



Bryant & Stratton College
Medical Assisting **Diploma** 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*. Detailed information can also be found in the course syllabi. The two documents contain important information for understanding the requirements of the College. 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.

Competencies

The goal of the educator is to assure student competency prior to internship placement. 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 responsible medical assisting skills prior to internship placement.

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 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 are in need of 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.



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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 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 any 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



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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. Students also attend classroom seminars for coordination and evaluation of the Internship experience.

- **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 groomed at all times. 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



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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 44 credits for the Diploma in Medical Assisting and meet all other applicable Bryant & Stratton College requirements. See the *Bryant and Stratton Official Catalog* for details.
- 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. I understand that my employer may be contacted by mail, email, and/or phone until the survey is complete.

Certification Exam

Students are eligible to sit for 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.
- Students must demonstrate proficiency in each required skill to ensure safe and comprehensive care.



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- 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
 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.



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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 general 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 of 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 as a consequence 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: _____



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**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 of 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



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**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. 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
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**Acknowledgement Statement
For**

Medical Assisting DIPLOMA 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 have to successfully complete all designated competencies to pass the courses and to graduate.

Print Name Clearly

Student Signature

Date