



Idaho State
University

College of
Technology

Medical Assisting

2026-2027



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I. Message from the Dean

Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institute in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at Idaho State University, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn", with a long horizontal flourish extending to the right.

Jerry Anhorn

Dean

II. Program Introduction

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 Assisting program.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student's problem. If a student feels a need for a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Medical Assisting program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assistant Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs



9355 – 113th St. N, #7709
Seminole, Florida 33775
(727) 210-2350
www.caahep.org

College of Technology

Dean	Jerry Anhorn
Associate Dean of Instruction	Debra Ronneburg
Assistant Dean of Student & College Services	Tiffany Mitchell

Health Occupations Co-Chair	Darin Jernigan
Health Occupations Co-Chair	Jennie Brumfield
Program Coordinator	Alisha Harris
Program Instructor	Ashley Critser
Student Success Navigator	Jessica Woolley

Program Information

Degrees/Certificates Offered

Intermediate Technical Certificate	Medical Assisting
Associate of Applied Science	Medical Assisting

Mission Statement

The mission of the Medical Assisting program is to provide comprehensive, quality educational training to enable students in their capabilities as healthcare professionals in the outpatient administrative and clinical settings in the community, state, and beyond.

This program focuses on students and the training needed to enter the health care setting as entry-level medical assistants. The goals of this program are to involve students in both educational and hands-on skills to ensure their success in the field of medical assisting. Students will receive a broad-based knowledge that will support their educational requirements as well as skills testing that will confirm their tactile capabilities.

Program Objectives

Graduates of the Medical Assisting program will be able to:

1. Help physicians examine and treat patients by taking and recording vital signs and medical histories, explaining treatment procedures to patients, preparing patients for exams, assisting during the exams and other office procedures, collecting blood and other specimens, and performing basic lab procedures.
2. Perform routine tasks to keep offices running smoothly, such as scheduling appointments, communicating with patients and other healthcare team members via

telephone or in writing, processing insurance claims, performing bookkeeping, and maintaining electronic medical records.

Student Learning Outcomes

Graduates of the Medical Assisting program will have the following learned capabilities:

1. Assist physicians with the examination and treatment of patients by taking and recording vital signs and obtaining medical histories.
2. Assist providers with primary care, minor office surgeries, and specialty exams.
3. Explain procedures to patients; prepare patients for examination; assist during the examinations and the office surgeries.
4. Help patients make healthy choices in their healthcare; help with resources available in their community.
5. Draw blood for collection and prepare laboratory specimen transport or perform basic CLIA-Waived laboratory tests done in the clinic.
6. Efficiently start, maintain, and discontinue intravenous therapy for hydration.
7. Prepare and administer medications as directed by a physician orally and parenterally, authorize drug refills as directed, and telephone prescriptions to a pharmacy.
8. Perform EKG's, spirometry, Snellen eye exams, provide wound care, remove sutures and skin staples, and change dressings.
9. Perform clerical duties such as answer telephones, greet patients, update and file patient medical records, code procedures and office visits, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.
10. Work proficiently with electronic health records and practice management.

Minimum Expectations

To prepare medical assistants who are competent in the cognitive (knowledge); psychomotor (skills); and affective (behavior) learning domains to enter the profession.

Introduction from Alisha Harris

I would like to take this opportunity to welcome you as a new student in the Medical Assisting program and tell you how excited I am that you have chosen this career path. Medical

Assisting is a career that is expanding rapidly, as is healthcare in general. Medical Assisting is expected to grow by a tremendous 15% in the 10-year span between 2023 and 2033.

I can assure you that you will find this program full of educational opportunities. Medical Assisting is a challenging program, with great rewards in the knowledge and skills you will gain. It will be a busy time for you as a student, but you will gain skills that will help you be an amazing, competent Medical Assistant.

I graduated from the Medical Assisting program here at ISU. I spent 26 years working as a Certified Medical Assistant, and I have had incredible learning experiences and opportunities during that time. I have loved being able to use all of my skills to help and connect with patients. This career is so rewarding and offers many opportunities. I love Medical Assisting, and I also have a deep love for Idaho State University. I know that you will enjoy your experience here at Idaho State University and in the Medical Assisting program. Please know that my door is always open to all students.

I ask that you take time to read this handbook as it has information you will need during your time in the program, including policies, procedures, and other valuable information that will make things go more smoothly for you. You should hold onto your student handbook through the program for clarification of situations that may arise over the next five semesters. If you have questions after reading the handbook, please feel free to contact me. You will have time to read the handbook, then will be asked to sign and return the form at the end, stating you have received and read this handbook.

Here's to the beginning of a great semester and program!

Alisha Harris, AAS, CMA (AAMA)
Program Coordinator

Program Description

ISU's Medical Assisting Program has two paths to choose from. One is an Intermediate Technical Certificate (ITC). The other is an Associate of Applied Science (AAS) degree. After successfully completing the requirements for the ITC, students will receive a Certificate of Completion and be eligible to sit for the AAMA National Exam to become a Certified Medical Assistant through the American Association of Medical Assistants. Graduates of the ITC option will have the opportunity to continue their education in pursuit of the AAS. This degree will segue nicely from the AAS to a bachelor's in health science, or Bachelor of Applied Science degree. Our program provides lab equipment and supplies that are based on industry standards and is taught by highly experienced instructors. Many, but not all, of the MA core classes will have both a seated and an online option. Students who choose the online option for clinical courses will be required to be present in the lab periodically to complete competency check-offs. Students will also be required to have all needed books and resources as assigned by instructors on the first day of class.

Facilities

The Medical Assisting program is located in the Owen Complex Room 260. This lab is equipped with an area for students during class and lecture events. It also houses three clinical settings rooms, an area for blood labs, CLIA-waived testing, and medical instrument sterilization. Examinations and check-offs are performed in this lab.

Medical Assisting Program Goals & Outcomes

To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

The core themes of ISU that fulfill its mission are:

- Learning and Discovery
- Access and Opportunity
- Leadership in Health Sciences
- Economic and Social Impact

Idaho State University Medical Assisting Objectives and Expected Outcomes

The program will provide quality comprehensive educational training.

- The curriculum will adhere to the MAERB entry-level guidelines and standards.
- The program will prepare entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in order to meet or exceed the established outcome assessments required by the MA programs accredited by CAAHEP.
- Students will perform at a “C” (73%) or better grade level in all goal classes, and in all Medical Assisting and support courses.
- Students will be assessed regarding critical thinking, effective communication, and personal responsibility through evaluations, to include written, verbal, and critical thinking skills activities.
- The Medical Assisting Technical Advisory Committee will meet bi-annually to discuss expectations and achievements of the MA program in regard to the mission statement. This board will be a response to the needs of the community, and its members will consist of local medical facility members such as office managers, Certified Medical Assistants, and medical providers.
- The program will maintain quality clinical affiliations.

- The program will encourage faculty development.
- The program will maintain a standard that supports a low faculty/student ratio(1:20)
- The program will work to be cognizant of continuous changes in the healthcare field and bring information to the students through assessment and exposure of new concepts and procedures.

The program will diligently work to prepare quality Certified Medical Assistants who will:

- Graduate successfully from the ISU Medical Assisting Program.
- These graduates will be eligible to sit for the AAMA National Certification Exam.
- They will perform and demonstrate entry-level skills through the supervision of a Certified Medical Assistant instructor and practicum affiliate.
- Upon passing the National Exam, graduates will assume the role of Certified Medical Assistants CMA (AAMA) and are encouraged to be involved with the local chapter, state society, and national organization of the AAMA.
- Graduates will be encouraged to continually improve their knowledge and skills through continuing education opportunities and monitoring advancements in healthcare.

Job Description

Medical Assistants assist physicians in the examination and treatment of patients and perform routine tasks to keep offices running smoothly. Medical assistants should not be confused with physician assistants, who examine, diagnose, and treat patients under the direct supervision of a physician. Nor should they be confused with a licensed practical nurse or ever be referred to as a nurse.

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.

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 examinations and office surgeries. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises; dispose of contaminated supplies; and sterilize medical instruments. In the state of Idaho, medical assistants also perform the initiation and discontinuation of intravenous therapy for hydration. 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 and document in the electronic health record.

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.

Medical assistants may also arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

There are various specialty groups that require Medical Assistants to take advanced classes in order to specialize in a specific area. On-the-job training for these specific duties may also be required by physicians.

Technical Standards Required for Medical Assisting Students

Technical standards are requirements for admission to or participation in an educational program or activity. The academic & nonacademic standards, skills & performance requirements are demanded of every participant in an educational program. Academic standards include courses of study, attainment of satisfactory grades, and other required activities. Nonacademic standards include those physical, cognitive, and behavioral standards required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required at graduation.

Technical standards must be met with or without accommodations. A student seeking admission into the medical assisting program at Idaho State University should carefully review these non-academic technical standards and decide if he or she has any limitations that may restrict or interfere with the satisfactory performance of any of these requirements. The applicant should consult with the program director to discuss any individual situation that would prohibit the applicant from meeting any of these technical standards. The applicant may also contact the Coordinator of Disability Services with any concerns or complaints regarding these standards.

The Medical Assistant specializes in the application of scientific knowledge and theory in the skillful performance of their profession. Therefore, all applicants should possess:

Physical Standards:

- Lifting Requirements: 50 pounds. Lift and carry equipment and patients up to 50 pounds. Support and assist patients in and out of a wheelchair, and on and off an examination table. The frequency of the lifting requirement is 0-25% of the time.
- Pushing requirement: 200 pounds. (Push a patient weighing 200 pounds in a wheelchair).
- Average percent of time during a regular workday spent walking, squatting, sitting, bending, and reaching is 25%.
- Average percent of time during a regular workday spent standing is 75%.

- Kneel, bend, stoop, and/or crouch to perform CPR, assist patients, and retrieve items from cabinets located below waist level.
- Bend, reach above shoulder height, and/or twist to position the examination table, adjust equipment, or obtain supplies.
- Fine motor dexterity should be adequate to grasp with both hands, pinch with thumb or forefinger, to manipulate equipment and delicate instruments such as microscopes, and sphygmomanometers, and perform tasks such as phlebotomy, electrocardiography, drawing up and administering parenteral medications, handling small containers of potentially biohazardous specimens (one inch by one inch), using sample measuring devices such as capillary tubes, setting up and maintaining a sterile field, putting on personal protective equipment, and operating controls on instruments and equipment, operating multi-line telephone systems, computer keyboards, and ten-key adding machines, and the ability to talk on the telephone and write simultaneously.

Tactile Standards

- Palpate pulses, muscle contractions, bony landmarks, and edema.
- Differentiate between temperature and pressure variations.

Visual Standards

- Adequate visual acuity, such as is needed in the preparation and administration of all forms of medication, the performance of diagnostic laboratory procedures, and for observation necessary in-patient assessment and care.
- Read accurately numbers, letters, and cursive writing on instruments, equipment, computer screens, and paper.
- Discriminate shapes and color in order to identify reagents and other materials such as laboratory media, stained preparations, and the physical properties of various body fluids.
- All the above with or without corrective devices.

Auditory Standards

- Adequate auditory perception to receive verbal communication from patients and members of the health care team either in person or over the telephone.
- Hear heart sounds, blood pressure sounds, and patient distress sounds to assess health needs of patients.
- Hear instrument timers and alarms.
- Hear over the telephone, paging systems, or intercom in order to communicate with patients and other members of the health care team.
- All of the above with or without corrective devices.

Communication Standards

- Adequate communication skills (verbal, nonverbal, and written) to interact effectively with individuals.
- Speak in the English language in a clear, concise manner in order to communicate with patients (such as interviewing and taking patient history, obtaining chief complaints, and providing patient education regarding treatment plans, disease prevention, or health maintenance), families, healthcare providers, other members of the healthcare team, and the community.
- Comprehend oral and written language including medical terminology in order to communicate with patients, families, healthcare providers, other members of the healthcare team, and the community.
- Write in English clearly and legibly, for documentation in the medical record, completion of forms, and to initiate written communication.

Mental/Cognitive Standards

- Sufficient intellectual and emotional functions to plan and implement assigned duties in a responsible manner.
- Function safely, responsibly, and effectively under stressful situations.
- Remain alert to surroundings and potential emergencies.
- Interact effectively and appropriately with patients, families, and coworkers.
- Display attitudes and actions consistent with ethical standards of medical assisting.
- Maintain composure while managing and prioritizing multiple tasks.
- Communicate an understanding of the principles of confidentiality, respect, tact, politeness, collaboration, teamwork, and discretion.
- Handle difficult interpersonal situations in a calm and tactful manner.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Function without causing harm to others if under the influence of prescription or over-the-counter medication.
- Function without causing harm to others. This would include situations that may result from any mental or physical conditions.
- As stated on the Physical Form, students should not have limitations regarding lifting and moving people and/or equipment. A physician must confirm that there are no mental or physical conditions that would prevent the student from participating and successfully completing the Medical Assisting Program to include the practicum.

Medical Assisting students must attest to meeting these Medical Assisting Technical Standards by signing the Health Occupations Dept. Physical Form and submitting it to the Program Coordinator upon admission to the program, as addressed in the General Information section of this document.

III. Policies & Procedures

Attendance Policy

Employers are very interested in a student's attendance and study habits because they reflect how they will perform on the job. Students are expected to attend every class on time. Positive attendance accounting will be maintained by each instructor. Excessive absences jeopardize your ability to do well in the class and may be a major contributing factor in your lack of success. For specific attendance rules and policies, please refer to your individual class syllabi. Students are responsible to find out what they have missed in a class and talk to the instructor about making up missed assignments. An excused absence is one in which the student has informed the instructor that they will not be attending class and furnishes a doctor's note, or other documentation to support the absence. All work due must be completed as noted in each course syllabus.

It is the responsibility of the student to monitor their attendance!

In the event an instructor is out due to illness or other unforeseen circumstances, make-up class sessions will be arranged.

In case of inclement weather, information regarding school closures due to weather maybe obtained by calling 282-3936, as well as being posted by the university on MyISU.

If the student cannot get in touch with their instructor, they can call the Department administrative assistant at 282-3890 and they will relay a message.

Grading Policy

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
*C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3

Letter Grade	Percent	Points
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

* Grades under 73% are not considered passing.

Dress Code

When in clinical classes, students are required to wear clean scrubs or a lab coat to coverstreet clothes. Closed-toed shoes are required, and hair must be clean and pulled back.

During administrative classes, students will wear casual or business attire. No torn jeans, short shorts, or low-cut tops are permitted.

Nametags are provided to each student and must be worn in class. If the student loses their name badge, they can replace it for \$10.00 through the College of Technology Dean's office. All of this is without exception unless otherwise informed by the instructor.

General Information

1. Exempt Credit: Prerequisites, where applicable, may be satisfied through Tech Prep agreements or transfer courses.
2. General Grading Policy: Students will be required to maintain a minimum grade of "C" in all Medical Assisting and goal coursework. A grade of "C" or better is expected for all prerequisite courses including English, Biology, and Math.
 - a. For specific grading policies, check your class syllabus, which should be available from each instructor at the beginning of each class. A course may be repeated only once. Failure to maintain a "C" the second time will result in immediate dismissal from the program. All courses must be successfully completed prior to beginning clinical and administrative practicums.
 - b. Competencies must be completed with a minimum grade of 85%, as established by MAERB. Failure to complete each competency with this minimum grade will prevent the student from progressing in the program, regardless of final course grade.
3. Proper Sequencing: The MA Curriculum is sequenced to provide the student with the best possible learning experience. Students who do not complete the proper class sequence each semester will not progress to the next semester.

4. Release and Consent Forms: New students will sign and return the forms that are included in this handbook beginning on page 45 within the first two weeks of class. These include Handbook Signature/Photography Consent; Computer Usage Policy; Informed Consent and Release; Acknowledgement of Risk and Waiver of Liability; Background Check; Medical History and Physical Examination (see #7 below); Clinical Education Assumption of Risk; and Health Occupations Department Professional Email Etiquette Policy.
5. Health Insurance: It is highly recommended that students have and maintain Health Insurance during enrollment in the Medical Assisting Program.
6. Reporting Accidents: Students should promptly report any incident or accident occurring in class or lab setting to the Instructor and Program Coordinator.
7. Student Health Immunizations & Physical Exam:
 - a. 1st year students must have their Physical Exam and Immunizations completed, and forms submitted to the Program Coordinator prior to the end of the first semester. .
 - b. Failure to return completed forms prior to the beginning of the 2nd semester classes will prevent students from proceeding to the second semester classes. Please note that the expenses incurred with blood tests for titers and vaccines will be at the cost of the student.
 - c. Students must adhere to policies set forth by practicum sites concerning required immunizations and toxicology screening.
8. Expenses not covered in tuition:
 - a. Physical Exam/immunizations (1st year)
 - b. Personal stethoscope & Blood Pressure Cuff
 - c. Uniforms (prices vary)
 - d. Student Organization Dues (\$10.00 per semester)
 - e. Student AAMA Dues
 - f. Background Check (\$55.00)

Instructional Technology Requirements

Use of computer technology is required by every student. It is necessary to have access to a computer, internet, and an ISU email account. Computer accounts are available when paying tuition fees.

Students will find that email is the best way to contact their instructors and receive quick responses. Students are required to check their email accounts on a regular basis, as the instructors will communicate assignments and changes in the class itinerary through email.

The course site for all classes is Canvas. The instructors take a lot of time to work through and ensure course information is available to students. Students are required to use Canvas and to review it regularly for changes. It takes the place of course handouts, documents, and forms.

Again, this is a communication resource between students and instructors, and changes and reminders are posted on Moodle.

Class Accountability – the instructors will have the ability to check students' activity on Canvas. This shows when students are on Canvas, how long they are there, what has been viewed, and the location the student was at when they logged into Canvas. That having been said, the instructors will know if the student is actively participating in the class and if not, they may give warnings, especially if the student's grades are suffering.

Medical Assisting Curriculum

The Intermediate Technical Certificate option is a 2-semester course. Prerequisites or co-requisites of Medical Terminology, Anatomy and Physiology, and Biology are required. There is also the option of an Associate of Applied Science Degree. The length of time to complete the associate degree is 5 semesters. This Medical Assisting program offers classroom, hands-on clinical and laboratory experience as well as administrative and clinical practicums. All of this experience will prepare the student to sit for the American Association of Medical Assistance (AAMA) national certification examination. All of the MA program curriculum is sequenced to ensure the student is provided the best possible learning experience. No practicums will be assigned until all prior required classes are completed satisfactorily.

Students are expected to attend class at the scheduled time and actively participate. Students are expected to be prepared with the text and any necessary supplies.

Upon completion of all program coursework (no exceptions), students will participate in MA 2210 Clinical Practicum in the last 8 weeks of their final semester. Students will complete 160 hours of clinical and administrative practice in a clinic which maintains an affiliation agreement with ISU. Schedules for practicum hours will be worked out between the Clinic Manager, the Student, and the Practicum Coordinator. Specific time frames will be given for completion of each rotation at practicum sites and must be adhered to by students on practicum.

All students receive direct supervision at the practicum site as well as indirect supervision from the Clinical Coordinator.

Certification Exam

Graduates will be eligible to take the National Certification Exam for the Certified Medical Assistant (CMA) designation. Graduates may not take the exam any earlier than 30 days before

graduation. Individuals who have been found guilty of a felony, or pleaded guilty to a felony, are not eligible to take the CMA Exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances.

Exams, which graduates must apply for, are administered via computerized testing centers. After successful completion of the national examination, graduates will be awarded national certification with the opportunity to renew their certifications every 5 years through continuing education credits, or by retesting.

Preparation for the national exam will take place in the last semester of the program, with review tests given throughout the semester.

The fee for the student's first attempt at the national exam will be included in student fees. If the student is unsuccessful in the first attempt, it will be at the student's expense to apply for a second attempt. Only three attempts are allowed to pass the national exam, as per AAMA regulations.

American Association of Medical Assistants (AAMA) Code of Ethics

The Code of Ethics of the 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:

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

Medical Assisting Creed

The creed of the American Association of Medical Assistants reads as follows:

- I believe in the principles and purposes of the professions
- 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

General Disclaimer

NOTE: Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution, which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see the individual lab instructor. Inappropriate use may result in the denial of computer lab access at the College of Technology.

Paying Tuition

- All students who are enrolled in semester-based programs must pay their tuition and fees in full or enroll in a payment plan by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, log in to MyISU and go to the *Online Fee Payment* tile.
- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

NOTE: It is the individual student's responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

[Student Responsibilities](#)

Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at:

[FAFSA](#)

It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status, such as address changes, marriage, etc.

NOTE: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756. The website for Financial Aid is:

[FINANCIAL AID](#)

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

The most common scholarships are the Associate Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria which must be met.

[SCHOLARSHIPS](#)

Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit:

[Accommodations for Students with Disabilities](#)

[Disability Services](#)

Appeals and Dismissals

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department, including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program.

For more information on the Scholastic and Dismissal Appeals process, please visit:

[Appeals and Dismissals](#)

Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

Stealing, Cheating, Dishonesty, and other violations of the student code of conduct will be handled on an individual basis.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

For more information on the Student Code of Conduct, please visit:

[Student Code of Conduct](#)

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Academic Dishonesty in any form is unacceptable.

- A. Academic Dishonesty, as defined above, includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities.
- C. Instructors are expected to include specific academic integrity and dishonesty guidelines in the course syllabus, specific to the course format and evaluation activities, as well as a link to this policy.

- D. Violations of academic integrity are subject to course-level penalties imposed by the Instructor and may also be subject to University-level penalties imposed by an Academic Dishonesty Panel.

For more information on the Academic Integrity and Dishonesty policy, please visit:

[Academic Integrity and Dishonesty](#)

Communicable Disease

Policy Statement

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU-owned facility, the workplace, classroom, or ISU-owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on the Communicable Disease policy, please visit:

[Communicable Disease](#)

Possession of Firearms

No person shall have in his or her possession any Firearms or Dangerous Weapons while on University property.

For more information on the Possession of Firearms policy, please visit:

[Possession of Firearms](#)

Sexual Harassment

Policy Statement

Idaho State University prohibits Sexual Harassment under Title IX in all programs and activities of the University. The University will act to remedy all forms of Title IX Sexual Harassment when reported, whether or not the Sexual Harassment rises to the level of creating a hostile environment. The University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination of employment, for any offense under this policy. The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Idaho prohibit Title IX Sexual Harassment, which is a specific form of discriminatory harassment, as an unlawful discriminatory practice. The procedures in this policy may be applied to incidents, patterns, and/or the campus climate, all of which may be addressed and investigated in accordance with this policy.

For more information on the Sexual Harassment policy, please visit:

[Sexual Harassment](#)

Equal Opportunity, Anti-Harassment, and Non-Discrimination

Policy Statement

Idaho State University provides equal opportunity in education and employment and prohibits Discrimination, Harassment and Retaliation on the basis of any protected class, including race, color, religion, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, age, national origin, ethnicity, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state, local law, or University policy. This includes protections for those participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other government agencies that investigate human and/or civil rights issues. The University adheres to all federal and state

civil rights laws and regulations prohibiting Discrimination in public institutions of higher education.

The University is committed to maintaining a campus environment where all educational, employment, and access decisions are guided by bona fide occupational or educational criteria such as merit, performance, and qualifications. Every individual at the University is evaluated and supported based on legitimate factors that contribute to academic and institutional excellence. Consistent with this commitment, and in accordance with federal, state, and local laws and regulations, ISU affirms that sexual orientation and gender identity shall not influence decisions related to education, employment, or access to programs, facilities, or services, except where required by lawful or contractual obligations.

This policy applies to all members of the University community, including applicants, Students, Employees, volunteers, contractors, and visitors and is intended to comply with and be construed in accordance with all relevant federal and state civil rights laws, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 (GINA), the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), the Uniformed Services Employment and Re-employment Rights Act of 1994, and corresponding state non-Discrimination statutes, including but not limited to the Idaho Human Rights Act (IHRA). When any alleged discriminatory behavior covered by this policy is brought to the attention of the University, it will be promptly and fairly addressed and remedied by the University according to the appropriate process.

For more information on the Equal Opportunity, Anti-Harassment, and Non-Discrimination policy, please visit:

[Equal Opportunity, Anti-Harassment, and Non-Discrimination](#)

Additional Policies

- [Satisfactory Academic Progress](#)
- [Student Complaints and Grievances](#)
- [Medical Withdrawals](#)
- [Academic Standing](#)
- [FERPA](#)

IV. College of Technology Resources and Services

Services for Students

Student Services

This office is located in two locations: the main floor of the Roy F. Christensen (RFC) Complex, room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, room 102. Student Services assists students with specific information about the programs at the College of Technology. Student Success Navigators are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

[Student Services](#)

Tutoring Assistance

Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student's instructor should be contacted first, as many of the training programs have 'peer tutors' available who are familiar with the required curriculum and assignments.

NOTE: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes they are having difficulty, help should be sought immediately! Contact the TAP Center (Tutoring, Academic Support, Peer Mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs.

[TAP Center](#)

Center for New Directions

Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce, separation, death, or disability of a spouse. Services are available for job-seeking skills, career information,

self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training.

Message from the Center for New Directions

Success in this course depends heavily on your personal health and well-being. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your student success navigator, you are encouraged to contact the many other support services on campus that are available.

Statement on Services

Students enrolled in Idaho State University College of Technology programs are eligible to receive free, confidential personal and career counseling from licensed professional counselors at the **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call (208) 282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in a crisis.

[Center for New Directions](#)

ISU Counseling and Mental Health Center (CMHC) The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services' mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services' mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adhere to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call (208) 282-2130, Monday through Friday, from 8 am to 4 pm.

[Counseling and Mental Health Center](#)

Traffic and Parking

NOTE: Please refer to the ISU Parking web address at:

[Parking & Transportation](#)

Every motor vehicle on the ISU campus must be registered through the Parking Portal. ISU has implemented License Plate Recognition (LPR) parking technology that uses special cameras mounted on patrol vehicles to scan license plates. To avoid citations, every permit holder must have at least one vehicle linked to their permit in the Parking Portal.

Cost:

- General Lot: \$192.00
- Reserved Lot: \$365.00

Students may park only in the area their parking permit designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about the school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid, or students' transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

For more information on parking regulations, visit:

[Parking Regulations](#)

V. Idaho State University Resources and Services

Disability Services

Mission Statement

The mission of Disability Services is to increase equal access and opportunities to all programs and services sponsored or funded by Idaho State University. Disability Services is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, Disability Services:

- Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.
- Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).
- Promotes a culture of self-advocacy, responsibility, and agency.
- Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.
- Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.
- Advocates for Universal Design as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
- Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.
- Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Contact Information

Disability Services

Rendezvous Complex, Room 125

921 S 8th Ave, STOP 8121

Pocatello, ID 83209-8121

Phone: (208) 282-3599

Email: ada@isu.edu

[Disability Services](#)

Office of Equal Opportunity and Title IX

Mission

The Office of Equal Opportunity and Title IX upholds the university's commitment to integrity and accountability by ensuring compliance with federal and state nondiscrimination laws. We promote a learning and working environment free from unlawful discrimination, harassment, and retaliation. Through policy enforcement, education, and fair resolution processes, the office supports access to educational and employment opportunities that enhance the intellectual vigor, cultural vitality, and health of our university community.

Vision

We aim to cultivate awareness and understanding of equal opportunity principles so that every member of the university community contributes to an environment where learning and discovery can thrive.

Contact Information

Office of Equal Opportunity and Title IX

Administration Building
921 S 8th Ave, STOP 8310
Pocatello, ID 83209-8310
Phone: (208) 282-3964

[Office of Equal Opportunity and Title IX](#)

Additional Resources and Services

The following are Idaho State University resources and services to help our students succeed.

- [Career Center](#)
- [Commencement](#)
- [Health at ISU](#)
- [Student Resources](#)
- [Tutoring](#)

VI. Handbook Signature Form



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read, and understand the Medical Assisting Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

VII. Media Release



**Idaho State
University**

**College of
Technology**

MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State University's educational, marketing, and promotional purposes in perpetuity. Idaho State University shall have the right to photograph, record, publish, republish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display, or otherwise use or reuse my name, image, voice, and likeness in all markets, media, and technology now known or hereafter developed. Idaho State University may exercise any of these rights itself or through any assignees, licensees, or other parties, including other Universities.

I acknowledge that I will not be compensated for these uses and that Idaho State University exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State University or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State University, its assignees, and its licensees from any claims that may arise from these uses, including, without limitation, claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State University is not obligated to use any of the rights granted under this Release.

FULL NAME (PRINTED)

SIGNATURE

ADDRESS (STREET)

CITY

STATE

ZIP

EMAIL ADDRESS

TELEPHONE NUMBER

DATE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy, or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot completely limit what you can do and see. In any event, you are responsible for your actions, whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in the denial of computer lab access at the College of Technology.

The misuse of this computing account, or the use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete coursework, this may effectively require transfer to a non-computer-related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, using it for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach, or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for university instructional, administrative, or research activities in accordance with the above policy. I further acknowledge that any abuse of the above privilege may result in the loss of computing privileges, whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

IX. Informed Consent and Release to Allow ISU to Use Student's Criminal Background Investigation, Drug Screen, and any Other Applicable Reports



**Idaho State
University**

**College of
Technology**

Medical Assisting Program

Instructions: This form is to be used when a student is: 1) applying for admission to a program, 2) applying for field-based experience, or 3) requesting to complete a health care program's clinical requirement. Questions may be directed to the Office of General Counsel at (208) 282-2683.

I am submitting this form in conjunction with my: *(check one applicable item)*

- ☐ 1. Application for admission to the ISU College of Technology MA program.
- ☐ 2. Application for field-based experience with the ISU College of Technology MA program.
- ☐ 3. Request to participate in health care clinical education for the ISU College of Technology MA program.

I hereby authorize the University, any qualified agent, and/or clinical affiliate/agency to receive and use in connection with the program checked above any of the following information including, but not limited to: criminal background information, including copies of my past and present nationwide law enforcement records; drug screen reports; insurance; Social Security number trace for previous residences, employment checks, Office of Inspector General (OIG) Sanctions List, General Services Administration's Excluded Parties Listing System (GSA/EPLS), violent sex offender and predator registry search, applicable state exclusion list, US Treasury Office of Foreign Assets Control (OFAC), and the list of specifically designated nationals. I will purchase an ISU-approved criminal background investigation from the designated third-party vendor for the purpose of assisting the Program and/or the clinical affiliate/agency in evaluating my suitability for admission to a program, field-based experience, or participation in a clinical internship experience. The release of information pertaining to a background investigation is expressly authorized.

I understand that information contained in the criminal background report or any additional reports may result in: 1) my being denied full admission to the Program and, consequently, dismissal from the Program; or 2) my being denied or dismissed from the field-based experience and, consequently, denied admission to or dismissal from the Program; or 3) my being denied a clinical assignment and, consequently, dismissal from the program. I also understand that I will be afforded the opportunity to be heard before any such withdrawal from the Program.

I understand that I have online access to the vendor's results to review the same information that the Program receives in a criminal background investigation. I understand that reasonable efforts will be made by ISU to protect the confidentiality of the information it receives. I further understand that the results of the criminal background check and other reports may be reviewed by the following individuals and entities when evaluating my suitability, including but not limited to: the applicable dean, chair, program, department, the Office of General Counsel, and clinical affiliates or agencies.

If adverse information is contained in my report(s), I understand that I can view my own results and may be asked

to provide more information in writing to the Program. I understand that admission decisions made by the Program are not subject to appeal.

I hereby give the Program permission to release my criminal background report and any other reports to affiliates and/or agencies to which I am assigned for clinical or educational experience prior to beginning the assignment and regardless of whether such affiliates and/or agencies have required the background check or other reports. I understand the affiliates or agencies may refuse me access to their clients/patients based on information contained in the criminal background check or other reports and that the affiliates'/agencies' criteria may differ from that of the Program.

I hereby release and hold harmless the State of Idaho, the University, its agents, officers, governing board, employees and/or the affiliates and agencies from any liability or damage in providing and disclosing such background information or any other reports. I agree that a photocopy of this authorization may be accepted with the same authority as the original.

I understand the University is not responsible for the accuracy and content of the background information provided by the third party vendor or any other reports and I hereby further release and hold harmless the State of Idaho, the University, its agents, officers, governing board, and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, wrongful dismissal, negligence, or any other damages of or resulting from or pertaining to the collection of background information.

Additionally, I understand that the background check, drug screen, additional reports, program admission, field experience, and placement are subject to the requirements of the ISUPP Student Affairs.

I understand that I am responsible for all costs associated with this process.

My signature below shows that I have carefully read this document and understand and agree to its contents:

Student's Signature (Student or Parent/Legal Guardian if under 18)

Date

Student's Name (Print)

Student Date of Birth

Please print or type all names you have used in the past (use other side of page if necessary):

ISU Witness

Date

Printed Name

Department

X. Consent, Acknowledgement of Risk, and Waiver of Liability



**Idaho State
University**

**College of
Technology**

Medical Assisting Program

Read this Acknowledgement of Risk and Waiver of Liability carefully and in its entirety.

I, _____, am aware that as a student in the Medical Assisting program at Idaho State University, there are procedures I may be asked to perform as part of my education. These procedures utilize universally recognized precautions and follow the Clinical Laboratory Improvement Amendments of 1988 (CLIA). I will be supervised and observed during the procedures by a member of the teaching staff of ISU.

However, I am fully aware that there may be risks involved. These risks include, but are not limited to, hematoma (bruising), vasovagal syncope (fainting), muscle soreness, needle sticks, and other unknown and unanticipated hazards. Furthermore, if I am involved in an accidental needle stick, I acknowledge and understand that I will be asked to take a blood test immediately for my safety and the safety of others.

To the extent permitted by law, and in consideration for being allowed to participate, I hereby assume all risks of such injury and hereby release the State of Idaho, the State Board of Education, Idaho State University and the College of Technology, and their respective agents, employees, officers, and volunteers (collectively the Released Parties) from any and all liability, claims, causes of actions, damages or demands, including costs and expenses, of any kind and nature whatsoever that may arise now or in the future from or in connection with my participation in the program whether caused by the negligence or carelessness of the Released Parties or otherwise.

I understand I am responsible for my own medical insurance and certify that I am of lawful age (18 years or older) and otherwise legally competent to sign this Agreement. (If under the age of 18, Parent/Guardian must sign this release in front of a notary).

Student Signature

Date

Student Name Print

Bengal Number

Parent/Guardian Signature (if under 18)

Parent/Guardian Name

Emergency Contact & Phone Number

MUST BE NOTARIZED IF PARTICIPANT IS A MINOR

NOTARY STATEMENT FOR MINOR PARTICIPATION:

STATE OF Idaho

COUNTY OF Bannock

On this ____ day of _____, in the year _____, before me
personally appeared _____,
known or identified to me and whose name is subscribed to the within instrument, and
acknowledged to me that he/she executed the same.

SEAL

Notary Public of Idaho

Residing in: _____

My Commission expires: _____

XI. Background Check with CastleBranch

Order Instructions for:



Idaho State University College of Technology Health Occupations

1. Go to mycb.castlebranch.com
2. In the upper right hand corner, enter the Package Code that is below.
 - Package Code **ID41**

ABOUT

About CastleBranch:

Idaho State University College of Technology Health Occupations and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more tailored instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information:

Your payment options include Visa, Mastercard, Discover, debit, electronic check, and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account:

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us:

For additional assistance, please contact the Service Desk at 888-666-7788 or visit mycb.castlebranch.com/help for further information.

XII. Medical History and Physical Examination



**Idaho State
University**

**College of
Technology**

Medical Assisting Program

College: _____ Department: _____
921 South 8th Avenue, MS _____
Pocatello, Idaho 83209- _____
Program of Study _____
Fax Number: _____ ATT: _____

STUDENTS PLEASE COMPLETE

BEFORE GOING TO YOUR PHYSICIAN FOR EXAMINATION

REPORT OF MEDICAL HISTORY

				M/F
Last Name	First	Middle	Sex	

Home Address: Number & Street _____ City _____ State _____ Zip _____ Date of Birth _____

PERSONAL HISTORY

Please check those which **you have had or now have**

Have You Had	Yes	Date	Comments	Have You Had	Yes	Date	Comments
Head Injury with Unconsciousness				Tuberculosis			
High or Low – Blood Pressure				Heart Condition			
Back Problems				Jaundice			
Stomach, Intestinal, Gallbladder Trouble				Disease or Injury of Joints			
List All Operations: List All Current Medications:				Kidney Disorder			
				Allergy: Asthma			
				Hay Fever			

I hereby declare that I have no illnesses or emotional problems not discussed with my physician that will interfere with my enrollment in the program. I hereby grant permission for the information requested on this form to be released to the _____ OF _____

Applicant's Signature

Date

PHYSICIAN PLEASE COMPLETE**REPORT OF HEALTH EVALUATION**

BP Height Vision – Right 20/ Left 20/

Pulse Weight Corrected – Right 20/ Left 20/

ARE THERE ANY ABNORMALITIES? **YES** **NO** **DESCRIBE**

1. Head, Ears, Nose, or Throat
2. Respiratory
3. Cardiovascular
4. Gastrointestinal
5. Hernia
6. Eyes
7. Genitourinary
8. Musculoskeletal
9. Metabolic/Endocrine
10. Neuropsychiatric
11. Skin

HEPATITIS B	INFLUENZA	MMR	Tdap	VARICELLA	TB
+ Positive Titer -Negative Titer Attach lab result	Yearly Vaccine August – March	2 documented doses OR proven serologic immunity to all three	Booster as an adult within the last 10 years	2 documented doses OR proven serologic immunity	Skin Test (PPD) Mm induration (>10mm is +) OR IGRA + or –
Negative titer requires further evaluation		Attach copy of vaccine administration record OR attach lab result	Attach copy of vaccine administration record	Attach copy of vaccine administration record OR attach lab result	Attach copy of document PPD mm reading or IGRA lab result If positive* CXR attach report from radiology
Please refer to ISU screening recommendations for details about serologic immunity, vaccines, and *TB screening					

Is the patient now under treatment for any medical or emotional condition? Yes _____ No _____

Does this person have any limitations regarding lifting and moving of people and or equipment?

Yes _____ No _____

In your opinion, does this applicant have the mental and physical health to meet the requirements of being an active and successful student in the _____ Department as well as for being employed professionally following graduation? Yes _____ No _____

Comments:

Physician's Signature

Date

Address

Print Name

Phone

XIII. Clinical Education Assumption of Risk



**Idaho State
University**

**College of
Technology**

Medical Assisting Program

Participation in clinical education, including clinical simulations in didactic (classroom) settings, is required by professional accreditation standards for health sciences programs. Participation in such activities, including any placement in a healthcare facility or clinical site (including hospitals, clinics, pharmacies, or other such entities) for the purpose of clinical education entails certain risks, including the risk of exposure to infectious diseases and other personal injuries. Similarly, there exists some level of risk in didactic settings. While every effort will be made to minimize risks to students, staff, and faculty, the elimination of all such risks is beyond the control of the program or university. Vaccination for many infectious diseases, including COVID-19, may be required by a healthcare facility for placement in clinical education. If unvaccinated, restrictions upon student activities by the program or site may be imposed. Placement at certain healthcare facilities or sites may be contingent on vaccination status and requirements may change without advanced notice. Educational opportunities missed due to lack of vaccination may delay graduation and/or result in additional educational expenses.

I freely and voluntarily accept the health risks and potential facility requirements described above to complete my clinical educational requirements. I also understand that COVID-19 vaccination is recommended, but not required by Idaho State University. I understand that COVID-19 vaccination may be required by some health facilities or clinical sites to participate in certain aspects of clinical education. If I choose NOT to be vaccinated for COVID-19, I may be required to adhere to additional guidance based on CDC recommendations. Before engaging in clinical education, please read, initial, and sign the following:

Initials

____ 1. I will not participate in clinical education if I exhibit any signs/symptoms of infection, including but not limited to: runny nose, fever, cough, shortness of breath, head or body aches, sore throat, loss of smell, or nausea/vomiting/diarrhea. If I exhibit any of these signs/symptoms, I will notify the appropriate person(s) at my clinical site and my designated program contact person for instructions.

____ 2. If I am exposed to COVID-19, and NOT [up to date](#) on COVID-19 vaccinations, I will immediately notify the appropriate person(s) at my clinical site and my designated program contact person and may be required to quarantine. I understand that required quarantine time will need to be made up to complete program requirements.

____ 3. I will comply with masking and physical distancing requirements, including on lunch, breaks, or when occupying shared workspaces. I will wear facial coverings in accordance with CDC, program, and health facility policy.

____ 4. I will comply with clinical site policies related to facial covering/glove wearing and handwashing and disinfecting procedures before and after all patient encounters and at other times as specified. I will complete any required infection control or personal protective equipment (PPE) training by my program or the clinical facility.

____ 5. I will follow all infection control guidelines, policies, and procedures of the clinical facility, program, and/or university. Such guidelines are subject to change as more information becomes available.

____ 6. I recognize the dangers to myself and others of acquiring infectious diseases during clinical education, including the possibility of health-related consequences of such diseases. I recognize that vaccination for COVID-19 and other infectious diseases is recommended to decrease the risk of these consequences.

____ 7. I have the right to feel safe during clinical education. I have the ability to talk to my clinical instructor regarding any concerns I may have related to breaches in infection control measures or public health recommendations at any clinical education site.

____ 8. I recognize I have the right not to participate in clinical education because of potential risks to myself and/or members of my household. I recognize that any missed clinical education time due to lack of participation will need to be made up to complete program requirements and may delay my graduation.

____ 9. If I test positive for COVID-19, I will notify my program's clinical coordinator and follow their instructions.

____ 10. I will follow all ISU or health facility-related screening requirements.

11. Vaccination status. Please initial one of the following and provide dates if applicable:

____ I have been fully vaccinated* with an FDA-approved COVID-19 vaccine. **Date(s):** _____,

____ I have been fully vaccinated* with an FDA-approved COVID-19 vaccines, including being up to date with the recommended boosters. **Date(s):** _____, _____, _____, _____

____ I have not received an FDA-approved COVID-19 vaccine, but will be fully vaccinated* within 6 weeks.

____ I will not be receiving an FDA-approved COVID-19 vaccine.

**Fully vaccinated means that you have met the vaccine recommendations included on the CDC webpage which is kept [up to date](#).*

Documenting Exemptions:

Students may request an exemption to a clinical facility or site's vaccination requirement for valid medical or religious reasons. If a student chooses not to be vaccinated for a medical or religious reason and seeks an exemption from the vaccination requirement imposed by a clinical site, further documentation may be required by the site. Some sites may facilitate the religious exemption request themselves and the student will need to complete the site's appropriate form. Other sites may ask the university to help facilitate this process. Decisions to accept an exemption request are generally up to the clinical site.

Medical exemption requests: Students should work with the ISU Office of Disability Services for disability accommodations. Students can fill out a [Student Request for Services Form](#) or call (208) 282-3599 (Pocatello), (208) 373-1723 (Meridian), or email disabilityservices@isu.edu. Upon the conclusion of the accommodation process, the Office of Disability Services will email a letter to the student with the decision of the medical exemption request for submission to any requesting clinical site.

Religious exemption requests: Students should work with the Office of Equal Opportunity & Title IX for a religious exemption request by completing the [Religious Exemption Request Form](#). The Office of Equal Opportunity & Title IX will email a letter to the student with the decision of the religious exemption request for submission to any requesting clinical site. Students can reach the Office of Equal Opportunity & Title IX at (208) 282-3964 or email taysshir@isu.edu to request the form.

Opt-out Guidelines:

In general, satisfactory progression through professional curricula requires that students complete clinical and didactic course requirements in the semester in which they are enrolled. Programmatic requirements are based on professional accreditation standards and licensing board requirements, and include clinical education activities. Should a student be unable to complete requirements due to illness or CDC-recommended isolation/quarantine, make-up work may be allowed if congruent with programmatic or university policies for other medically-related absences. Should a student choose not to complete any course or program requirement related to clinical education, the student is responsible for contacting the course instructor and providing a rationale for "opting out." Opt-out policies may vary between programs; students should contact their individual programs for specifics on process. Delays in progression and/or graduation may occur due to quarantine time and/or if a student chooses to opt-out of any aspect of required coursework or clinical education.

Student Signature

Date

Student Printed Name

This assumption of risk is in effective for the course of the program of study or until a new document is signed, whichever is greater.

Updated 5/17/23 CTO

Reviewed by ISU General Counsel