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**WELCOME TO THE MEDICAL ASSISTING DEPARTMENT
AT WAYNE COMMUNITY COLLEGE**

The Medical Assisting faculty welcomes you to Wayne Community College. We are happy that you have chosen to begin your medical assisting education at WCC. You have chosen a very rewarding, challenging, and dynamic career that will offer you many varied opportunities to pursue your goals. The faculty is committed to helping you meet your education goals and to become a highly skilled member of your chosen profession. We wish you success as you begin your journey.

ORGANIZATIONAL STRUCTURE

PRESIDENT

Dr. Patricia Pfeiffer

VICE PRESIDENT OF ACADEMIC and STUDENT SERVICES

Dr. Brandon Jenkins

**DEAN of
ALLIED HEALTH and PUBLIC SERVICES**

Mrs. Janeil Marak

**PROGRAM DIRECTOR
MEDICAL ASSISTING**

Mrs. Heather Odom

MEDICAL ASSISTING FACULTY

Mrs. Margie VanDuyne

INTRODUCTION

The purpose of this student manual is to provide information that will be useful to you as a Wayne Community College Medical Assisting student. Keep it close by and refer to it often as you progress through the program. It includes important information about the program itself and regulations and policies that apply to students in the program. You will find other useful information in the Wayne Community College General Catalog and Student Handbook and the WCC Website www.waynecc.edu.

The department of Medical Assisting is committed to the philosophy, mission, purpose, and objectives of Wayne Community College. We endorse the concept of open-door admissions to the college. However, we recognize the need for restrictions on the number of students admitted to the certain programs and for setting admission standards to ensure quality practitioners. The Medical Assisting Department is responsible for developing programs which will promote excellence within the medical profession by educating students at the vocational and technical levels to competently practice within their respective roles. In this matter, the Medical Assisting Department can serve the needs of both students and the community.

PURPOSE OF THE DEPARTMENT OF MEDICAL ASSISTING

The Medical Assisting Department is committed to promoting excellence within the medical profession by educating students at the technical and vocational levels to competently practice as entry-level practitioners.

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING
MISSION**

The faculty of the Medical Assisting Department is committed to the mission and goals of Wayne Community College and to promoting excellence within the profession by educating students at the associate degree level to competently perform as a multi-skilled medical assistant who may acquire certification and become a member of the AAMA/AMT, and commit to continuing education opportunities.

GOALS

- (1) To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.
- (2) To prepare students to pass the AAMA CMA exam or the AMT-RMA exam.
- (3) To provide students with the resources and opportunities to achieve college-wide program learning outcomes.
- (4) To prepare graduates to meet the growing need for medical assistants in North Carolina.

LEARNING OUTCOMES

Upon completion of the Medical Assisting program, the graduates will be able to:

- Practice entry level administrative, clinical and laboratory functions as they relate to the examination and treatment of patients in medical facilities.
- Communicate effectively with patients, their families, and other health care team members.
- Develop a teaching plan based on patient needs as well as community needs.

MEDICAL ASSISTING TECHNOLOGY

The Medical Assisting Technology curriculum prepares the graduate to be a multi-skilled healthcare professional qualified to perform administrative, clinical, and laboratory procedures. The administrative aspects of instruction include scheduling appointments; processing insurance accounts, reports, records, billing and collections; coding medical records; transcribing and operating computers; and processing telephone calls, correspondence, reports, and manuscripts. Clinical and laboratory aspects of instruction include preparing clients for examination and treatment: obtaining vital signs, assisting with examination and treatment, performing routine laboratory procedures, phlebotomy, electrocardiography, sterilization procedures, and administering medications under the supervision of a physician.

Graduates receiving a diploma achieve competencies in the above procedures. Graduates completing the associate degree develop additional competencies in effective communications and managerial and supervisory skills.

Accreditation Statement

The *Wayne Community College AAS-Medical Assisting Program* is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of *Medical Assistant Education Review Board (MAERB)*.

Commission on Accreditation of Allied Health Education Programs
9355-113th Street N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Graduates are eligible to sit for the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Individuals desiring a career as a medical assistant should take biology, mathematics, and keyboarding/computer courses prior to entering the program.

MEDICAL ASSISTING CURRICULUM

SEMESTER YEAR	GRADE			Class Hours	Lab Hours	Clinical Hours	Semester Hours
		FIRST SEMESTER					
_____	_____	ACA 111	College Students Success	1	0	0	1
_____	_____	BIO 163	Basic Anatomy and Physiology	4	2	0	5
_____	_____	ENG 111	Writing and Inquiry	3	0	0	3
_____	_____	MAT 110	Math. Measurements and Literacy	2	2	0	3
_____	_____	MED 110	Orientation to Med Asst	1	0	0	1
_____	_____	MED 121	Medical Terminology I	3	0	0	3
_____	_____	OST 136	Word Processing	2	2	0	<u>3</u>
							19
		SECOND SEMESTER					
_____	_____	ENG 114	Prof. Research & Reporting	3	0	0	3
_____	_____	MED 122	Medical Terminology II	3	0	0	3
_____	_____	MED 140	Exam Room Procedures I	3	4	0	5
_____	_____	MED 130	Admin Office Pro I	1	2	0	2
_____	_____	PSY 150	General Psychology	3	0	0	<u>3</u>
							16
		SUMMER SEMESTER					
_____	_____	MED 131	Adm. Office Procedures II	1	2	0	2
_____	_____	MED 150	Laboratory Procedures I	3	4	0	<u>5</u>
							7
		THIRD SEMESTER					
_____	_____	MED 230	Adm. Office Procedures III	1	3	0	2
_____	_____	MED 240	Exam Room Procedures II	3	4	0	5
_____	_____	MED 250	Laboratory Procedures II	3	4	0	5
_____	_____	MED 272	Drug Therapy	3	0	0	<u>3</u>
							15
		FOURTH SEMESTER					
_____	_____	MED 118	Medical Law and Ethics	2	0	0	2
_____	_____	MED 262	Clinical Perspectives	1	0	0	1
_____	_____	MED 260	Medical Clinical Practicum	0	0	15	5
_____	_____	*****	Humanities/Fine Arts Elective	3	0	0	3
_____	_____	MED 264	Medical Assisting Overview	2	0	0	<u>2</u>
							13
		TOTAL					
							70

***See Appendix A for list of approved courses**

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING
ESTIMATED COSTS**

<u>TUITION</u>		<u>PER SEMESTER</u>
In-State	\$76.00/Semester Hour *	
	(Full-time = 16 hours)	\$ 1,216.00
	Student Activity Fee	\$ 35.00
	Technology Fee	<u>\$ 32.00</u>
		\$ 1,283.00
Out-of-State	\$268.00/Semester Hour *	\$ 4,288.00
	Student Activity Fee	\$ 35.00
	Technology Fee	<u>\$ 32.00</u>
-		\$ 4,355.00
Textbooks **		\$ 600.00
<u>OTHER COSTS</u>		<u>ONE-TIME FEE</u>
Health/Medical Requirements ***		
Physical Exam		\$35.00 - \$120.00
Required Vaccines		Price Varies
Uniforms		\$150.00
Shoes		\$ 60.00
Equipment		
Watch (with Second Hand)		\$ 25.00
Stethoscope – Latex Free		\$ 30.00
Application for AAMA Certification Exam (included fee last semester)		\$125.00
Criminal Background Check and Drug Screen		\$ 54.00 minimum
CPR AHA BLS Provider		\$ 75.00

*Tuition is based on the 2023–2024 school year tuition rates. This is subject to change.

** Cost of books is constantly changing Costs vary, according to number of courses taken each semester. This estimate is for Medical Assisting courses only.

*** Costs vary, depending on health care provider and insurance coverage.

POLICIES

A. ATTENDANCE POLICY

1. CLASS AND LABORATORY ATTENDANCE

Students are expected to attend all classes and labs. Attendance is checked at the beginning of each class/lab. It is the student's responsibility to obtain assignments and materials missed when absent from class or lab. The student should consult the instructor of the class/lab about missed work.

Students are expected to be in class and lab on time and should not ask to leave early. Each time a student is late, it will be noted in the roll book. When a student has been tardy three times, this will constitute an hour of absence. Failure to turn in a written assignment on a specified date will result in a substantially lowered grade.

Students who are absent on the day of a scheduled test are required to make arrangements for taking the test on the next class day. The instructor has the option of giving the student an alternate test. After the next class day, any additional days late will result in a 7-point deduction for each day late.

Cell phones cause unnecessary disruption to the teaching/learning process. All systems of communication must be turned on silent during instructional and lab time.

2. CLINICAL ATTENDANCE

Clinical experience is an integral part of the program. Students are expected to attend all clinical experiences. It is recognized that absence may be unavoidable (e.g. illness). Students who have been absent from clinical due to health problems may be required to produce a statement from his/her health care provider stating they may return to clinical. Students are expected to be in the clinical area on time. When a student has been tardy three times, this will constitute an hour of absence. The number of clinical absences will be reflected on the student's clinical evaluation Progress Report and may influence references for employment. When a student is ill and unable to report to the clinical area, he/she must notify the assigned instructor and the clinical agency within 15 minutes of the time scheduled to report for clinical that he/she will be absent.

Students should make appointments (example: doctors, dentists, and employers) for hours after clinical, unless an obvious emergency exists.

3. OVERALL ATTENDANCE

The Medical Assisting department believes students demonstrate responsibility for and commitment to their educational goals through regular attendance; therefore, students must attend 88% of the total hours of any class to receive a passing grade. Instructors will excuse no absences under this policy. When absences in MED class exceed 12% of the total contact hours for any one course, the student will be given an automatic "W" if prior to the last day to drop a class and must withdraw from the Medical Assisting program. Students are expected to attend all classes and labs. It is the student's responsibility to obtain assignments and materials missed when absent from class/lab. When a student has been tardy three (3) times, this will constitute one (1) hour of absence.

B. CODE OF CONDUCT AND ACADEMIC INTEGRITY

The Medical Assisting program reserves the right to maintain a safe and orderly educational environment for students and staff. Students are expected to conduct themselves in accordance with generally accepted standards of behavior and scholarship as dictated in the Student Code of Conduct. See WCC Student Handbook for further explanation of the Student Code of Conduct. Any student caught violating the WCC Code of Student Academic Integrity, (i.e., cheating, plagiarizing, or other dishonorable acts) in academic work is subject to disciplinary action up to and including dismissal from the program.

- 1) Tape recording classes/labs is not permitted.
- 2) Cell phones/beepers disrupt the teaching/learning process. All systems of communication must be turned on silent during instructional and lab time.

C. TRANSFER CREDIT (in addition to WCC Policy: General Catalog)

Requests for Transfer Credit for courses are submitted to the Program Director. Course descriptions and Credit Hours of the applicant's coursework are compared with that of the WCC curriculum. Credit is recommended when the description and hours parallel.

D. TESTS AND FINAL EXAMS

1. Final Examinations are given during designated class period at the end of each semester. Midterm exams may be given during the eighth week of the semester.
2. Conferences are held with students who have a midterm grade below a "C."
3. Students who are absent on the day of a scheduled test are required to make arrangements for taking the test on the next class day. The test grade will drop 7 points for each school day the student is overdue taking the test beyond the re-scheduled date. The instructor has the option of giving the student an alternate test.
4. Students who have extended absences (two or more class days) immediately prior to the date of a test must check with the instructor to determine a test date. The test grade will drop 7 points for each school day the student is overdue taking the test beyond the re-scheduled test date. The instructor has the option of giving an alternate test.

E. REFERENCE MATERIALS

Students receive formal instruction during the course ACA 111: College Student Success, in library services, Directed Studies laboratory, and other resources available to facilitate their independent learning needs. During the program, references of a clinical nature with a copyright date that is more than five years old should not be used without the faculty member's approval.

F. TEXTBOOKS

All students are expected to purchase textbooks as specified each semester. These textbooks are to be purchased prior to the second scheduled class meeting. Students should check with the instructor BEFORE purchasing used textbooks.

G. GRADING SCALE (7-point scale)

CLASSROOM: A = 93-100
 B = 85-92
 C = 78-84
 D = 70-77
 F = Below 70

Classroom: To demonstrate attainment of Cognitive Domains for all MED courses, the student must achieve an overall average of 78.

Lab: To demonstrate proficiency in the laboratory, students demonstrate skills following a procedure guideline. **Check offs for Psychomotor and Affective Domains (competencies) are rated as competent or non-competent. All students must be deemed competent in order to satisfactorily complete the course.**

H. PROGRESSION POLICIES

Students in the Medical Assisting program are required to meet the college's academic standards. Additional standards are: (1) to maintain a grade of "C" or better in each MED course in the curriculum since this indicates the minimum grade for competency, (2) to achieve a "Competent" on the Psychomotor and Affective domains (competencies), (3) to meet the personnel policies for each participating health care facility, and (4) to be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the Medical Assisting program. The student will be dismissed from the program.

I. GRADUATION REQUIREMENTS

In addition to the institution's graduation requirements, in order to graduate, a student must have earned a grade of "C" or better for each required MED course in the curriculum and a rating of "Competent" in all Psychomotor and Affective domains (competencies).

J. AAMA CERTIFICATION

All Medical Assisting students are highly encouraged to take the National Certification Exam. NOTE: A student convicted of a felony will not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). However, the certifying board may grant a waiver based upon mitigating circumstances.

K. READMISSION POLICY

Because of the organization of the learning experiences in the Medical Assisting Programs, the course sequence may be offered only one time per year. In addition to the Wayne Community College "Readmission Policy," the student is subject to the following:

1. Complete the admission process and submit an updated Student Medical History.
2. Be prepared to follow a prescribed program of knowledge and skill development based upon identified deficiencies.
3. Admission is also on a space-available basis.
4. Readmission will be limited to a maximum of one time.

L. DISMISSAL

Students who demonstrate behavior which conflicts with safety essential to medical practice will be dismissed immediately. Repetitive errors in judgment or unsatisfactory performance of care are considered unsafe. In addition, unsafe practice includes the use of drugs to a degree that it interferes with standard practices, and the deliberate or negligent acts or omissions regardless of whether actual injury to the client is established. Any student whose behavior causes concern as to alcohol or drug abuse will be requested to

submit to immediate drug screening and provide blood, hair, and/or urine samples at their own expense. Failure to comply OR evidence of drug or alcohol in screening test will result in immediate dismissal from the Medical Assisting program. The student may use the Grievance Procedure for WCC Students. During the appeal process, the student may attend class, but may not attend the clinical portion of the course. In addition if a student is denied placement to a clinical facility due to background check/drug screen the student will be dismissed from the program. This decision is not appealable.

M. GRIEVANCE PROCEDURE

A student who has an academic concern is expected to first confer with the involved classroom or clinical instructor. If the issue is not resolved, the student shall then confer with the lead instructor for the course and then the Department Head. If the issue is not resolved at this level, the Dean of Allied Health and Public Services would be the next resource. A record of efforts to resolve an issue shall be maintained by all parties involved. Formal grievance usually follows if an issue cannot be settled to the student's satisfaction in the Allied Health and Public Services Division. It is expected that students follow the appeal/grievance procedure as outlined in the Wayne Community College General Catalog and Student Handbook.

N. CRIMINAL BACKGROUND CHECKS and DRUG TESTING

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Medical assisting students require students to submit to criminal background checks, and drug screening prior to participation in clinical experiences at the site. The results of the background check and drug screen may determine if a student is eligible to enter clinical agencies. **If the criminal background check and drug screen includes information that the student claims to be untrue or inaccurate, these concerns or issues must be addressed by the student. It is the responsibility of the student to resolve these issues with the online vendor.** Students are responsible for the cost of the criminal background check and drug screen.

1. Applicants should be aware that a student must be able to enter and/or remain in all clinical agencies to progress within the program. If a clinical site denies a student placement in the facility, the student would be unable to complete the required clinical component of the course. The student will be withdrawn from all MED courses and will not be allowed to progress in the program.
2. Currently the Medical Assisting program uses an on-line vendor for **criminal** background checks, sex offender registry checks, **Office of Inspector General check, residence history**, and drug screening. Information on how to complete the process is included with the letter of acceptance to the program.
3. The **criminal** background check and drug screening must be completed by the specified date assigned by the Program Director. Failure to complete the process as specified will jeopardize enrollment in the Medical Assisting program. **In addition, a criminal background and drug screen check may be requested to substantiate pending charges.**
4. Any criminal **charge or conviction** that occurs subsequently to the criminal background check must be communicated in writing to the Director of Counseling Services within 5 days after such **charge or conviction** has been entered by the court, notwithstanding the pendency of any appeal (**excluding minor traffic related violations**) or prior to the next scheduled clinical day if clinical occurs before the 5 days noted above. **Failure to report charges or convictions will result in a violation of academic integrity and may result in dismissal from the program.** A new **criminal** background check and/or drug screen will be requested at this time at the expense of the student.
5. **Once the Director of Counseling Services has been informed by the student they have pending criminal charges or convictions in writing, the Director of Counseling Services will notify the program chair or director so the appropriate clinical agency can be informed of the existence of pending charges or convictions by the Director of Counseling Services. It will be the clinical agency's responsibility to notify the program director if the student can continue in the clinical**

agency. If a clinical site denies a student placement in the facility, the student would be unable to complete the required clinical component of the course. The student will be withdrawn from all MED courses and will not be allowed to progress in the program.

O. CLINICAL ASSIGNMENTS and PRACTICUM

The Medical Assisting Program Director will determine clinical assignments. Clinical placement is designed to expose the student to a variety of client age groups and disease processes. Students are given an opportunity to provide input before assignments are finalized and the student's prior experience, interests, and skill levels are also given consideration.

1. Clinical rotations are distributed at the beginning of a semester. They are subject to change at the discretion of the faculty only.
2. When students are assigned to the health care facility, they are not to visit other areas.
3. Students are to park in the areas designated for student parking.
4. Students are allowed breaks according to the schedules and policies of the health care facility.
5. Students may not leave their assigned facility without permission from the preceptor.
6. If a student becomes ill while in the clinical facility, she/he should report immediately to the preceptor. Should it become necessary to receive emergency treatment or be admitted to the hospital, all costs involved are the responsibility of the student.
7. Students are not to make or receive personal phone calls while in a clinical area. Please notify family members of this policy. In case of emergency students should advise family to call the instructor and give the message to the instructor.
8. MED 260 Medical Clinical Practicum consists of clinical hours. Students work/practice in the clinical setting 15 hours per week. Students must be supervised during this practicum course. If the student is employed at the clinical site they are to be treated as a student not as an employee for the practicum hours.

P. CLINICAL BEHAVIORS SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM THE MEDICAL ASSISTING PROGRAM.

1. Inappropriate or unprofessional behavior including but not limited to violations of the American Associate of Medical Assistants Code of Ethics (See Appendix B for Code of Ethics.)
2. Impaired thinking and clinical judgment that impacts on ability to make appropriate clinical decisions and provide safe care for assigned clients. Any student whose behavior demonstrates an inability to think clearly and render safe care will be asked to leave the clinical area and meet with the Program Director.
3. Unsafe clinical behaviors such as but not limited to:
 - a. Lack of accountability.
 - b. Falsification of client record.
 - c. Medication or treatment errors that threaten client safety.
 - d. Administering medications or performing procedures without appropriate supervision.
 - e. Breach of confidentiality. To insure confidentiality, students may not remove copies of the client record, either duplicated or downloaded from the practicum site.
 - f. Failure to comply with established policy or procedure at assigned clinical site.
 - g. Repetitive errors in judgment.
 - h. Poor or inconsistent skills in assessment and client care.

Q. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Respect for the dignity and confidentiality of others is required. Students in the Medical Assisting program will be given instruction on the Health Insurance Portability and Accountability Act guidelines during new student orientation. Students must comply with HIPAA guidelines. (See Appendix C.)

R. DRESS CODE

Students are requested to use good judgment in the selection of clothes, styles, and appearance for the classroom. Students are to dress in a professional manner any time they are representing the school. Chewing gum, smoking, eating, and drinking are not permitted in the classroom or clinical area except in designated areas.

The student uniform is to be worn for clinical/lab experiences only. (See Appendix D for uniform requirements.)

UNIFORM: Must be clean and neat at all times. The uniform dress should be no shorter than the bottom of the knee.

SHOES: Must be clean, closed-toe approved clinical shoe.

HOSE: White without runs. Support hose are recommended.

LAB COAT: The lab coat is to be worn for clinical assignments.

Student ID: Worn at all times with the uniform. The badge is worn on the left side.

COSMETICS: No perfume, after-shave, nail polish, or excessive makeup is permitted. Finger nails should be neatly trimmed and short enough to prevent scratching clients. **No artificial/acrylic nails are permitted.**

JEWELRY: Restricted to watch, wedding ring sets, and small stud, pierced earrings. (One set only in the earlobe). **No other visible body piercing is allowed.**

HAIR: Hair styles must be professional in appearance and should not interfere with student duties. Hair must be clean, neat, and off the collar. Mustaches and beards must be worn short and neat. Extreme styles or unnatural color are not acceptable

PERSONAL
HYGIENE: Good personal hygiene is expected.

TATOOS: **All visible tattoos are to be covered**

** Violations of the Dress Code should be corrected at once. This may result in the student being dismissed from the clinical area to correct the situation. **

S. PHYSICAL AND EMOTIONAL HEALTH

It is required that there be evidence that the physical and emotional health of the student be such that he/she can be expected to provide safe medical care to the public.

Evaluation of health and overall behavior of the student will continue throughout the program. This will be the responsibility of the MA faculty. At any time throughout the program, a student who presents problems in physical or emotional health which have not responded to appropriate treatment within a reasonable time may be asked to withdraw in order to protect his/her own health and that of the client.

Evaluation of Physical and Emotional Health:

Physical Health is defined as being free of disabling or contagious disease, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Assessment of the physical health of the applicant is made through the use of a physical examination, performed by the applicant's physician within six months of entering the program. Tests and immunizations required include: tuberculin test and/or chest x-ray, rubella titer, and other tests and immunizations required by associated clinical agencies.

Assessment of the physical health of the student is made through the use of information from the physical examination and laboratory tests and from observations throughout the program.

A physician's certification that the student is in good physical and mental health will be required for those students completing the program.

If a physical condition threatens to prevent or prevents satisfactory classroom or clinical performance, the individual in question is counseled and referred to an appropriate professional. The recommendation of the professional is utilized in advising the student in regard to continued enrollment in the program. A person may be denied admission to or continued enrollment in the program until the identified condition is satisfactorily corrected.

Emotional health is defined as reacting appropriately to stressful situations, withstanding everyday environmental stresses with little difficulty, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Assessment of emotional health of applicants is made through the use of physical examination, interviews, references, letters from psychiatrists or therapists if intensive therapy is in progress or has occurred, and psychological evaluations, if necessary.

Throughout the curriculum, assessments of the emotional health of students are made by the use of observations of student behavior and by instructor-student conferences. When emotional conditions prevent satisfactory classroom or clinical performance recommendations are made on an individual basis, for consultation with the appropriate professional(s). The recommendations of the professional(s) are utilized in advising students with regard to continued enrollment in the program. A person may be denied admission to or continued enrollment in the program until the identified condition is satisfactorily corrected.

T. TECHNICAL STANDARDS

All students in the Medical Assisting Program are expected to perform assigned skills, class assignments, and clinical activities at the same level, with or without accommodations. It is the responsibility of the

applicant/student to read the technical standards carefully and to ask for clarification of any standard that is not understood.

Wayne Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Therefore, any disability affecting an applicant's ability to comply with these technical standards must be evaluated by the Disability Services Counselor, the Medical Assisting faculty, and health care provider(s) (if appropriate) for an applicant/student with a disability who is otherwise qualified. Demonstration of one or more technical standards may be required.

The following skills/abilities include those cognitive, physical, and behavioral standards required for successful completion of the curriculum.

**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING PROGRAM
TECHNICAL STANDARDS**

Standard	Examples of Necessary Behaviors (not all inclusive)
Interpersonal abilities sufficient to interact with co-workers, clients, families, and individuals from a variety of social emotional, cultural and intellectual backgrounds.	Establish rapport with clients, families and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Collect and document assessment data. Explain treatment procedures. Obtain and disseminate information relevant to client care and work duties.
Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationship in actual and simulated clinical situations. Apply knowledge from lecture, laboratory and clinical areas. Utilize basic mathematical skills.
Physical abilities sufficient to maneuver in small spaces, and reach or lift needed equipment/supplies.	Move around and within an exam room. Administer CPR. Transfer clients from stretchers and wheelchairs to OR exam table and back.
Gross and fine motor abilities sufficient to provide safe and effective client care.	Move, calibrate, pass equipment and supplies including sharp instruments. Lift, transfer, and position mobile and immobile clients. Lift and carry at least 30 pounds of weight safely.
Auditory ability sufficient to monitor and assess health needs.	Hears clients, cries of distress, sound of instruments and equipment being properly utilized, monitor vital signs.
Visual ability sufficient for physical assessment, performance of medical office/clinical procedures, and maintenance of environmental safety.	Observes client responses such as skin color and facial expression. Monitors vital signs. Reads records. Observes color involved in specimen testing.

Tactile ability sufficient for assessment, and performance of medical office/clinical procedures	Perform palpation techniques (venipuncture).
Emotional stability and mental alertness in performing in the medical assisting role.	Maintaining a calm and efficient manner in high stress/pressure situations with clients, staff, supervisors and colleagues.
Olfactory ability sufficient to perform medical office/clinical procedures.	Distinguish drugs and liquids or chemicals.

U. OCCUPATIONAL RISKS

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030.

Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

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

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

V. INFECTIOUS/COMMUNICABLE DISEASE POLICY

PURPOSE:

To contribute to the delivery of safe care to the public by establishing measures to:

1. Protect clients from exposure to students with infectious diseases.
2. Protect students from exposure to clients with infectious diseases.

DEFINITION:

Infectious diseases, for the purposes of these guidelines, are defined as those diseases which are considered transmittable in a social environment. Such diseases include, but are not limited to: Diphtheria, Tetanus, Pertussis, Hepatitis B, HIV Positive Serology, Acquired Immunodeficiency Syndrome (AIDS), Chickenpox, Red Measles (Rubeola), German Measles (Rubella), Mumps, Tuberculosis, and Herpes.

PROCEDURE:

This policy addresses procedures to be followed when a student has or is exposed to an infectious disease, has significant exposure to blood, body fluid, or secretions of a client, or is assigned to an HIV-positive client.

1. **PROCEDURES FOR SCREENING STUDENTS REGARDING THEIR EXPOSURE TO INFECTIOUS DISEASE**

- a) **TUBERCULOSIS:** Screening with **TWO-STEP** PPD Skin Test initially is required (second PPD test should be within 1-3 weeks from 1st test to be considered 2 step).

A 1-STEP will be required for students who have had a PPD Skin Test within the last 12 months with documentation.

A student may also have a TB Gold drawn.

Those who historically have a positive skin test must have documentation of one negative chest x-ray within the last 2 years and must complete a questionnaire annually regarding current health status (DEHNR #3405 form may be obtained from the Health Department or the Medical Laboratory Science Department).

PPD Screening will be required annually.

2. **RUBEOLA (RED MEASLES), MUMPS, AND RUBELLA (GERMAN MEASLES) – MMR:**

Anyone born before January 1957 must have proof of immunization for rubella, rubeola and mumps according to NC State Policy or lab titer may be used to verify immunity. Individuals born in 1957 or later without **serologic evidence** of immunity to rubella, rubeola, and mumps need to have documentation of two (2) doses of MMR, 4 weeks apart.

3. **VARICELLA IMMUNITY:** Varicella immunity must be demonstrated by a positive varicella zoster titer or documentation of two (2) varicella vaccinations.

4. **TETANUS:** Adult Tdap within last ten years.

5. **INFLUENZA:** An **ANNUAL** influenza vaccine of the current year's strain is required by September 1st or as soon as the vaccine is available each academic year.

6. **COVID-19 Vaccine: (this is required at clinical sites)**

- a. The Pfizer-BioNTech COVID-19 Vaccine has received EUA from FDA to provide:
 - a 2-dose primary series to individuals 12 years of age and older
- b. The Moderna COVID-19 Vaccine has received EUA from FDA to provide:
 - a two-dose primary series to individuals 18 years of age and older
- c. The Janssen COVID-19 Vaccine has received EUA from FDA to provide:
 - A single dose primary vaccination to individuals 18 years of age and older

SECTION B: RECOMMENDED

7. **HEPATITIS B VACCINE:** This series of three (3) vaccines is not mandatory, but is strongly recommended for anyone at risk for exposure to blood and body fluids. If the vaccine is contraindicated or if the student declines to take the vaccine, she/he must sign a declination (waiver) form.

***THE STUDENT MUST MAKE SURE HE/SHE HAS THE PROPER DOCUMENTATION FROM THESE TESTS ATTACHED TO THE HEALTH/PHYSICAL FORM. THE STUDENT WILL NOT BE ALLOWED TO ENTER CLASSES IF HEALTH/IMMUNIZATION REQUIREMENTS ARE NOT MET.**

Any applicant who has an infectious disease will be evaluated by a physician in keeping with the standards, requirements, and recommendations of the Centers for Disease Control, NC Infection Control Laws (10A NCAC 41A.0201); facility policies, and in keeping with the provisions of this policy.

Once admitted to the program, enrollment decisions concerning the individual shall be based upon a consideration of the following factors:

- a. the potential harm that the individual poses to other people
- b. the ability of the individual to accomplish the objectives of the Medical Assisting program, and
- c. whether or not a reasonable accommodation can be made that will enable the individual to safely and efficiently accomplish the objectives and or tasks of the curriculum in question without significantly exposing the individual or other persons to the risk of infection.

Re-entering students must meet all requirements of this Health Policy.

2. **PROCEDURES FOR STUDENTS WHO HAVE INFECTIOUS DISEASE**

Any student who develops symptoms of an infectious disease must report this to a faculty member. The faculty member and Program Director will consult with infection control personnel in the clinical facility to determine the student's eligibility to participate in clinical experiences when it has been determined that a significant risk of transmission exists. Students are encouraged to report a positive HIV status to the Program Director as soon as this result is known. Confidentiality shall be maintained by a case number system.

According to 10A NCAC 41A.0206, students who have exudative lesions or weeping dermatitis shall refrain from handling client care equipment and devices used in performing invasive procedures and from all direct client care that involves the potential for contact of the client, equipment, or devices with the lesion or dermatitis until the condition resolves.

The evaluation of an applicant or currently enrolled student with a known bloodborne disease will include a physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely meet the objectives of the curriculum.

A currently enrolled student with a known bloodborne disease will have an ongoing medical evaluation throughout the program, especially as it relates to Standard Precautions.

If it is determined that the individual student's performance in clinical areas does not reflect their ability to safely and adequately meet the objectives of the curriculum, the student shall be terminated from the program.

In each instance, a determination must be made as to an appropriate and limited confidential release of the student's positive bloodborne disease status to the student's instructors in order that the performance may be adequately reviewed and supervised on an ongoing basis. When a student is known to be HIV positive, the student's college-approved physician and the Program Director will carefully evaluate whether or not a designated person at the clinical agency needs to be told of the student's positive bloodborne disease status. The student will be advised of, and must consent to, the release of information.

If the student with a negative TB skin test is exposed to a client with tuberculosis, a baseline PPD must be done immediately, unless a baseline has been done within the last ten weeks. If the student converts from negative to positive, he/she will be referred to his/her private physician or the health department (unless medically contraindicated). Students with prior positive PPD's who are exposed will be given a chest x-ray 10 weeks from the time of exposure.

3. **PROCEDURE TO FOLLOW WHEN A STUDENT HAS EXPOSURE TO BLOOD OR BODY FLUIDS.**

IMMEDIATELY TAKE THE FOLLOWING STEPS:

- A. The victim of exposure should **immediately** take appropriate precautionary measures. For eye, mouth, and other mucous membrane exposures, flush/rinse the exposed area thoroughly with running water for fifteen minutes. For needle sticks, other puncture wounds, or contamination of any body part with blood, scrub with soap and water for a minimum of five minutes.
- B. **Report the incident** to the appropriate person immediately following first aid measure.
 1. Instructor
 2. Department Chair/Program Director
 3. Dean of Allied Health and Public Services
 4. Exposure Control Plan Coordinator
 5. If the exposure victim is an employee, notify the Human Resources Director
 6. If the exposure victim is a student, notify the Student Activities Coordinator
 7. If the exposure victim is a guest of the college, notify the Chief Financial Officer
- C. **Source Individual:** If the source individual is known and present, counsel the individual regarding the incident and the need for medical consultation, follow-up and testing to determine if HBV and HIV infectivity is indicated. Testing of the source individual must be done at no cost to him/her. The college medical provider information will be provided by the appropriate Exposure Control Plan Coordinator. If the source of the individual is known but unavailable, contact him/her as soon as feasible to inform him/her of the incident and the need for counseling,

follow-up, and testing. If legal consent for testing cannot be obtained, this should be established in the records. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. If the source individual refuses to be tested or does not report for testing within a reasonable time, the source individual's physician should be contacted; or if the physician is not known, contact the County Health Department Director. When the source individual is already known to be infected with HBV or HIV, testing need not be repeated.

- D. **Exposure Victim:** Counsel the individual exposed regarding the need for medical consultation, follow-up and testing. This is at no cost to the exposure victim, and at a convenient time and location, preferably immediately after reporting the incident and completing appropriate reports.
- E. Complete the **Incident Report Form** (Appendix E) Additional information should be obtained if the source of the individual is known. It is necessary to report the incident to the appropriate insurance company within forty-eight (48) hours. Employees may be required to complete Worker's Compensation forms, students will need to obtain the student accident insurance policy number and brochure, and all others may be required to file a claim against the college's liability policy.
- F. The College will provide the medical provider(s) with documentation regarding the exposure, the route of exposure and circumstances under which the incident occurred, and the identity of the source individual, unless such identification is not feasible or is prohibited by state or local law. (Recorded on Incident Report Form, Appendix E) A description of the duties of the exposure victim if an employee will also be provided as well as copies of any relevant records required to be maintained by the employer, such as vaccination records. The college will also provide the OSHA regulations regarding blood-borne pathogens if the medical provider does not possess a copy of the current regulations.
- G. **Baseline blood samples and blood tests should be conducted on both parties on the day of exposure.** If known, the source individual's blood will be tested by a physician for HBV and HIV within two (2) hours or as soon as feasible. If the source individual cannot be identified, the exposure victim's blood will be tested for HBV and HIV within two hours. Blood sample collection and testing is done with the individual's consent. A responsible College employee should request a College vehicle as soon as possible and should transport both parties to the College's medical provider for these tests. Ideally, this should be someone who can provide as much information as possible about the incident to the medical provider, stay with the exposure victim as long as possible if desires, and answer any insurance questions that may be requested. If the exposure victim consents to baseline blood collection, but does not consent to HIV serologic testing at the time of the incident, the sample shall be preserved for at least 90 days. If within 90 days the victim elects to have the baseline sample tested, such testing shall be done as soon as feasible.
- H. The College will obtain a copy of the healthcare professional's written opinion regarding the incident and results of the testing. The College will provide the exposure victim a copy of the healthcare provider's written opinion within 15 days of the completion of the evaluation. The written opinion for Hepatitis B vaccination shall be limited to whether the vaccination is indicated and if the victim has received the vaccination. It shall note that the exposure victim has been informed of the results of the evaluation, that the exposure victim has been informed about any medical conditions resulting from the exposure to blood or other potentially infectious materials, which require further evaluation or treatment. All other findings or diagnoses shall remain confidential and shall not be included in the written opinion.

- I. Each case will be evaluated individually and test results reviewed. Results of the source individual's tests shall be made available to the exposure victim and the exposure victim shall be informed of the applicable laws and regulations concerning disclosure of identity and infectious status of the source individual.
- J. If tests are negative (especially for HIV) they should be repeated at six (6) weeks, twelve (12) weeks, and six (6) months after exposure. Consent for re-testing should be obtained on each occasion. Counseling on the process of the future follow-up and testing should be provided and follow-up testing appointments should be made at the time of the initial testing if possible.
- K. Follow-up of the exposure victim will include counseling, medical evaluation of any acute febrile illness that occurs within twelve (12) weeks post-exposure, and use of safe and effective post-exposure measures according to recommendations for standard medical practices.
- L. All parties involved will treat the results of the investigation of the exposure confidentially.

The Exposure Control Plan Coordinator maintains all documentation of the incident and medical follow-up.

References:

North Carolina Office of Administrative Hearings (2005). Control Measures- General (10A NCAC 41A .0201). Retrieved from <http://ncrules.state.nc.us/ncac/title%2010a%20-%20health%20and%20human%20services/chapter%2041%20-%20epidemiology%20health/subchapter%20a/10a%20ncac%2041a%20.0201.html>

North Carolina Office of Administrative Hearing (2010). Infection Prevention-Health Care Settings (10A NCAC 41A .0206). Retrieved from <http://reports.oah.state.nc.us/ncac/title%2010a%20-%20health%20and%20human%20services/chapter%2041%20-%20epidemiology%20health/subchapter%20a/10a%20ncac%2041a%20.0206.pdf>

Wayne Community College Occupational Safety and Health Plan, Chapter 4: Biohazard Exposure Control Plan, 5/28/13

W. CRITICAL INCIDENT REPORT

The students and faculty of the Medical Assisting Program will be expected to follow the following protocol in the event of the occurrence of a “critical incident” while in the clinical or laboratory portion of a college course or activity.

A “critical incident” is defined as any occurrence in which there is an accident involving a student, client, or faculty member, or where there is unusual exposure to a communicable disease.

NOTE: Nothing in this protocol is intended to delay emergency treatment deemed necessary in such an incident.

When occurrence is on campus or in an off-campus clinical site:

- A. Incident must be reported immediately to the instructor in charge.
- B. Instructor in charge will determine if an official accident report is warranted.

- C. If the accident involves either an injury to the student or faculty member, or an unusual exposure to a communicable disease, or a hazardous material, the appropriate person of the clinical site and the instructor in charge must be notified so that treatment can be arranged and appropriate paperwork completed.
- D. Students are urged to carry personal health insurance to cover accidents or illness other than that available through the school accidental injury policy.
- E. All critical incidents must be reported to the Medical Assisting Program Director on the Wayne Community College Incident Report Form (Appendix E).
- F. If the incident involves direct body fluid contamination (i.e., cuts with a contaminated instrument, needle-stick, etc.) student or faculty member should be tested for HBV and HIV. The student is responsible for cost incurred.
- G. All steps taken in the event of a critical incident occurrence will follow the guidelines established by CDC and North Carolina Department of Health and Human Services.

X. MISCELLANEOUS

1. ADVISEMENT / COUNSELING

Each student is assigned a faculty member as his/her advisor. Faculty assist students with registration, pre-registration, course changes, and any other academic needs you may have. Faculty post a minimum of five hours per week at their respective offices during which time students may make appointments for conferences. Students who are performing unsatisfactorily will be counseled by their advisor and/or the course coordinator.

Counselors in Student Services are available to all students for personal guidance and help in all areas. Students are encouraged to seek help when needed. WCC staff is available in the Career Services Office of the Wayne Business and Industry Center to aid students in completing resumes, applications, and job referrals. Staff in the Financial Aid Office is available to assist students who are in need of financial assistance. Applications for loans, scholarships, and work-study assistance are available.

2. DISABILITY SUPPORT SERVICES

WCC is committed to ensuring that students with disabilities have equal access to and participation in all programs of study. For further explanation, please note the Students with Disabilities section in the WCC General Catalog and Student Handbook at <http://www.waynecc.edu/catalog>. Students with disabilities can visit the Disabilities Services Counselor in Counseling Services, WLC 182, or call 919-739-6729.

3. ADVERSE WEATHER

When weather conditions are such that it is not advisable to open the college, announcements are made via the WayneCC Alert system and on radio stations in the surrounding area. Announcements are made in the early morning, and students should not report for **EITHER CLASS OR CLINICAL** assignments if the college is closed because of inclement weather. The college opens at 8:00 a.m. Any delays will be timed from 8 a.m. For example, if the college is on a two-hour delay, the opening time will be 10 a.m., unless a specific opening time is reported in the announcement.

4. CHANGE OF ADDRESS

Students must notify the Office and Admissions and Records and the Medical Assisting Department as soon as there is a change of address, phone number, or name.

5. PARKING

1. CAMPUS: WCC parking decals must be displayed according to school policy to park on campus. Park in designated student parking areas.
2. CLINICAL: Park in designated areas at all clinical sites.
6. Wayne Community College is a tobacco-free and drug-free institution. Tobacco products and drugs are not to be utilized at any time while on any part of the college campus including but not limited to parking lots, walkways, stairwells, or inside of building.

APPENDIX A

OPTIONAL GENERAL EDUCATION COURSES FOR AAS PROGRAMS

The following courses may be used to meet the General Education course requirements in Humanities/Fine Arts

Humanities / Fine Arts Electives

ART 111	Art Appreciation
ART 114	Art History Survey I
ART 115	Art History Survey II
DRA 111	Theatre Appreciation
DRA 126	Storytelling
ENG 231	American Literature I
ENG 232	American Literature II
ENG 241	British Literature I
ENG 242	British Literature II
ENG 261	World Literature I
ENG 273	African-American Literature
HUM 110	Technology and Society
HUM 115	Critical Thinking
HUM 120	Cultural Studies
HUM 121	The Nature of America
HUM 211	Humanities I
MUS 110	Music Appreciation
REL 110	World Religions
REL 211	Introduction to Old Testament
REL 212	Introduction to New Testament

APPENDIX B**CODE OF ETHICS
of the American Association of Medical Assistants**

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 their profession, and 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 clients and professional colleagues;
- E. participate in additional service activities aimed toward improving the health and
well-being of the community.

APPENDIX C

HIPAA PRIVACY ACT

The Health Insurance Portability and Accountability Act (HIPAA) was passed in 1996 and went into effect April, 2003. The act includes several provisions. The one we are concerned with here is the Privacy Rule.

HIPAA's privacy rule is designed to ensure "that individuals' health information is properly protected while allowing the flow of health information needed" to provide good care. HIPAA concerns all personal client information, referred to as Protected Health Information (PHI). Protected health information:

1. is any information that can identify an individual which is used or held by a health care provider.
2. covers information stored on paper, in electronic records and oral communications.
3. protects clients from having their personal information disclosed to others without their consent.

What does this Act mean to you as medical assisting/phlebotomy students?

Privacy in the context of medical care holds that no one should have access to private health care information without the client's consent and that clients should have access to records containing his or her own information. Confidentiality relates primarily to the protection of information. Protecting clients' privacy and maintaining the confidentiality of client information have always been core health care professional values and are discussed in the American Association of Medical Assistants Code of Ethics and the American Society of Clinical Pathology Code of Ethics. Medical Assistants and Phlebotomists have a "duty of confidentiality", which means they must protect their clients' privacy. When medical assistants or phlebotomists learn personal information about a client, they are ethically and legally required not to disclose it to any person or any agency other than those involved in the client's care or other designated person or agency.

Examples of breaches of confidentiality and privacy include, but are not limited to, the following:

1. Discussing client information in any public area where those who have no need to know the information can overhear. Find a private room or area when discussing treatments and administering procedures. Do not discuss clients in elevators, cafeteria, or hallways.
2. Improperly accessing, reviewing, and/or releasing client identifiable information:
 - a. Name
 - b. Address
 - c. All Dates (DOB, Admission/Discharge Dates)
 - d. Telephone numbers
 - e. Fax numbers
 - f. Electronic mail addresses
 - g. Social Security Numbers
 - h. Medical Records Numbers
 - i. Health Plan Beneficiary Numbers
 - j. Medical Status or diagnosis
3. Improperly accessing, reviewing, and/or releasing client medical information. Access to client information must be limited to what you as a student needs to know to care for assigned clients. It should be obvious that you don't need information about clients you are not caring for. The basic rule to follow when determining appropriate use of PHI is "what is the least amount of information I need in order to do my job?"
4. Discussing client information with people not entitled to the information. If asked about personal client information by a friend, another student or staff member who is not involved in that client's care, you must not share that information.
5. Pressing the client for information not necessary for care planning.
6. Leaving client medical information in a public area.
7. Discarding copies of client information in non-secured trash cans. Dispose of PHI in the proper bins or shred it.

8. Displaying information on a screen (handheld computers etc.) that is viewed by unauthorized users.
9. Leaving a computer unattended in an accessible area with medical record information unsecured.
10. Failing to log off computer terminal.
11. Sharing or exposing password.
12. Preparing written or oral class assignments about clients without concealing their identity.
13. Interacting with the client's family in ways not authorized by the client.

Concerns about the Privacy Act

1. Concern about violating confidentiality during emergency situations by calling out information about a client when others might hear. The privacy act does not prohibit this.
2. Concerns have been raised about providers (doctors, nurses, other health care provider) sharing client information when asking for consults, or transferring care from one provider to another. Written permission is not required to do this.
3. Discussing clients with physicians, nurses, or family members by telephone is allowed (provided, of course, the client wants family to know of their condition).
4. Health care facilities that use sign-in sheets can continue to do so. Calling a client's name in the waiting room is also allowed.

Penalties for Non-Compliance.

Civil Money Penalties:

\$100 per failure to comply with a Privacy Rule requirement.

Criminal Penalties:

1. \$50,000 and up to one-year imprisonment for knowingly obtaining and disclosing individual HPI.
2. \$100,000 and up to five years imprisonment if wrongful conduct involves false pretenses.
3. \$250,000 and up to ten years imprisonment if the wrongful conduct involves the intent to sell, transfer, or use individual HPI for commercial advantage, personal gain, or malicious harm.

Scenario

Consider the example of a male client in the waiting room. He's the only male in the room. His health care provider is discussing his condition-medications he's on for the treatment of testicular cancer-with another provider. Everyone in the waiting room can hear the conversation.

What could be done differently to protect this client's privacy?

The caregivers should have tried to find a private room or area where details could not be overheard. Even when the client's name is not specifically used in conversation, remember that details about his or her case or condition can be identifying factors in certain circumstances.

Reference:

1. United States Department of Health & Human Services (2003). Office for Civil Rights. Summary of the HIPAA Privacy Rule.
8. Anderson, F. (2007). Finding HIPAA in Your Soup, Decoding the Privacy Rule. 107 (2). American Journal of Nursing. 66-71.

I, _____, have read and agree to comply with the HIPAA Guidelines (see attached) as set forth in the Health Insurance Portability and Accountability Act.

Witness

Date

Signature

Date

APPENDIX D**UNIFORM REQUIREMENTS**

Each student is required to have 2 complete uniforms.

Female: 2 Designated Uniform Bottoms
 2 Designated Uniform tops
 1 Lab Coat

Men: 2 Designated Uniform tops and pants
 White trouser socks
 1 Lab Coat

Additional Requirements:

Stethoscope

Closed-toe approved clinical shoes

Watch with second hand

APPENDIX E

Wayne Community College Incident Report Form

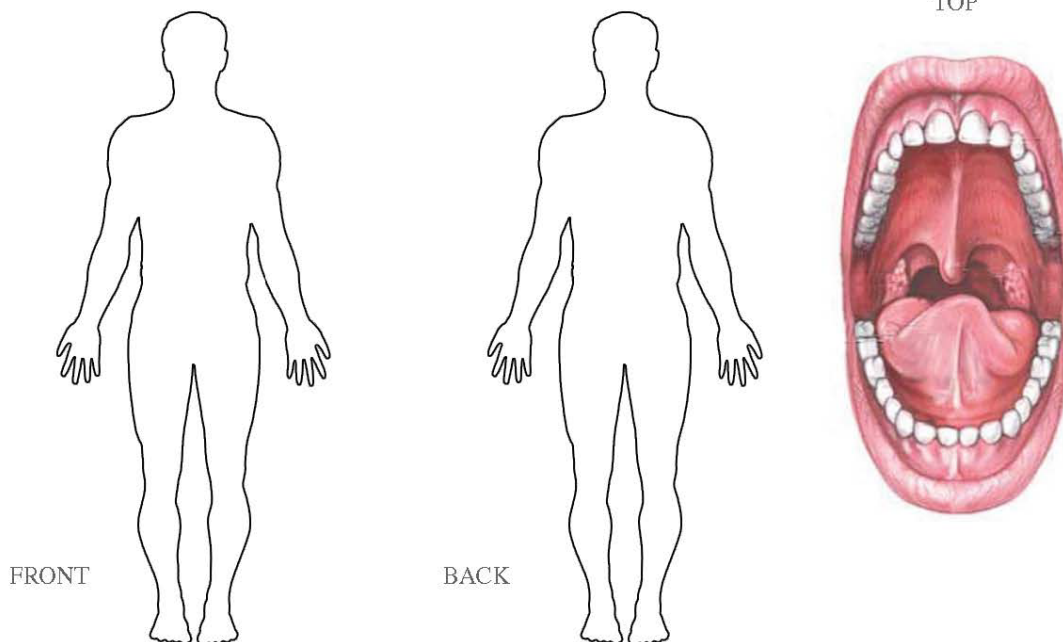
Complete all pages front and back.

1.	Date of Incident:	Time of Incident:	<input type="radio"/> A.M. <input type="radio"/> P.M.
----	-------------------	-------------------	---

2.	Identification of Person Involved: <input type="radio"/> Student <input type="radio"/> Employee <input type="radio"/> Guest		
Name:		Date of Birth:	Datatel #
Street Address:		City:	State: Zip:
Mailing Address:		City:	State: Zip:
Home Phone:		Home e-mail:	
Cell Phone:		Work e-mail:	
Work Phone:		Other e-mail:	

3.	<input type="radio"/> Chest Pains <input type="radio"/> Diabetes-related <input type="radio"/> Seizures <input type="radio"/> Exposure Reaction			
Known Allergies:				
Other Complaints:				

Please mark the areas of injury on the illustrations below.



4.	Area Injured:			
	How did the injury occur?			
	Describe all first aid administered:			
	Who administered first aid? List names.			
	Who was the instructor or supervisor?			
	Where did the incident occur? <input type="radio"/> Lab <input type="radio"/> Classroom <input type="radio"/> Grounds <input type="radio"/> Other _____			
	<input type="radio"/> On Campus	Location:	Building:	Room Number:
	<input type="radio"/> Off Campus	Location:	Building:	Room Number:
	Was the person transported for medical care? <input type="radio"/> Yes <input type="radio"/> No		Mode of Transportation:	
	Where was the person transported for medical care? <input type="radio"/> Hospital <input type="radio"/> Immediate Care <input type="radio"/> Health Dept.			
	The person injured declined: <input type="radio"/> First Aid <input type="radio"/> Medical Services <input type="radio"/> Transportation <input type="radio"/> Baseline Blood Sampling* <input type="radio"/> Blood Testing* <input type="radio"/> Follow-up Services			

**Note: If bio-hazard exposure occurs, testing is required to safeguard all parties. If a source individual refuses to be tested, a court order may be obtained by the Wayne County Health Department. If an exposure victim declines testing, they do so at their own risk. We strongly recommend baseline blood sampling, even if blood tests are not performed at the time of exposure. This baseline sample helps to determine if the source was infectious and if the exposure victim was indeed infected.*

All initial testing is done at WCC expense.

Signature of Injured Person or Representative: _____

Relation to Injured Person: _____ Date: _____

5.	Nature of Incident:	<input type="radio"/> Burn(s) <input type="radio"/> Sharps <input type="radio"/> Laceration <input type="radio"/> Chemical Exposure	<input type="radio"/> Bite <input type="radio"/> Fracture <input type="radio"/> Abrasion <input type="radio"/> Other _____	<input type="radio"/> Bio-hazard Exposure* <input type="radio"/> Needle Stick <input type="radio"/> Allergic Reaction

6.	Incident-related issues or complaints:	
	Known Allergies:	
	<input type="radio"/> Chest Pains <input type="radio"/> Diabetes-related <input type="radio"/> Seizures <input type="radio"/> Exposure Reaction	
	Other Complaints:	
	Provide Details:	

By signing this form, the injured person agrees to follow WCC Procedures unless they have specifically declined services as noted above.

7.	Signature of Injured Person:	Date:
	Signature of Representative:	Date:
	Signature of Source Person:	Date:
	Signature of Person Initiating Report:	Date:
	Signature of Supervisor or Department Chair:	Date:

Procedure Summary - What to do, who to notify, where to go after filling out this form:

8.	Injured Person	Procedure
	Employee	<ol style="list-style-type: none"> 1. Notify all appropriate people on the "Emergency Levels" page of the Emergency Response Plan or red emergency cards located across campus. 2. All employee injuries will be filed against Worker's Compensation Insurance. If Worker's Comp claim is denied, the employee's personal health insurance plan may be charged, subject to deductibles and co-pays. Be sure Human Resources gets notified so they can begin this important paperwork. 3. Complete this Incident Report Form in its entirety. This form remains at WCC in the Human Resource Department. 4. Obtain a completed, appropriate healthcare provider authorization form that authorizes the medical provider to treat the injured person and directs the medical provider regarding billing process. Failure to have the appropriate authorization could result in lack of payment by WCC or its insurance carrier.
	Student	<ol style="list-style-type: none"> 1. Notify all appropriate people on the "Emergency Levels" page of the Emergency Response Plan or red emergency cards located across campus. 2. All student injuries will be filed against the Student Accident Insurance Plan as long as the student is covered. The Plan brochure and policy number is available in the Student Activities office. Obtain a copy of the brochure to take to the medical provider. The college's medical provider will accept the Student Accident Insurance Plan. WCC cannot guarantee that any other medical provider will accept this insurance. If not, the student may need to pay for medical treatment and submit a claim to the Student Accident Insurance Plan after the fact. 3. Complete this Incident Report Form in its entirety. This form remains at WCC in the Student Activities Office. If the injury involves bio-hazard exposure, a copy of this form will be forwarded to Human Resources for bio-hazard record keeping. 4. Obtain a completed, appropriate healthcare provider authorization form that authorizes the medical provider to treat the injured person and directs the medical provider regarding billing process. Failure to have the appropriate authorization could result in lack of payment by WCC or its insurance carrier.

continued...

Injured Person	Procedure
Bio-hazard Exposure Source	<ol style="list-style-type: none"> 1. Notify all appropriate people on the “Emergency Levels” page of the Emergency Response Plan or red emergency cards located across campus. 2. All baseline blood sampling and subsequent blood testing conducted with appropriate authorization will be billed directly to Wayne Community College. 3. Complete this Incident Report Form in its entirety. This form remains at WCC in the Human Resources Department bio-hazard record keeping files. The HR Department will approve payment requests made by the medical provider as received in the Business Office. 4. Obtain a completed, appropriate healthcare provider authorization form that authorizes the medical provider to test the bio-hazard exposure source person and directs the medical provider regarding billing process. Failure to have the appropriate authorization could result in lack of payment by WCC.
Campus Guest	<ol style="list-style-type: none"> 1. Notify all appropriate people on the “Emergency Levels” page of the Emergency Response Plan or red emergency cards located across campus. 2. All guest injuries will be filed against the College’s liability Insurance Plan. The Plan details, claims forms and claims process are available in the Business Office. These claims will be handled on a reimbursement basis and will only cover out-of-pocket costs. In the event that a campus guest is involved in a bio-hazard exposure incident, the initial testing will be done by the College’s medical provider at no cost to the guest and will be billed directly to WCC. 3. Complete this Incident Report Form in its entirety. This form remains at WCC in the Business Office with a copy in the Human Resources Department if related to a bio-hazard exposure. 4. Obtain a completed, appropriate healthcare provider authorization form that authorizes the medical provider to test the bio-hazard exposure source person’s blood and directs the medical provider regarding billing process. Failure to have the appropriate authorization could result in lack of payment by WCC.

APPENDIX F**HEPATITIS B VACCINE DECLINATION (WAIVER)**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at high risk of acquiring Hepatitis B Virus (HBV) infection.

I have read the Hep B vaccination information. I understand the protection the vaccine could offer and have been given the opportunity to be vaccinated at my expense. However, I am declining Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

If in the future I want to be vaccinated with Hepatitis B vaccine, I will arrange to obtain the vaccine from my health care provider and notify the Medical assisting department and supply promptly the appropriate documentation to include in my health record.

For the following reason, I decline vaccination at this time:

- _____ 1. Personal reasons.
- _____ 2. I have previously received the complete Hepatitis B vaccination.
- _____ 3. Antibody testing has revealed that I am immune to Hepatitis B.
- _____ 4. For medical reasons, the Hepatitis B vaccine is contraindicated.

I will provide to Wayne Community College medical documentation concerning my prior vaccination, immunity, or medical contraindication to Hepatitis B vaccine.

(Student Name)

Date

WITNESS

Date

Place in Student File

CONFIDENTIAL

APPENDIX G**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING DEPARTMENT****Declaration:**

I have read and understand the technical standards and occupational risks that are required for Medical Assisting. I hereby declare that I am able to meet the listed essential technical standards and understand the occupational risks.

Name of Applicant (Print or type)

Signature of Applicant

Date

Witness

Date

APPENDIX H

Wayne Community College Calendar 2024-2025

Fall Semester 2024

August	13	8 am – 7 pm	Fall Open Registration Tuition Payment Due by August 14 at 4 pm**
	14	8 am – 4 pm	Fall Open Registration Tuition Payment Due at 4 pm**
	19		Fall Classes Begin
	20		Last Day to Receive 75% Refund for Fall I Classes
	26		Last Day to Receive 75% Refund for Full-Term Classes
September	2		Labor Day Holiday - Campus Closed
	13	12 pm**	Tuition Due for Late Start Classes
	16		Late Start Classes Begin
	23		Last Day to Receive 75% Refund for Late Start Classes
	25		Last Day to Drop Fall I Classes with “W”
October	9		Graduation Application Deadline
	9		Fall I Ends
	10-11		Student/Faculty Break
	14	8 am – 4 pm	Fall II Registration Tuition Payment Due at 4 pm**
	15		Fall II Classes Begin
	18		Last Day to Receive 75% Refund for Fall II Classes
	21		Spring Advising Begins
November	4-8		Spring Priority Registration for Students Enrolled Fall 2024* Tuition Payment Due by December 11 at 4 pm**
	11		Veteran’s Day Holiday - Campus Closed
	12		Spring Open Registration Begins Tuition Payment Due by December 11 at 4 pm**
	15	12 pm**	Tuition Due for Holiday Term Classes
	18		Holiday Term Classes Begin
	21		Last Day to Receive 75% Refund for Holiday Term Classes
	26		Last Day to Drop Fall II, Late Start, and Full-Term Classes with “W”
	27-29		Thanksgiving Holiday - Campus Closed

December	11		Last Day of Fall Classes
	11	4 pm**	Tuition Due for Spring 2025 Classes
	13		Curriculum Graduation
	16		Last Day to Drop Holiday Term Classes with a "W"
	23-31		Christmas Break - Campus Closed
	30		Holiday Term Ends

Spring Semester 2025

January	1		New Year's Holiday - Campus Closed
	6	8 am - 7 pm	Spring Open Registration
			Tuition Payment Due by January 7 at 4 pm**
	7	8 am – 4 pm	Spring Open Registration
			Tuition Payment Due at 4 pm**
	8		Spring Classes Begin
	13		Last Day to Receive 75% Refund for Spring I Classes
	17		Last Day to Receive 75% Refund for Full-Term Classes
	20		Martin Luther King Holiday - Campus Closed
February	7	12 pm**	Tuition Due for Late Start Classes
	10		Late Start Classes Begin
	17		Last Day to Receive 75% Refund for Late Start Classes
	17		President's Day - No Classes at SJAFB
	18		Last Day to Drop Spring I Classes with "W"
March	3	8 am - 4 pm	Spring II Registration
			Tuition Payment Due by March 7 at 12 pm**
	4		Spring I Ends
	6-7		Student/Faculty Break
	7	12 pm**	Tuition Due for Spring II Classes
	10		Spring II Classes Begin
	13		Last Day to Receive 75% Refund for Spring II Classes
	14		Graduation Application Deadline
	31		Summer/Fall Advising Begins
April	14-17		Summer/Fall Priority Registration for Students Enrolled Spring 2025*
			Tuition Payment Due by May 14 at 4 pm**
	18		Good Friday Holiday - Campus Closed
	21-25		Student/Faculty Break
	25		Last Day to Drop Spring II, Late Start, and Full-Term Classes with "W"
	28		Summer/Fall Open Registration Begins
			Tuition for Summer Classes due by May 14 at 4 pm**
			Tuition for Fall Classes due by August 4 @ 4 pm**

May	9		Last Day of Spring Classes
	13		Curriculum Graduation
	14	4 pm**	Tuition Due for Summer 2025 Classes

Summer Semester 2025

May	20	8 am - 7 pm	Summer Open Registration
			Tuition Payment Due at 7 pm**
	21		Classes Begin
	26		Memorial Day Holiday - Campus Closed
	28		Last Day to Receive 75% Refund for Full-Term Classes
June	26		Graduation Application Deadline
July	3		July 4th Holiday - Campus Closed
	9		Last Day to Drop Full-Term Classes with "W"
	23		Last Day of Summer Classes
August	4	4 pm**	Tuition Due for Fall 2025 Classes

*Contact the Office of Admissions and Records for Priority Registration Schedule.

** This payment may be made online, at the Cashier's Office (Dogwood 140) on campus or mailed to Wayne Community College, P.O. Box 8002, Goldsboro, NC 27533-8002 Attention: Cashier's Office.

Calendar Subject to Change.

Curriculum students should contact the Office of Admissions and Records for information on classes that have beginning dates which differ from the start of the semester.

This calendar reflects class meetings for curriculum students unless otherwise noted. Students in Workforce Continuing Education or Transitional Programs for College and Career should consult published schedules of classes or WCC website for specific class meeting information.

Appendix I**WAYNE COMMUNITY COLLEGE
MEDICAL ASSISTING DEPARTMENT**

I, _____, have read and agree to comply with
the program guidelines as set forth in the MEDICAL ASSISTING MANUAL, 2024-2026.

Program Director

Student

DATE

DATE