical internship site(s) to determine whether the requested accommodation or adjustment will be acceptable to the clinical site.

### **Potential Exposures and Occupational Risks**

In accordance with Standard V.A.2 of the *CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting*, the potential for exposure and occupational risks, must be made known to applicants and current students.

Working within healthcare presents the potential to be exposed to or involved with certain occupational risk factors. These include, but are not limited to:

- Exposure to infectious diseases
- Sharp's injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies

Bryant & Stratton College promotes protective practices established by the Occupational Safety and Health Act (OSHA), the Center for Disease Control and MAERB guidelines in both classroom and clinical sites. In addition to these protocols, the medical assistant curriculum includes cognitive and psychomotor content on workplace safety, infection control, accidental exposures, biohazard waste, body mechanics and emergency evacuations in healthcare settings.



Bryant & Stratton College  
Medical Assisting AAS Program Disclosure and Information Booklet  
January-December 2024

Bryant & Stratton College is committed to ensuring the safety of all students and faculty in their healthcare programs. We facilitate a culture that prioritizes safety and student success.

### **Incident Response & Reporting Procedures**

If you are exposed to body fluid, you must immediately take the following steps:

- Immediately report the incident/accident to the instructor or site supervisor.
- An incident/accident report will be completed
- Contact your family physician for further information and follow-up.

### **Immunizations & TB Screening**

Prior to student enrollment in AHLT 270, *Internship*, students need to provide documentation of immunizations and/or the TB tests and/or COVID-19 vaccination, if they are required by the clinical site. Although Hepatitis B inoculations are not required by Bryant & Stratton College, students are strongly advised to receive the Hepatitis B (HBV) vaccine prior to their clinical courses and internship

if they are not currently immunized. The vaccine is given in a series of three shots and is available through your private physician and health clinics. ***Failure to provide required documentation may result in the inability to meet the 160-hour internship requirement for course completion.***

### **Criminal Background Check**

- Criminal records checks may be required by clinical facilities prior to hands-on care provided by students.
- Students are responsible for completing and paying for the background check, if required for the clinical setting.

### **Improper or Illegal Use or Abuse of Controlled Substance**

Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances are prohibited by law. Federal Law prohibits all use, possession, and/or cultivation of marijuana at U.S. educational institutions. Federal law requires any institution of higher education that receives federal funding to have policies in place that prohibit possession, cultivation and/or use of marijuana on campus-this includes Bryant & Stratton College. Therefore, the use, possession and/or cultivation of marijuana is not permitted on any Bryant & Stratton College property, facility, location, campus, building, residence hall or off-campus apartment obtained through Bryant & Stratton College, regardless of state law permissions.

### **Internship**

Students are required to complete a 160-hour internship in an ambulatory setting under the supervision and evaluation of a cooperating facility and the college. In accordance with CAAHEP standards, **students may not receive compensation from the Internship site.** Students also attend classroom seminars for coordination and evaluation of the Internship experience.



Bryant & Stratton College  
Medical Assisting AAS Program Disclosure and Information Booklet  
January-December 2024

- **Before Internship Placement:**
  - All students will complete an internship boot camp, with a review of critical physical skills and professionalism. Student must pass this review before the start of an internship.
  
- **Students who are Dismissed from Internship:**
  - will receive a failing grade for internship for that term.
  - will receive formal remediation related to their unacceptable performance at the site. This may involve additional instruction on skills, communication, or issues of professionalism.
  - If the student is evaluated as satisfactory at the end of their remediation period, they will be placed into a new site at the start of the next term.
  - If the student still demonstrates unacceptable behaviors, or if the student is dismissed from two sites, they may be removed from the MA program.

### **CPR (Adult/Child/ Infant) and First Aid**

Medical assisting students must present to the college proof of having completed and passed a professional-level Adult/Child CPR course sponsored by a recognized agency, such as the American

Red Cross (ARC), the American Heart Association (AHA), or the National Safety Council (NSC). Documentation will be kept by the program director in the student's file. CPR training must be completed prior to AHLT 270, *Internship*.

First Aid training may be presented in class by the instructor. Documentation will be kept by the Program Director in the student's file.

### **Professionalism**

All medical assistant students are expected to keep themselves neat, clean, and well always groomed. The appearance of a Bryant & Stratton College student is an important part of acting as a representative of the College. Anyone not conforming to this policy will be appropriately counseled.

### ***Good Grooming for the Health Care Setting***

To comply with infection control policies and enhance the comfort of his/her patients, the student must be clean, neat, and in compliance with the agency dress code when reporting for internship experiences.

### **Criteria for Program Completion**

Medical assisting students must:

- Pass all courses with the minimum grade required.
- Earn 62 credits for the Associate Degree in Medical Assisting and meet all other applicable Bryant & Stratton College requirements. See the *Bryant and Stratton Official Catalog* for details.



Bryant & Stratton College  
Medical Assisting AAS Program Disclosure and Information Booklet  
January-December 2024

- Complete graduation petitions during the final term of study. Petitions are available in the Academic Office. An administrative graduation fee is assessed for each student and covers the cost of caps and gowns.
- Take part in a Graduate Transitional Interview
- Authorize Bryant & Stratton College third-party vendors to send an employer survey regarding employment and performance after graduation from the Medical Assisting program, as required by MAERB. I understand that my employer may be contacted by mail, email, and/or phone until the survey is complete.

### **AAMA CMA Exam**

AAMA CMA exam applications and instructions will be distributed to all medical assisting students during their AHLT 270 *Internship*. The Program Director will follow-up with individual students on an as needed basis. The College will forward the application and payment to the appropriate agency. There is no additional charge for the AAMA CMA exam for students. Students are expected to sit for the AAMA CMA exam, during the semester in which they are graduating.

Students convicted of a felony or have pled no contest to a crime cannot sit for the AAMA CMA examination according to the AAMA unless they request a special exemption. Students' ineligible to take the AAMA CMA exam due to felony conviction will be counseled about the appeal process in place with the AAMA.

Students are also eligible to sit for the RMA and CCMA certifications.

### ***Benefits of Certification***

Employers advised us that certified prospective candidates for hiring have:

- Professional edge
- Greater prestige
- Dedication to the profession

### **FSR Procedure**

Upon return to the Medical Assistant Program, FSR's that been out for one year or more, are required to demonstrate continued proficiency of skills successfully completed during previous coursework. It is imperative that Medical Assisting students demonstrate competence and safe practice prior to attending internship.

FSR's who have been out of the Medical Assisting program for greater than one year as described above will complete the following steps:

- Participate in a mandatory "Skills Refresher Boot Camp." During this camp, students will receive an opportunity to demonstrate proficiency in the basic clinical skills needed to enter a site as an entry level intern.



Bryant & Stratton College  
Medical Assisting AAS Program Disclosure and Information Booklet  
January-December 2024

- Students must demonstrate proficiency in each required skill to ensure safe and comprehensive care.
- These skills must include the following:
  1. Accurately measure and record:
    - blood pressure
    - temperature
    - pulse
    - respirations
    - height
    - weight (adult and infant)
    - oxygen saturation
    - electrocardiography (EKG)
    - pulmonary function test
    - CLIA waived urinalysis
    - blood glucose test
  2. Demonstrate knowledge and skill related to:
    - medical asepsis
    - surgical asepsis
    - barrier/personal protective equipment (PPE)
    - handwashing
    - prepare a sterile field
    - identify the principles of standard precautions
    - use of proper body mechanics
  3. Demonstrate proper use/technique for:
    - eyewash equipment
    - fire extinguishers
    - proper disposal of biohazardous material
  4. Demonstrate “soft skills” with review of:
    - communication
    - HIPAA and confidentiality
    - Professionalism



Bryant & Stratton College  
Medical Assisting AAS Program Disclosure and Information Booklet  
January-December 2024

5. Provide up-to-date documentation of provider/professional level CPR

*If an FSR is unable to successfully demonstrate the required skills during the bootcamp, an individual remediation plan will be developed. Readiness of an FSR to enroll in AHLT 270 will be at the discretion of the Medical PD or designee after review of the above listed accomplishments.*





**Bryant & Stratton College**  
**Medical Assisting Program**

**Hepatitis B Virus (HBV) Communication**

Exposure to Hepatitis B virus constitutes a serious occupational health hazard to health care workers. A Hepatitis B infection is an unpredictable disease that may debilitate a person for weeks or months and can lead to serious complications such as cirrhosis, the need for a liver transplant, and/or death. Health care workers are at a greater risk of contracting the virus than the public. Protection against the disease is available in the form of vaccination. The vaccine against Hepatitis B is prepared from recombinant yeast cultures and is free of association with human blood or blood products. Recommended groups for immunization include:

- Health care professionals providing direct patient care and who frequently handle blood and other bodily fluids.
- Laboratory staff in clinical labs or research labs handling blood/body fluids.

Students/trainees in the health care fields are strongly urged to complete the Hepatitis B vaccination series from their primary care provider prior to starting clinical/laboratory work.

By signing below, I \_\_\_\_\_ attest that,  
Print Student Name

I have read the Hepatitis B Virus Communication and the “Hepatitis B and Vaccine Fact Sheets (www.cdc.gov)” provided to me by the College on the first day of class. I also indicate that I have had all my questions answered to my satisfaction. I understand that as a student in the medical assisting program I have an increased risk of contracting this serious illness and that it can be prevented by the Hepatitis B vaccine. Please check one of the following statements:

- I decline to be vaccinated at this time. Although I may have exposure to Hepatitis B in the clinical/laboratory/internship setting, I wish to decline the vaccine at this time. I understand that because of my assignments and duties, I am at risk of contracting Hepatitis B, leading to potential long-term health problems and even death. Therefore, I am signing this waiver releasing Bryant & Stratton College, its Board Members, and personnel, and any clinical facility at which I train from any liability for any consequences to me or any claims arising out of or related to my decision to not be vaccinated.
- I have had the Hepatitis B vaccine, am known to be positive for the antibody to the core antigen for Hepatitis B and/or am seeking the vaccine through my private doctor or by a health care facility and I will provide proof by the end of Week 4 of the term in which I sit for AHLT 130.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Student Name: \_\_\_\_\_



**Bryant & Stratton College  
Medical Assisting Program**

**Informed Consent  
Statement of Understanding and Agreement**

AHLT 230 Medical Laboratory & AHLT 270 Internship potentially involve blood collection procedures such as skin and venipuncture (Phlebotomy) in class and at the internship site. AHLT 240 Pharmacology potentially involves injections procedures that are in class as well as at the internship site. Since these are invasive procedures, my participation in this class puts me at risk for contracting Hepatitis B, HIV, and/or other communicable diseases.

By signing below, I \_\_\_\_\_ attest that,

Print Student Name

1. I have read and understand the statement above and acknowledge the potential health risks of my participation.
2. I freely elect to participate in the skin and venipuncture labs.
3. I freely elect to participate in administering and receiving injections in AHLT 240 Pharmacology.
4. I have had all my questions answered to my satisfaction.
5. I assert that I have read and agree to follow all lab rules and procedures listed in the instructor's supplemental syllabus for my protection and the protection of others.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Received by: Clinical Instructor \_\_\_\_\_ / Program Director \_\_\_\_\_ Please Initial



Bryant & Stratton College  
Medical Assisting **AAS** Program Disclosure and Information Booklet  
January-December 2024

**Bryant & Stratton College  
Medical Assisting Program**

**Informed Consent  
Statement of Understanding and Agreement**

As part of the paperwork needed for completion of the Medical Assisting program, I authorize Bryant & Stratton College third-party vendors to send my employer a survey regarding my employment and performance after graduation from the Medical Assisting program, as required by the College and MAERB. I understand that my employer may be contacted by mail, email, and/or phone until the survey is complete.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Student Name: \_\_\_\_\_

Received by: Instructor \_\_\_\_\_ / Program Director \_\_\_\_\_ Please Initial



**BRYANT & STRATTON COLLEGE CLINICAL PARTICIPATION  
COVID-19 ACKNOWLEDGEMENT OF RISK AND WAIVER**

As a student in the \_\_\_\_\_ program at Bryant & Stratton College, I accept the following conditions of clinical participation, and acknowledge that I have been informed of the general nature of the risks involved in this activity including, but not limited to slips and falls, physical injury, illness, needle pricks and contracting viruses such COVID-19.

COVID-19 is a highly contagious respiratory virus that can cause mild to severe illness, and even death – depending on several additional risk factors from age to underlying comorbidities. Those with severe chronic medical conditions including, but not limited to, heart disease, lung disease and diabetes, are at a higher risk of developing serious COVID-19 illness and complications. By participating in this program, I may become exposed to and/or contract any number of viruses, including COVID-19. Healthcare workers caring for patients with COVID-19 – or working in a facility where there are patients with COVID-19 – have a higher risk of exposure and infection. I understand that the clinical facility may have patients recovering from COVID-19, thus increasing my exposure.

I understand that multiple vaccines are available to protect against COVID-19, and these vaccines are recommended by the Centers for Disease Control and Prevention as being both safe and effective. To satisfy the required clinical component of my degree program I must participate in a clinical program at an outside clinical facility and, to do so, I must meet the specific eligibility requirements of the facility including passing a medical examination acceptable to the facility prior to my participation. Part of my medical examination may include providing proof of having obtained required vaccinations, including the COVID-19 vaccine. My failure to pass medical examination by the clinical facility and/or provide proof of required vaccinations will preclude my clinical participation altogether. Clinical courses are mandatory and there is no substitution available to meet clinical requirements. I understand that if I am precluded from clinical participation for any reason, it is not possible for me to complete my degree.

I agree to abide by and follow all specific requests by the College and/or the clinical facility for my safety and the safety of others, as well as all the College's and the clinical facility's rules and policies applicable to all activities related to this program. I understand that this may include, but is not limited to, vaccination, the wearing of required Personal Protective Equipment ("PPE"), following facility entry protocols, and communicating to the College and the clinical facility about my own health. I understand that the College and the clinical facility reserve the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others, even if the behavior in question occurred outside of my participation in the program.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved as outlined herein, I hereby agree that I am responsible for any resulting personal injury, illness, disability, damage, or death that may occur as a result of or arising from my participation in this program. By signing this form, I waive and release any claims against and agree to not hold the clinical site, Bryant & Stratton College or any of their respective affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness, injury, disability, loss, claim, damage, or death as contemplated herein.



Bryant & Stratton College  
Medical Assisting AAS Program Disclosure and Information Booklet  
January-December 2024

**Bryant & Stratton College  
Medical Assisting Program**

**Acknowledgement Statement  
For  
Medical Assisting Program Disclosure and Information Booklet**

I received a copy of the *Medical Assisting Program Disclosure and Information Booklet*. I read the information. If I have questions about the information in this booklet, I will discuss them with the Medical Program Director, an advisor, or the Dean.

I recognize that the medical assisting program curriculum is competency based and that I must successfully complete all designated competencies to pass the courses and to graduate.

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Print Name Clearly

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Student Signature

Date