

MEDICAL ASSISTING *PROGRAM HANDBOOK*



DIVISION OF HEALTH DISCIPLINES

TABLE OF CONTENTS

<i>Introduction</i>	3
<i>Admission To The Medical Assisting Program</i>	3
<i>Certification Examinations</i>	3
<i>Program Requirements</i>	4
<i>Program Objectives</i>	4
<i>Scope of Practice Of The Medical Assistant</i>	4
<i>Study Time And Program Planning</i>	5
<i>Competencies For The Medical Assistant</i>	5
<i>Student Attire And Identification</i>	5
<i>Professional Appearance</i>	5
<i>Current Contact Information</i>	6
<i>Self Care</i>	6
<i>Personal Messages</i>	6
<i>Attendance</i>	6
<i>Medical Assisting Externship (Clinical Practicum)</i>	6
<i>Academic Affairs</i>	7
<i>Issues Of Professional Integrity</i>	8
<i>Harassment, Disruptive Behavior</i>	8
<i>Classroom Etiquette</i>	8
<i>Children</i>	8
<i>Falsification Of Records</i>	9
<i>Personal Health And Program Safety</i>	9
<i>Alcohol And Substance Abuse Policy</i>	9
<i>Professionalism For The Medical Assistant</i>	9
<i>Professional Telephone Behavior</i>	9
<i>Professional Behavior Among Employees And Physicians</i>	9
<i>Staff Relations</i>	9
<i>Keeping Current</i>	10
<i>Appendix 1: Confidentiality Statement</i>	10
<i>Appendix 2: American Association Of Medical Assistants (Aama) Code Of Ethics</i>	10
<i>Appendix 3: American Association Of Medical Assistants (Aama) Medical Assistant's Creed</i>	10
<i>Safety And Infection Control</i>	11
<i>Needle Stick Policy</i>	11
<i>Expectations, Rules And Regulations</i>	11
<i>Laboratory Safety</i>	11
<i>Physical And Mental Requirements</i>	11

WELCOME TO THE MEDICAL ASSISTANT PROGRAM

INTRODUCTION

Welcome to the Medical Assistant program at ASA College. ASA offers a complete medical assisting program that prepares its student to be skilled professionals. This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Medical Assistant program. The information, provided in this handbook, is meant to supplement that provided in the college catalog and the student handbook.

ADMISSION TO THE MEDICAL ASSISTING PROGRAM

You need only register and enroll in the classes. There are no prerequisites or special application procedures. Students must meet the admission requirement to the Medical Assistant program to enroll for classes. Remedial courses in reading, writing, and math may be required. This will be assessed by placement tests that are administered prior to admission to the program. Applicants are advised that there is a level of dexterity and physical strength involved to perform certain tasks. Students must meet standards of satisfactory academic progress in all courses in order to continue to the next semester. Students accepted for admission to the medical assistant program must meet certain health requirements before the practical experience and provide proof of:

- a. Hepatitis B Vaccination (series started).
- b. MMR Vaccination.

CERTIFICATION EXAMINATIONS

All medical assisting program students are encouraged to sit for the Certified Medical Assistant (CMA) Exam. And can sit for the CET, CPT and CCMA exams as well which are provided by the NHA (National Health career Association). The college arranges to get the exam application filled by the students at the first few weeks of their last semester. NHA exams can be taken before graduation. NHA Exams are administered in the ASA College Brooklyn campus examination center. Workshops, study groups, and examination outlines are available. Test Review Books are available in the library or may be purchased in the college bookstore.

The medical Assisting Program adopted HESI which a predictorexam that can afford an added component of study materials to prepare and evaluate the students for the certification exams. It is a practical self-guidance tool to help the students in choosing the proper certification exam to sit for.

Graduates who pass the CMA exam reap benefits of better job opportunities, job security, better pay and greater career advancement opportunities. Certification means greater prestige among peers and employers. CMAs have an in-depth knowledge of all aspects of the medical assisting field helping others and making a positive difference in people's lives. Another reason to attain your certification is that the CMA credential goes wherever you go. This credential is a national certification recognized by employers across the country.

PROGRAM REQUIREMENTS

The Associate in Occupational Studies degree program in Medical Assisting requires the successful completion of 63 semester credit hours for graduation. The course outline is as follows:

COURSE CODE AND COURSE TITLE		NO. OF CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
FSM100	Freshman Skills Seminar	1
LIB100	Information Literacy	2
ENG105	English Composition I	3
ENG205	English Composition II	3
MAT105	College Math	3
ELECTIVE ARTS AND SCIENCE COURSES		
ANY ONE THREE CREDIT COURSE FROM THE FOLLOWING:		
BIO120	Human Biology	3
HIS101	American History I	3
HIS200	World History I	3
HIS201	American History II	3
HIS210	World History II	3
PSY105	Introduction to Psychology	3
SCI101	Integrated Sciences	3
SOC105	Introduction to Sociology	3
ENG110	Speech and Communications	3
LIT200	American Literature	3
PHI110	Introduction to Ethics	3
PHI200	Introduction to Philosophy	3
REQUIRED PROFESSIONAL COURSES		
ALH110	Medical Office Administration	3
ALH160	Law and Ethics for Healthcare Professionals	2
ALH200	Medical Reimbursement	3
ALH205	Medical Billing	3
BIO105	Anatomy and Physiology for Allied Health Professionals	3
BIO110	Microbiology for Allied Health Professionals	3
CIS100	Fundamentals of Computer Technology	3
MED105	Medical Terminology	3
MED115	Laboratory Techniques I	3
MED200	Clinical Office Procedures	3
MED205	Pharmacology for Allied Health Professionals	3
MED215	Laboratory Techniques II	3
MED220	Medical Emergencies for Allied Health Professionals	3
OFT210	Word Processing	3
PSY115	Psychosocial Aspects of Health Care	3
MED905	Medical Assisting Externship	3

PROGRAM OBJECTIVES

Upon successful completion of the program, a graduate should possess the competencies and knowledge required to function successfully as an entry-level medical assistant by demonstrating the ability to:

- Apply knowledge of and commitment to the practice of medical assisting that reflects ethical industry standards and follows the guidelines of program accreditation;
- Communicate effectively with patients and other medical professionals as a healthcare team member;
- Describe and discuss professional ethics and legal issues as they apply to the medical assisting profession, including knowledge of the Medical Assisting Code of Ethics and HIPAA regulations;
- Correctly perform clinical and administrative procedures typical of an entry level Medical Assistant;

SCOPE OF PRACTICE OF THE MEDICAL ASSISTANT

The duties of medical assistants vary from office to office, depending on the location and size of the practice and the physician's specialty. In small practices, medical assistants are usually "generalists," handling both clerical and clinical duties and reporting directly to the office manager or physician. Those in large practices tend to specialize in a particular area under the supervision of department administrators.

Medical assistants perform many clerical duties. They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.

Clinical duties vary according to state law and include taking and recording vital signs and medical histories, explaining treatment procedures to patients, preparing patients for examination, and assisting during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, arrange examining room instruments and equipment, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take EKG's, remove sutures, and change dressings.

STUDY TIME AND PROGRAM PLANNING

Students should anticipate and plan for approximately two hours of study per hour of class and life commitments need to be made before choosing full or part-time study.

COMPETENCIES FOR THE MEDICAL ASSISTANT

To ensure success in a course, students are required to complete educational competencies in both administrative, trans-disciplinary, and clinical areas as delineated by CAAHEP. Regularly attending and participating in class practicums and by scheduling additional practice sessions in the clinical and administrative labs will accomplish this.

Attendance in the lab is compulsory. Labs are open Monday through Friday, and on weekend based on the semester requirements. Schedules are posted in the classrooms, labs, and on bulletin boards throughout the college.

STUDENT ATTIRE AND IDENTIFICATION

UNIFORM & DRESS CODES

Students are required to wear a lab jacket/scrubs and closed shoes to all clinical and laboratory classes. The department chairperson will convey any exceptions to the uniform requirements.

Picture identification nametags, ordered through the college, are worn on the outermost layer of uniform, e.g., lab coat or lab jacket, clearly visible/readable on the upper torso.

PROFESSIONAL APPEARANCE

Students are expected to present with a professional appearance and demeanor in all program related activities on the college campus and in the clinical settings.

- Uniforms are to be clean in the clinical settings.
- Hair is to be clean, short or pulled back and contained completely off the neck and shoulders so that it does not fall forward.
- Sideburns, mustaches and/or beards are to be clean, short and neat.
- Fingernails are to be short and clean. Nails polish and artificial nails are strongly discouraged.
- Fragrances and odors that are to be avoided because of offensiveness and /or because they are medically dangerous to others include:
 - Sprays
 - Lotions
 - Perfumes, colognes
 - Powders
 - Body/perspiration odors

The following are considered unprofessional; and are **not allowed** during any clinical activity:

- Sweatshirts, sweat pants, shorts and tee-shirts
- Tight clothing, including leggings and spandex
- Sheer fabrics
- Revealing styles such as low necklines, short dress or skirt lengths
- Exposed midriffs or high slit skirts
- Visible body piercing except as noted for earrings
- Gum chewing
- Smoking or use of any tobacco products

Note: students not meeting the uniform/Dress Code and Personal Appearance standards will be directed to leave the setting until properly attired.

CURRENT CONTACT INFORMATION

Students are required to submit address (and immediate notification of change of address), home and cell-phone number, and email address to the Registrar's Office at the beginning of each term. Contact information must be kept current at all times throughout the program. Department faculty and staff must be able to contact students immediately relating to clinical/ class matters.

SELF CARE

Students are expected to take care of themselves in such a way that good health becomes an imperative. The stresses of studying, varying class and clinical hours, and requirements surrounding class and clinical activities can lead to sleep deprivation and fatigue, which can take a toll on physical health and interfere with the students' ability to learn. As such, inadequate self-care becomes an academic issue.

PERSONAL MESSAGES

Classes will not be interrupted except for emergencies. Students are discouraged from receiving phone calls on the classroom or clinical facilities unless it is an emergency. In an emergency, calls can be directed to the Allied Health Department secretary, who will notify the student in the classroom. Cell phone and pagers are disruptive in the classroom and during lab. Cell phones and pagers are to be turned off or switched to a non-ring mode during all classes/lab. Disruption of class or patient care to answer a call or page is both discourteous and unprofessional. In urgent circumstances, students should leave the classroom or setting prior to answering or returning a call.

ATTENDANCE

CLASS ATTENDANCE

Class attendance is essential to satisfactory achievement of course outcomes. Attendance is expected, tardiness is unacceptable, and students must be present for the entire class period. Class attendance is critical to student learning, and student learning is dependent upon participation of all group members.

UNAVOIDABLE ABSENCE

In the event of unavoidable absence, it is the student's responsibility to inform the student advisor and instructor before class. Students are held responsible for material covered during class, even when absent.

MEDICAL ASSISTING EXTERNSHIP (CLINICAL PRACTICUM)

ELIGIBILITY

Externship, a required 3-credit course within ASA's associate degree programs, integrates classroom learning with unpaid work experiences related to the student's major. Students apply classroom learning to a work environment; at the same time, they gain a better understanding of their career objectives and earn academic credit. Students begin interviewing with participating externship organizations during the second-half of their third (or penultimate) semester prior to registering for externship in their final semester. The Externship Office is responsible for setting up interviews with off campus facilities. Additional rules and regulations governing externship are available at the Externship Office.

CLINICAL EXPERIENCE

We are pleased to provide you with a variety of learning activities that will give you a basic understanding of the services provided in the ambulatory care setting. To accomplish this, a specific schedule will be developed for you that will allow administrative and/or clinic experiences. Selected staff members will serve to assist you; to explain procedures and policies and give constructive feedback about your performance. The externship coordinator will make regular visits to the clinical sites. A written evaluation will be completed at the end of the program using the school's performance standards.

NO STUDENT WILL BE ASSIGNED A PRACTICUM SITE UNLESS ALL THE REQUIRED VACCINATIONS ARE ON FILE IN THE REGISTRAR'S OFFICE.

CLINICAL EXTERNSHIP POLICIES

Students will be assigned to a clinical setting under supervision to gain experience. A total of one hundred and sixty-two (162) hours is required to complete externship.

1. You are to report to your site on day and time previously arranged with the Clinical Supervisor.
2. You are expected to **follow the dress code** for the department/facility. Contact your site supervisor regarding acceptable dress during your affiliation. ASA student tags must be worn everyday, unless you are assigned a nametag by the facility.
3. It is important that you report to work on time. If you must be late, report to your site supervisor prior to the time that you are supposed to report to work. All lost time must be made up.
4. You should make every effort not to miss work. If you absolutely have to be absent, be sure to inform the supervisor **prior** to the time you are scheduled for work. All lost time must be made up.
5. While at the affiliation site, you are under the supervision of the site supervisor. You must abide by the policies of the externship site concerning breaks, parking, personal telephone calls, etc., as well as all facility policies and regulations.
6. If any problems arise, they should be brought to the attention of your site supervisor. However, the Program Coordinator is available by phone should you need consultation at any time.
7. There is no remuneration for externship. You are responsible for costs incurred during the affiliation: food, transportation, parking and for miscellaneous items.
8. Should you become ill while on duty, notify the site supervisor. Arrangements will be made for medical attention as appropriate with existing facility procedures. You are responsible for the costs incurred in the treatment.
9. You must notify your clinical site of any disability that needs special consideration.
10. Unsatisfactory site progress or conduct results in termination from the affiliation. **If a student is removed from an affiliation site, that entire externship experience will have to be repeated.**
11. Enjoy your affiliation!

ACADEMIC AFFAIRS

INSTRUCTOR AS FINAL AUTHORITY ON ACADEMIC DECISIONS

Instructors retain final, non-negotiable decision making authority that relates to academics. Students unable to meet standards of satisfactory academic progress requirements for any reason will be terminated from the program, even if influencing factors are beyond the student's control. Application for readmission, if eligible, can be made after a period of one year. Re-admission is not guaranteed.

SYLLABUS- GUIDE TO REQUIREMENTS

The syllabus for each course guides the learning and identifies course requirements. Daily class topics are located in the syllabus, as are testing dates, evaluation criteria, and specifics regarding classroom participation and written requirements.

ACADEMIC STANDING

Students need to be aware of their academic standing at all times. Students having concerns about an earned grade or academic standing within the medical assisting program should meet with the appropriate instructor to seek resolution. If satisfactory resolution does not occur, the student meets with the Program Chairperson, Dean of Health Disciplines and if not resolved, documentation must be submitted to the Office of Academic Affairs. The office will convene the grade deliberation committee within 5 business days from the time of the receipt of the formal request. Based on the merits or lack thereof, the grade appeal will be resolved accordingly. The committee's decision is final and non-appealable. The student will receive a written notification of the decision within 10 days from the start of the formal appeals process.

APPOINTMENTS WITH INSTRUCTORS

Students should feel free to consult with instructors about academic or clinical concerns. Instructor's schedules, office hours, e-mail addresses are noted on the syllabi. Instructor's mail boxes are located in P309 in Brooklyn and MH-625 in Manhattan.

TUTORIALS

Tutoring of theoretical courses is available through the Learning Center located in the 1st floor in the Pearl Street building in Brooklyn and 4th floor in the Manhattan site. Tutoring in clinical subjects and lab is available in P-407 and MH-605. The class instructor will be available during office hours and at other time by appointment to students who are experiencing difficulty.

DISSMISSAL FROM THE PROGRAM

Dismissal from the medical assisting program is based on inability to meet course requirements, and therefore, medical assisting program requirements. Anything that interferes with a student's ability to ultimately safely and effectively care

for patients will be grounds for dismissal from the program. Dismissal usually occurs at the end of a term when a student has not met grading requirements for a passing grade. Other circumstances may lead to immediate dismissal from the program, all based ultimately upon the inability of the student to meet course requirements. Some, but not all, of the reasons for dismissal are listed below.

Arrest and/or Conviction – Students arrested for any crime will be immediately suspended from all program courses, ultimately leading to dismissal from the program. The student may request a hearing per the College Student Handbook guidelines.

Violation of Alcohol and Substance Abuse Policy – Any violation of the Medical Assisting Program Alcohol and Substance Abuse Policy will lead to immediate suspension from all clinical activities, and dismissal from the program.

Demonstrated Inability to Provide Safe Medical Assistant Care – A student who demonstrates repeated unsatisfactory medical assisting care, a significant unsafe event jeopardizing a patient's safety, repeated lack of or inappropriate preparation for patient care, and/or inadequate physical or mental abilities to provide safe medical assisting care may be immediately suspended from all clinical activities. Based on the Program Chairperson's determination of safety, the student may be either placed on probation or immediately terminated from the medical assisting program. The medical assisting program director has the final authority for determining safe medical assisting practice.

ISSUES OF PROFESSIONAL INTEGRITY

CHEATING

Cheating will not be tolerated. Any student who cheats, cheats themselves. Cheating may consist of plagiarism, copying from another student's work, copying notes during exams, etc. Test papers will be confiscated and the student will receive a zero.

Dishonesty, stealing and other violations of the student code of conduct will be handled on an individual basis. Students should familiarize themselves with the ASA Student Code of Conduct and the ASA Student Handbook.

PLAGIARISM

Plagiarism in particular is a violation of the integrity of the academic community. Representing someone else's work as one's own is a serious academic offense and may result in failure, suspensions, or dismissal.

HARASSMENT, DISRUPTIVE BEHAVIOR

Harassment of medical assisting program personnel, medical assisting students or other enrolled students is unacceptable for a student in the medical assisting program. It is not only intimidating to those whom the behavior is directed, but creates tension, fear and disruption among those exposed to the behavior(s). In the event of documented harassment behavior, the student may be immediately suspended from all medical assisting program courses leading to ultimate termination from the program.

Disruptive behavior by a medical assisting student regarding any medical assisting program related course, activity, and/or event is unprofessional. Repeated disruptive behavior may lead to termination from the medical assisting program

CLASSROOM ETIQUETTE

Students should be prepared to remain in class until a scheduled break and/or class is dismissed. Urgent circumstances are the exception, however, students should tend to restroom needs before and after class, or during breaks.

When instructors, guest speakers or fellow students are presenting content, students are to refrain from talking among themselves. Disruptive and/or rude activities or behaviors are unprofessional and will not be tolerated in the learning environment. Repeated incidents of any disruptive or discourteous behavior may lead to termination from the medical assisting program.

CHILDREN

Children are not allowed in the classroom. Content presented/discussed during class is often inappropriate for children, and children can be disruptive to the overall learning environment as well.

FALSIFICATION OF RECORDS

Falsification of any records or false reporting will not be tolerated. Students determined by faculty to have falsified either their own records (e.g., history & physical, criminal record history) or any patient related records will be terminated from the program.

PERSONAL HEALTH AND PROGRAM SAFETY

Physical and Mental Requirements

The requirements on admission hold true throughout the medical assisting program. Students are to notify their clinical instructor of any condition or change in pre-existing condition that interferes with the “physical and mental abilities to provide safe medical assisting care”. Students may need to be absent from the clinical setting until such a time that the condition is no longer a potential safety concern (including communicable illness, medication that has the potential to interfere with judgment). Instructors/program director are the final authority for determining a student’s ability to provide safe medical assisting care and therefore remain in the medical assisting program.

Immunization documentation for measles/mumps/rubella, and hepatitis B (series of 3 injections) must be current in order for students to participate in any clinical activity. Students are encouraged to consider influenza vaccine on an annual basis as well.

ALCOHOL AND SUBSTANCE ABUSE POLICY

The Alcohol and Substance Abuse Policy is applicable to all enrolled medical assisting students. Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited. The student will be suspended from further medical assisting program participation for any violation or suspected violation of the policy. Should termination from the medical assisting program occur, requests for readmission to the program would be handled on an individual basis.

PROFESSIONALISM FOR THE MEDICAL ASSISTANT

Professional Behavior and Assistance to Patients

- Patient confidentiality is a professional/ethical responsibility and is an expectation of all medical assisting students. (Refer to Appendix 1 for a sample of a Confidentiality Statement.)
- Treat patients promptly and courteously in a caring manner, making eye contact and use a pleasant expression and tone of voice.
- Introduce yourself by name and title or department. Address patients by their proper title and last name.
- Communicate clearly with patients and keep them informed.
- When patients need assistance; either provide it (if appropriate) or direct the patient to someone who can help.
- Respect the privacy of the patient and the confidentiality of their records. Do not disclose personal or medical information, except when it is necessary in the regular course of business.
- Be attentive to patients who are kept waiting for extended periods of time. When this occurs, inform patient of the reason for the delay and notify them if any further delay is anticipated. If appropriate, offer the patient the option of rescheduling.

PROFESSIONAL TELEPHONE BEHAVIOR

- Apply the same standards of courtesy and promptness to patients on the telephone as in person.
- Give caller the opportunity to respond before being placed on hold
- Satisfy patient’s requests within one transfer call.
- Give emergency or urgent messages promptly to the health professional requested.
- Respond to messages that are not urgent within the same day they are received.

PROFESSIONAL BEHAVIOR AMONG EMPLOYEES AND PHYSICIANS

- Treat fellow employees and physicians with respect and consideration.
- Do not conduct personal conversations when patients are waiting for service.
- Do not discuss other staff members, organizational policies, problems or medical care in public areas.

STAFF RELATIONS

- Medical Assisting externs should maintain a cooperative, eager-to-learn attitude at all times. To a great extent, the quality of a student’s clinical experience is dependent on the degree of enthusiasm exhibited to the clinical staff.
- Never hesitate to ask questions of clinical staff regarding any aspect of patient care.
- Do not argue with clinical staff. Should a disagreement arise that is not readily resolved, an instructor should be contacted.

- Follow all rules and regulations of the medical facility

KEEPING CURRENT

Remember that a job in a medical office is never static, always stimulating, and constantly challenging. One must be able to adapt to change. To keep up with technology and current practices, it is important for the medical assistant to read professional publications, attend educational seminars, and research information on the Internet. Another way to keep up-to-date in the medical matters is to network with peers through membership in a professional organization, such as the AAMA (American Association of Medical Assistants).

APPENDIX 1

Confidentiality Statement

Confidentiality of patient and employee medical information is a legal and ethical right. Actively safeguarding that patient's rights is a responsibility that we all share. It is a responsibility that, if met, protects our own right to privacy. The patient confidentiality policy prohibits any unauthorized or indiscriminate access to or disclosure of patient information. No student should have access to or has the right to review or disclose personal information, medical or otherwise, except when necessary in the regular course of business.

Discussion, transmission, or disclosure in any form of patient information, except in the regular course of business, is prohibited.

Any violation of this policy will constitute grounds for immediate disciplinary action, up to and including discharge from the MA externship.

I understand the Health Insurance Portability and Accountability Act (HIPAA) and the implications in the ambulatory care setting.

I have read and understand the meaning of this statement.

Signature

Date

APPENDIX 2

American Association of Medical Assistants (AAMA) Code of Ethics

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

Members of AAMA dedicated to the conscientious pursuit of the profession, thus desiring to merit the high regard of the entire medical profession and the respect of the general public, which they do 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 activities aimed toward improving the health and well being of the community.

APPENDIX 3

American Association of Medical Assistants (AAMA) Medical Assistant's Creed

The creed for medical assistants as established by the AAMA, reads as follows:

I believe in the principles and purposes of the profession of Medical Assisting

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well being of all patients.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

SAFETY AND INFECTION CONTROL

Statement Of Health Requirements For Medical Assisting, Massage Therapy And Nursing Students

Prior to the end of the first semester, every student admitted to the Medical Assisting, Massage Therapy and Nursing programs must be vaccinated against Hepatitis B. In addition, applicants for Nursing and Massage Therapy programs are required to provide the following:

1. Submit annually written proof of current health examination with PPD screening test
2. Immunization titters must be submitted prior to registration in the first semester
3. For the Massage Therapy program, drug screening may also be required

NEEDLE STICK POLICY

Please Follow The Below Guidelines And Act Accordingly:

1. In the event of a needle stick, the student is to immediately wash the area, scrubbing skin with soap and water. If there is no obvious laceration or major abrasion, the student may choose to wash with a germicidal soap.

2. Report incident immediately to the lab clinical instructor, who will file an official incident report. The student will be asked to go to the emergency room for needful clinical investigations and basic laboratory studies and also for immediate treatment. If necessary, consult with the Medical Director of the affiliated hospital for further guidance.

3. Student is to report all pertinent data to the treating physician regarding the exposure and information on source patient. This includes but is not limited to: how exposure occurred, what body fluids were involved, social and medical history, HIV antibody status, Hepatitis B surface antigen status, and Hepatitis C antibody status of source patient if available. For effective treatment of any potential HIV infection, it is imperative to initiate prophylactic treatment within the 2 hours of the incident.

4. The student should expect to have blood drawn by the affiliated hospital for baseline results of Hepatitis B surface antibody, Hepatitis C antibody, HIV antibody and possibly other necessary tests.

It is extremely important that students follow these guidelines and report incidents promptly.

The syllabi for the clinical classes which have a lab component includes the following:

EXPECTATIONS, RULES AND REGULATIONS:

- Read the assigned chapters in order to participate actively in class discussions.
- Complete assignments and submit them on time.
- Be prompt to class as attendance will be taken during the first 15 minutes
- Prepare for all reading and writing projects on the due dates established by instructor
- Questioning and discussing new material will be encouraged
- Behavior is expected to be professional according to the medical assistant's code of ethics
- Refrain from drinking or eating in the laboratory
- Wear a lab coat, scrubs, and closed shoes at all times while in the laboratory
- Be careful when handling laboratory equipment or body fluids
- Interruptions of any kind will not be tolerated (including students walking in late)
- Cell phone, beepers or other electrical devices will not be allowed in the laboratory
- Racist, sexist, and homophobic language will not be tolerated in the laboratory
- Cheating will be not tolerated. Test papers will be confiscated and the student will receive zero.

LABORATORY SAFETY:

Laboratory safety is encouraged and enforced at all times. The use of PPE such as scrubs, lab coat, and closed shoes is mandatory during the presence of the student in the lab room and any breach in any of these OSHA regulations will result in dismissal from the lab room. Each lab room is furnished with up to-date equipment and supplies such as but not limited to: centrifuges, automated counters, hemoglobin-meters, glucometers, disposable gloves, biohazard sharps containers, biohazard containers, and safety-lock needles, and eyewash stations to minimize the occurrence of accidents.



WWW.ASA.EDU

ASA MANHATTAN

ASA's Manhattan is conveniently located in the heart of midtown, at the intersection of 34th Street and Broadway, across from Macy's and one block from the Empire State Building. It is easily accessible by public transportation with quick connections to Penn Station and Grand Central Terminal.



- Amtrak, New Jersey Transit
- 8th Avenue: **A C E**
and The Long Island Rail Road
- 7th Avenue: **1 2 3**
and The Long Island Rail Road
- 6th Avenue: **B D F N Q R**
- Lexington Avenue: **6**

ASA BROOKLYN

ASA's Brooklyn is conveniently located in the MetroTech downtown business area, not far from Borough Hall and adjacent to Fulton Mall. It is well served by subway and bus and only a few minutes from Manhattan.



- R A C F** - Jay St./ Metrotech
- 2 3 4 5** - Borough Hall
- B Q R** - DeKalb Avenue

Buses: B25, B26, B38, B52, B61, B67, B75 - Fulton Mall & Bridge Street

Manhattan Location:

1293 Broadway,
New York, NY 10001
(212) 672-6450

Brooklyn Location:

383 Pearl Street,
Brooklyn, NY 11201
(718) 522-9073