MONTGOMERY
COUNTY COMMUNITY COLLEGE

Medical Assisting
Program Policies

Student Handbook
2026-2027

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MONTGOMERY
COUNTY COMMUNITY COLLEGE

MCCC MEDICAL ASSISTING PROGRAM

The Medical Assisting Certificate Program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being and requires a mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

We are pleased to welcome you to the Montgomery County Community College's Medical Assisting Certificate Program. Thank you for choosing us to assist you in the pursuit of your educational goals. Our curriculum is designed to support the College's mission to offer a high-quality, affordable, accessible education that leads to relevant, rewarding transfer and career opportunities. Our program is challenging and will require persistence, dedication and commitment on your part.

Our professional, dedicated faculty will bring a wealth of knowledge and practical expertise to the classroom. We are committed to assisting you in achieving your goal of completing the Medical Assisting Program and attaining your national credential. Throughout the course of the program you will attain the knowledge, skills, behavior, values, and competencies necessary to function as entry level Medical Assisting practitioners. As you focus on achieving your goals in the upcoming year, will hope that you will value life-long learning, problem solving, critical thinking and interpersonal communication as a means of achieving personal and professional growth. We wish you success in the pursuit of achieving your career goal.

The Medical Assisting Certificate Program is offered in a full-time or part-time format**.** Students have three years from the date of initial enrollment in the program in which to complete all certificate requirements. Students who wish to be admitted to the Medical Assisting Certificate program must complete a college application, indicating Medical Assisting as the major (C.MA). Working with the academic advisor, the students will plan the course sequence.

Graduates of the certificate program are highly valued members of the health care delivery team who are qualified to complete the American Medical Technologists (AMT) certification examination for Registered Medical Assistants (RMA) and/or the National Healthcare Association (NHA) Certified Clinical Medical Assistant (CCMA), the National Center for Competency Testing (NCCT) Medical Office Assistant (MOA) and/or the American Association of Medical Assistants (AAMA) certification examination for Certified Medical Assistants (CMA).

MONTGOMERY
COUNTY COMMUNITY COLLEGE

MCCC POLICIES AND GENERAL INFORMATION

ACADEMIC CALENDAR

The College's Academic calendar can be accessed at https://www.mc3.edu/admissions/dates-and-deadlines

ACCEPTABLE USE OF TECHNOLOGY

This policy preserves the stability and security of the College's information technology resources, protects the College from inappropriate use, and ensures reasonable accessibility to technology resources for the College's academic community. The policy also governs the access and use of all College technology and data, including *any device* that accesses or uses the College's network or data. **The policy can be accessed at:** https://www.mc3.edu/about-mccc/policies-and-procedures/acceptable-use-of-technology.

ACCREDITATION

M**ontgomery County Community College is fully accredited by the Commission of Higher Education of the Middle States Association of Colleges and Secondary Schools.** Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104 Telephone: (267) 284–5000

COMPREHENSIVE GRADING POLICY

Students are expected to review, understand, and follow the College's Comprehensive Grading Policy https://www.mc3.edu/about-mccc/policies-and-procedures/comprehensive-grading-student-assessment. and associated procedures which include the Grading System, Attendance, Administrative Deregistration, Academic Progression, Course Repetition, Course Withdrawal, Incomplete Grades, and Audit.

DISABILITIES

Students with disabilities may be eligible for reasonable accommodations in this course. Please contact Disability Services to make an appointment to learn about eligibility and documentation guidelines.

EARLY ALERT

As part of our commitment to promote the academic success of all our students, the College utilizes an Early Alert system. Faculty may alert Academic Advisors about issues related to student absence and /or academic difficulty if they are not resolved through discussion between the faculty and student. Please respond promptly to any Early Alert notification you receive through email, phone, or mail, as your Academic Advisor hopes to offer you assistance in resolving these issues.

EMERGENCY CLOSING/CANCELLATIONS

Please refer to the College's website for information regarding emergency closings and cancellation. In the event of an emergency or weather-related closing, the College provides electronic notification for all students, employees, vendors, and community members. All are

encouraged to enroll in this free, up-to-the-minute electronic messaging service.

GRADE APPEAL POLICY

In the interest of due process, the College provides an appeal process for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course. This policy https://www.mc3.edu/about-mccc/policies-and-procedures/grade-appeal is applicable for both credit and noncredit offerings. Grades can be appealed in instances where a student believes that an inaccurate final grade has been issued such as arbitrary grade issuance, inconsistent grading practice, or mechanical error.

OCCUPATIONAL EXPOSURE POLICY

Montgomery County Community College recognizes its responsibility to provide a safe workplace/learning/healthcare environment for students/employees/patients. The College's Occupational Exposure Plan can be accessed at: https://www.mc3.edu/about-mccc/policies-and-procedures/student-employee-patient-occupational-exposure-policy

SEX DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL VIOLENCE AND RETALIATION AND GRIEVANCE PROCEDURES IN ACCORDANCE WITH TITLE IX POLICIES

We take any allegation of sexual misconduct seriously. If you have been the victim of date or domestic violence, stalking, sexual discrimination, harassment, assault, or misconduct, let us know. Please contact the Title IX Coordinator, or anyone on campus whom you trust. The College's stand against sexual misconduct also includes any sexual misconduct you may have experienced because of your sexual orientation, gender identity, or national origin. The laws governing campus sexual misconduct or discrimination based on sex are Title IX of the Education Amendments Act of 1972, the Reauthorized Violence Against Women Act and the Campus SAVE (Sexual Assault Violence Elimination) Act. The Title IX Policy can be accessed at https://www.mc3.edu/about-mccc/policies-and-procedures/policy-on-sexual-misconduct.

SOCIAL MEDIA

All students are expected to comply with the Social Media Procedures and Related College Policies. Health Sciences students enrolled in a health careers program are reminded of their obligation to demonstrate professional behavior, uphold ethical and professional standards, and ensure compliance with applicable federal requirements such as HIPAA on any/all social networking sites. Sharing confidential information related to the educational experience is unacceptable and will result in action up to and including dismissal from the program.

STUDENT ACADEMIC CODE OF ETHICS

In the pursuit of knowledge and higher education, members of the academic community, specifically students enrolled in credit and non-credit programs, at Montgomery County Community College must maintain a constant commitment to academic ethics. The College

cultivates an environment that fosters critical thinking and learning, and to safeguard the integrity of the institution, students are expected to follow the policies of the College. Academic dishonesty violates the educational process and undermines the accomplishments of fellow students, while potentially damaging the College's reputation. Therefore, it is expected that students adhere to an academic code of ethics by refraining from any form of academic dishonesty. The Academic Code of Ethics and other college policies, such as the Student Code of Conduct and Acceptable Use Policy, create an integrated ethics policy for the College. Students who do not adhere to all codes are subject to the consequences outlined in each respective policy.

STUDENT CODE OF CONDUCT AND GRIEVANCE PROCEDURES

The primary purpose of the Student Code of Conduct is to guide students to understand their responsibilities regarding appropriate behavior and respect for others in the College community. Students are expected to treat all members of the College community with dignity, respect, fairness, and civility and to behave in a responsible manner always both in and outside of the classroom. Montgomery County Community College has established and will maintain a fair, equitable, and timely procedure for addressing student disciplinary matters and for ensuring that the rights of the students, the College community, and the community-at-large are protected. The College has established a Student Code of Conduct to describe behavior that violates acceptable standards and the disciplinary procedures and sanctions for code violations. The policy and procedure are found on the College's website https://www.mc3.edu/about-mccc/policies-and-procedures/student-code-of-conduct.

STUDENT EDUCATION RECORDS

Montgomery County Community College accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. The College collects, maintains, secures, and destroys records for the educational welfare and advancement of the students. Please refer to the College's student handbook for the specific details of the policy.

TUITION, FEES AND COSTS

Information about the College's tuition, fees and other costs can be obtained at the college's website https://www.mc3.edu/paying-for-college/tuition-and-other-costs. Information about costs specific to the Medical Assisting Program can be obtained at the Medical Assisting web page https://www.mc3.edu/degrees-and-programs/programs/health/medical-assisting-certificate.

TUTORIAL SERVICES

Tutorial Services is a FREE service that helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners. Tutorial Services helps students achieve academic success by providing tutoring in course content and study skills, math and writing workshops, study skills workshops, and computing

skills. For a full list of hours and locations visit https://www.mc3.edu/choosing-montco/academic-support/tutoring or contact tutoring@mc3.edu.

VETERANS

Information about Veteran's Services is available on the College's website.

WITHDRAWALS AND REFUND POLICY

The Course Withdrawal and Refund Policy and associated procedures, is found at https://www.mc3.edu/about-mccc/policies-and-procedures/comprehensive-grading-student-assessment.

MONTGOMERY
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MEDICAL ASSISTING PROGRAM POLICIES AND INFORMATION

ACADEMIC POLICY

Students will receive letter grades for their formal classroom work and Practicum. Grades for formal classroom work in Medical Assisting courses will be based on written tests, quizzes, practical tests, competencies, projects and outside class assignments or projects. See individual subject syllabus provided by the instructors for specific grading policies.

Courses that teach and measure psychomotor and affective domain objectives (competencies) in the Medical Assisting Program are MAS 113, MAS 117, MAS 121, MAS 123, and MAS 130. Students must achieve a C or better in these courses. This program's policy is that if you achieve less than a C in one of these courses, you may repeat it once. If you fail to achieve a C in one of these courses on your second attempt, you will be required to withdraw from the program. Students must pass 100% of the competencies to pass the course and progress in the program.

ADMISSION GUIDELINES

Students who wish to be admitted to the Medical Assisting Certificate program must complete a college application, indicating Medical Assisting as the major (C.MA). Working with an academic advisor, the students will plan the course sequence. Students will work with an academic advisor to plan their course sequence. Students have three years from the date of initial enrollment in the program to complete all certificate requirements. Eligibility for readmission and/or transfer to the Medical Assisting Certificate Program is based upon space availability. Upon request, additional information is available from the Medical Assisting program administrator.

Students will need to place at or above:

- ESL 011 ESL Basic Writing or ENG 011 Basic Writing or ENG 010A Basic Writing,
- REA 011 Fundamentals of College Reading or ESL/ REA 017 Vocabulary & Reading Comprehension Development II

The Course Descriptions for each course in the Program of Study contain information about specific course requirements.

Math Proficiency Competency Requirement

Success in MAS 113 requires a strong foundation in basic mathematical skills used throughout the Medical Assisting Program. Because the College no longer administers a college-wide Math Placement Exam, (the Medical Assisting Program currently uses ALEKS, an adaptive online learning system but other assessment mechanisms my be utilized in its stead), to assess and strengthen students' math proficiency.

Students will begin by completing an Initial Math Knowledge Check. This assessment is not a graded test. Instead, it identifies the mathematical concepts you have already mastered and creates a personalized learning path based on the topics you still need to learn.

Demonstrating proficiency in the required Math topics is a mandatory course requirement. After completing the Initial Knowledge Check, the Program will indicate the number of topics already mastered and the number of required topics the student must still master.

Students whose Initial Knowledge Check demonstrates proficiency in 30% or fewer topics are strongly encouraged to immediately contact the course instructor or Program Coordinator immediately. This level of preparation indicates that **additional** foundational math instruction may be needed for success in MAS 113. Students in this situation are strongly encouraged to withdraw from MAS 113 and complete MAT 080: Fundamentals of Math and MAT 090: Fundamentals of Algebra before reenrolling.

Students will be given access to Math instruction as soon as possible. All required Math topics must be MASTERED by the end of the **College's Drop/Add period**.

Students who have not demonstrated proficiency in ALL required Math topics by the Drop/Add deadline constitute a failure to satisfy a required course competency. These students will NOT be permitted to continue in MAS 113 and must withdraw from the course. Students who do not withdraw as encouraged, will receive a failing grade in accordance with program policy.

HIGH SCHOOL DIPLOMA/EQUIVALENCY STATEMENT

Students who wish to enroll in the Medical Assisting Certificate program may be **admitted** prior to the submission and subsequent acceptance of their High School Diploma or its equivalent (i.e. GED) credential. However, **verification** of a student obtaining their High School Diploma or its equivalent credential must be completed by the College BEFORE graduation with a Medical Assisting Certificate, Medical Office Assisting Certificate of Completion, or Medical Coding Certificate. Students should contact Academic Advising to determine the appropriate path to meet this requirement early in the program to avoid a delay in their completion of the program.

ADVANCED PLACEMENT, Transfer OF Credits, PRIOR LEARNING ASSESSMENT and Credit for Life Experience Policies

College policies and procedures for transfer credits including Credit by Examination, Credit by Transferring, Prior Learning Assessment and Credit for Advanced Placement can be accessed at: https://www.mc3.edu/admissions/transferring/transfer-credits-to-mccc.

The College may give students advanced-standing status, awarding them credit for competency in certain subjects. This competency may have been gained from previous academic study, training, military service, national testing programs, occupational experience, and other forms of experiential learning. The college policies outline the process for the student to obtain transfer credits, credit for life experience, and advanced standing status. **Advanced-standing**

status and/or experiential learning credit is not awarded in courses that measure psychomotor and effective domain competencies MAS 113, MAS 117, MAS 121, MAS 123, and MAS 130.

ADVISORY COMMITTEE POLICY

Medical Assisting Program Advisory Committee assists the Medical Assisting Program in regularly assessing its goals and learning domains, monitoring needs and expectations, and ensuring the program's responsiveness to change. The committee is composed of representatives from the communities of interest served by the Program, including students, graduates, faculty, college administrators, sponsor administrators, employers, physicians, and the public. The committee meets at least annually to review and revise program goals and objectives, monitor needs and expectations, and ensure that the Medical Assisting program is responsive to the ever-changing health care community.

ATTENDANCE POLICY

Attendance for all classes, externships and any scheduled program or function, such as workshops or guest lectures, is necessary if students are to meet the educational challenges and accomplish the objectives of the Medical Assisting Program. See individual subject syllabus provided by the instructors for specific attendance information. Students may be required to obtain a statement from their physician following their illness and/or injury attesting to the student's ability to return to the full responsibilities of the classroom and/or externship.

VACATIONS

Training for and Entering any Health Sciences Profession requires a significant time commitment. Students are encouraged to review the Academic Calendar and take note of semester start dates, end dates, final exam dates, semester breaks, etc. Faculty are under no obligation to accommodate requests for students to make up work on the account of a vacation. Students will be responsible for any work missed and any consequences resulting from their time away from the program, including: point reductions from their final grade, reduction in assignment grades, failure of missed competencies, absences toward overall attendance requirement.

CASTLEBRANCH

To successfully complete the MAS 113 Clinical Procedures I and MAS Clinical Procedures II course all students must open, maintain, and complete all the identified requirements in their CastleBranch account within the established deadlines. Failure to complete the requirements within the documented time will impact a student's ability to progress through the Program of Study.

M.C.C.C. Attestation Form
MA Program Requirements

Orientation Acknowledgement
Photography/Video Release Statement
Practicum Confidentiality Agreement
Practicum Requirements
References Release
Release of Liability
Student Handbook and Policy Acknowledgement Form
Technical Standards
Child Abuse Clearance
Influenza (Flu)
PA Background Check
Professional Liability
Proof of Health Insurance
Health History
Physical Examination
FBI Fingerprints
Hepatitis B
Immunization Form
Measles (Rubeola), Mumps, & Rubella
Tetanus, Diphtheria & Pertussis (Tdap)
Tuberculosis (TB)
Varicella (Chicken Pox)
CPR Certification

*Externship Site Specific

MONTGOMERY
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CERTIFICATION EXAMINATION POLICY

Graduate achievement of a medical assisting credential from an accredited credentialing organization is an objective indicator of student success. Graduates of the certificate program are highly valued members of the health care delivery team who are qualified to complete the American Medical Technologists (AMT) certification examination for Registered Medical Assistants (RMA) and/or the National Healthcare Association (NHA) Certified Clinical Medical Assistant (CCMA) and/or the American Association of Medical Assistants (AAMA) certification examination for Certified Medical Assistants (CMA.

Many employers currently require certification as an entry level expectation for Medical Assistants. Certification as a Medical Assistant indicates commitment to the profession and to providing quality patient care. Certified individuals also tend to enjoy higher wages and greater promotional opportunities. **Students must take a national certification examination to graduate from the Medical Assisting Program.**

The national certification examination is to be completed at the end of the student's final semester. Information about each of these examinations is available at their respective websites.

Students who do not pass the national certification examination on the first attempt, must provide documentation that they have applied to attempt another CCMA, and/or CMA and/or RMA examination to complete the MAS 130 Practicum course and graduate from the Medical Assisting Program

CHILD ABUSE HISTORY CLEARANCE AND CRIMINAL RECORD CHECKS POLICY

The Health Sciences Division is committed to providing meaningful experiential learning opportunities for all students enrolled in its Health Programs to reinforce discipline specific knowledge and assist in developing appropriate professional skills and attributes. To this end the Health Programs enter into agreements with various persons and agencies to assist in providing student learning opportunities. A component of these agreements requires maintenance of student records regarding Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check.

CLASSROOM RULES

Students are expected to demonstrate accountability and responsibility for their own professional behavior and development. Students are expected to demonstrate accountability

and responsibility reflecting professional values. It is especially important that you exhibit professional behavior at ALL times. Therefore, the following rules will apply in the classroom.

- You are responsible for all work and assignments done in class.
- All reading assignments must be completed prior to the classroom lecture.
- If you feel that you are having difficulty with any part of the course, speak with the faculty member of that class before it is too late.
- You are always expected to show courtesy toward peers and faculty. Disruptive behavior will not be tolerated, and you will be asked to leave the classroom.
- All cell phones and beepers must be turned OFF. These will only be permitted at the faculty's discretion.
- Please do not bring your children to class. It is not appropriate.

DEPENDABILITY

Dependability is essential for patients to be given the highest quality of patient care they deserve. Students must report promptly to their Practicum on assigned days. Absenteeism and tardiness develop undesirable traits that are unfortunately exceedingly difficult to change, and therefore, must be kept to a minimum.

DRESS CODE POLICY

Students must adhere to the Medical Assisting Dress Code. If a clinical site has a dress code more restrictive than that of the Medical Assisting Program, students will adhere to the more restrictive code. Note: no ear gauges, piercings other than the ear lobe, or visible tattoos are permitted while in uniform. A dress code for Practicum assignments is important to clearly identify Montgomery County Community College Medical Assisting students. The dress code also promotes student comfort and patient safety. Students who do not meet the Uniform regulations will be asked to leave the Practicum and take an absence for the day if the correction or remediation in uniform cannot be made immediately. In addition to the Practicum, students must wear their uniforms for the following classes: MAS 113, MAS 121, and MAS 123. Students are responsible for purchasing and maintaining their own uniforms. Each office may have specific guidelines for students to follow. In addition to those guidelines, the following apply:

- The uniform consists of Cherokee Navy-Blue scrubs and a white lab coat and a name badge**.** Students may choose appropriate printed scrub top that coordinates with Navy-Blue pants. Students are required to wear their name badge when in uniform.
- The lab coat is the only acceptable garment to be worn with the uniform. A **white** turtleneck may be worn underneath the scrub top in winter weather, or to cover tattoos.
- Clean**,** all-white, professional-looking shoes designed for safety and support are required. Sport logos, canvas, or high-top sneakers, or open-toes shoes are NOT permitted. All white, solid front CROC's may be worn.

- Nails are to be trimmed short to avoid scratching or injury to the patient. Only clear nail polish is permitted. Acrylic nails and tips are not permitted. Make-up should be used with discretion and minimally applied.
- The only jewelry to be worn with the uniform is a wedding band, a watch, and a medical bracelet if necessary. The only permissible jewelry for the ears is one pair of small stud earrings**.** No dangling earrings are allowed. No tongue rings, or any additional facial jewelry of any kind is permitted.
- Hair must be composed of natural or synthetic hair materials and must be clean and neatly arranged with no extremes of style and a natural color, not necessarily student's natural hair color. It must clear the uniform collar and be controlled in such a way that it will not cause contamination.
- Religious or culturally required head and/or facial coverings must be in either white, black, or navy and must be a solid color. No prints or embellishments e.g., bows, flowers are permitted. Students who are required, for religious or cultural reasons to wear a head and/or facial covering in clinical are aware that the facility/hospital may restrict and/or limit student participation in some areas where a head covering may pose a safety risk to patients, staff, or the student.
- Men shall be clean shaven and/or beards and mustaches neatly kept and trimmed
- Odors are offensive and can be a health hazard; no perfume, cologne or after shave are permitted. Noxious odors such as poor dental hygiene, body odor and cigarette smoke will not be tolerated.

GRADING POLICY

Medical Assisting Program students must successfully complete all courses in the Medical Assisting Program of Study.

Medical Assisting students must pass all MAS designated courses that contain competency evaluation, MAS 113, MAS 117, MAS 121, MAS 123, and MAS 130 with a "C" or better. Course grading scales are posted within the syllabus.

1. A grade of "C" or better must be maintained in each of the following individual assessments that directly evaluate the knowledge base (cognitive), skills (psychomotor), behavior (affective), values, and competencies necessary to function as entry level Medical Assisting practitioners in accordance with nationally accepted standards of roles and functions. Psychomotor and Affective Competencies are outlined **in Appendix A.**

A. Skill Competency Demonstrations: Students must pass 100% of the skills competencies to pass the course and progress in the program. Students must successfully demonstrate all competencies listed in the MAS 113, MAS 117, MAS 121, and MAS 123 courses.

GRADING SCALE:

Competency grading is determined as follows:

P= 100-Passed on the first attempt.

P2= 85- Passed on the 2nd attempt.
P3= 70-Passed on the 3rd attempt.
F= Failed
Failure to demonstrate competency in the third attempt will result in failure of the course.

B. **Final Examination: Students must achieve an average grade of "C" or better on the final examinations in each of the following courses: MAS 113, MAS 117, MAS 121, MAS 123, and MAS 130**.

C. **The skill competency component and final examination component are separately evaluated. Failure to achieve a grade of "C" or better in either of these components of the courses will result in failure of the course**.

GRADUATE SURVEY POLICY

When you entered the Medical Assisting Program, part of your commitment as a health care professional was a dedication to excellence. Obtaining information about your experience as a student and about your professional career is an essential step in evaluating our educational program. Your commitment to this process is a valuable part of our program assessment and helps us meet our accreditation requirements.

To assess the effectiveness of your Medical Assisting training, you will be expected to complete the Graduate Survey and to provide Employer contact information, so we can complete an Employer Survey. Most of the questionnaire assesses how well your education prepared you for work as an entry level Medical Assistant. ALL RESPONSES WILL REMAIN CONFIDENTIAL AND WILL BE USED FOR PROGRAM EVALUATION ONLY.

GRADUATION POLICY

To complete the Medical Assisting Program students must successfully complete all courses in the Medical Assisting Program of Study. Students must pass all MAS designated courses, that assess skill competency, MAS 113, MAS 117, MAS 121, MAS 123 and MAS 130 with a "C" or better grade point average. Course grading scales are posted within the syllabus.

It is the policy of this program that if you achieve less than a "C" in MAS 113, MAS 117, MAS 123, or MAS 130 you may repeat the course one time. If you fail to achieve a "C" in these courses after your second attempt, you will be required to withdraw from the program.

Students must take a national certification examination to graduate from the Medical Assisting Program. **Students who do not pass the examination on the first attempt must provide documentation that they have applied to attempt another CCMA, and/or CMA and/or RMA examination.**

HEALTH RECORDS POLICY

The Health Sciences Division is committed to providing meaningful experiential learning opportunities for all students enrolled in its Health Career Programs as a means to reinforce discipline specific knowledge and assist in developing appropriate professional skills and attributes. To this end the Health Career Programs enter into agreements with various persons and agencies to assist in providing student learning opportunities. A component of these agreements requires maintenance of student records regarding health status.

HEALTH SCIENCE DIVISION POLICIES

Students are expected to adhere to all Health Science Division policies. Policies include: the Child Abuse History Clearance and Criminal Record Checks Policy, the Impaired Student Policy, and the Health Records Policy.

IMPAIRED STUDENT POLICY

The Division of Health and Physical Education is committed to providing safe and meaningful learning experiences for students and so must provide for the safe and effective care of clients by students in the laboratory and/or clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of HS division student in the laboratory or clinical setting results in unacceptable risk for clients, colleagues, the College, and the healthcare agency. Illegal or unauthorized manufacture, sale, possession, or use of alcoholic beverages and/or controlled substances by students while engaged in any part of educational experiences poses an unacceptable risk for clients, colleagues, the College, and the healthcare agency and is strictly prohibited.

JOB PLACEMENT OF MEDICAL ASSISTING PROGRAM GRADUATES POLICY AND PROCEDURES

The program's director and instructors will assist students in seeking employment after graduation in the following ways: assisting in preparing a job resume, counseling on proper procedure, dress, etc. for job interviews, and making available names and addresses of prospective employers. Students should contact the Program Coordinator for assistance with Job Placement. Additionally, the College's office of Career Services offers programs, activities, and services that will provide students with lifetime tools for a successful career and personal development in a rapidly changing world.

MEDICAL ADVISOR

The Medical Advisor is a practitioner from the community who understands the vital role and function of the medical assistant in the health care system. The Medical Advisor's role may include being a guest lecturer; Advisory Committee member; liaison between the physician community and the program; provider of Practicum experiences; and participant in other activities to promote on-going program evaluation. The Medical Advisor must be a physician (MD or DO), physician assistant or nurse practitioner currently licensed to practice.

MEDICAL ASSISTING COMPETENCIES

MAS 113 Competencies
Vital Signs
Medication Administration
Minor Office Procedures
Handwashing
Autoclave
MAS 123 Competencies
Pediatric Vital Signs
EKG
Peak Flow Meter
Vision Screening
CPR
First Aid
Wound Care/Dressing Change

MAS 117 Competencies
Communication Skills
Patient Education, Accessing Community Resources, Cultural and Individual Diversity Considerations
Telephone Techniques
Scheduling Appointments
Health Information Management-Establishing, Organizing, Filing and Maintaining a Medical Record
Safety Procedures in the Medical Office
Documentation and Written Communication in the Medical Office
Diagnostic and Procedural Coding
Practice Finances- Accounting Responsibilities
Pre-authorization with Third Party Representatives, Health Insurance and Reimbursement Insurance Claim Forms
MAS 121 Competencies
Blood borne Pathogens

Venipuncture
Capillary Puncture
CLIA waived Chemistry Test-Quality Control
CLIA waived Hematology Test
CLIA waived Urinalysis
CLIA waived Immunology Test
CLIA waived Microbiology Test
Documentation in the Laboratory

Competency Grading Key

P=100 Passed on 1st Attempt

P2=85-Passed on 2nd Attempt

P3=70-Passed on 3rd Attempt

F=Failed

MEDICAL ASSISTING LABORATORY AND SUPPLIES

The Medical Assisting Program takes place in a state-of-the-industry lab environment and provides students access to a wide variety of health care supplies and equipment. It is

expected that students will respect this equipment and be a good steward of the College's resources. Any negligent or intentional misuse, abuse, wasting, stealing, or damaging of supplies and/or equipment may result in removal of student from the Lab environment by the instructor and/or subsequent disciplinary action as per the Student Code of Conduct.

PERKINS SUPPLEMENTAL INSTRUCTION

In addition to the free subject-area tutoring, academic workshops, and study skills specialists that are available students in the Medical Assisting Program are provided with the opportunity for supplemental instruction through Perkins. Schedules for supplemental Instruction are posted in each classroom. Students are encouraged to take advantage of this opportunity.

PRACTICUM POLICY

The MAS 130 Medical Assisting Practicum course is a capstone course that students complete during their final semester in the Medical Assisting Program. The MAS 130 course is made up of both didactic (in-class) work, as well as practicum experience. The Practicum is a planned UNPAID educational experience with specified outcomes. During the Practicum, the student will have the opportunity to practice the skills learned in the classroom, and laboratory in a clinical setting. The practicum is structured so that experience is obtained in applying knowledge, developing professional attitudes, and interacting with other healthcare professionals and patients, performing administrative procedures, and performing clinical procedures.
Students must complete 160 hours of practical experience. Practicum assignments will be supervised by the onsite clinical staff and the Practicum Coordinator. Practicum experiences are scheduled Monday through Friday in the student's last semester, primarily during day hours. Students must provide transportation to and from their assigned site. Students may be required to travel to geographically disperse clinical sites.
Students must satisfactorily complete all competencies in MAS 113, MAS 117, MAS 121, and MAS 123 prior to beginning of their practicum. The practicum must be completed prior to graduation.

Students who have experienced a lapse in time from the completion of MAS 113, MAS 117, MAS 121, and MAS 123 and the beginning of their practicum can be required to re-demonstrate competency by successfully passing the prescribed competency evaluations. Scheduling for competency demonstration will be arranged by the Program Director/Co-coordinator**.**

Practicum experience affords students a unique opportunity for hands-on learning experience through affiliation agreements with mentoring medical practice. Students make a commitment to uphold all the standards of health care profession including patient and professional confidentiality in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules. During the practicum, students cannot ethically use or discuss any patient information outside of the mentoring office. Students are ethically and legally bound to uphold patient confidentiality. Any breach of this

commitment will affect the student's performance evaluation and/or eligibility for completion of the program.

PROBLEMS/ISSUES

We realize that problems may occur during the program. We can help you solve these problems only if we are made aware of them. Any problems incurred in the Practicum areas should first be brought to the attention of the Practicum Coordinator. Any problems dealing with the program, or problems that cannot be answered to your satisfaction by the instructor should be referred to the Program Coordinator.

PROGRAM OF STUDY

THREE SEMESTER FULLTIME SEQUENCE

Semester 1		
Course Code	**Course Title**	**# Credits**
HCP 224	Medical Terminology	3
HCP 100	Medical Office Technologies and the EHR	3
HCP/MAS 114	Medical Law and Ethics	3
MAS 113	Clinical Assisting, I	3
Total		**12**
Semester 2		
Course Code	**Course Title**	**# Credits**
HCP/MAS 117	Medical Office Administration	4
MAS 123	Clinical Assisting II Procedures	3
MAS 121	Laboratory Procedures in the Medical Office	3
HCP/MAS/BIO 104	The Human Body in Health and Disease	3
Total		**13**
Semester 3 (Summer)		
Course Code	**Course Title**	**# Credits**
MAS 130	Medical Assisting Practicum	6
Total		**6**

Total Semester Credit Hours: 31

PART TIME SEQUENCE

Semester 1 (Fall)		
Course Code	**Course Title**	**# Credits**
HCP 224	Medical Terminology	3
HCP 100	Medical Office Technologies and the EHR	3
Total		**6**
Semester 2 (Spring)		

Course Code	Course Title	# Credits
HCP/MAS 117	Medical Office Administration	4
HCP/MAS 114	Medical Law and Ethics	3
Total		**7**
Semester 3 (Fall)		
Course Code	**Course Title**	**# Credits**
HCP/MAS/BIO 104	The Human Body in Health and Disease	3
MAS 113	Clinical Assisting Procedures I	3
Total		**6**
Semester 4 (Spring)		
Course Code	**Course Title**	**# Credits**
MAS 121	Laboratory Procedures in the Medical Office	3
MAS 123	Clinical Assisting Procedures II	3
Total		**6**
Semester 5 (Summer)		
Course Code	**Course Title**	**# Credits**
MAS 130	Medical Assisting Practicum	6
Total		**6**

Total Semester Credit Hours: 31

PROGRAM MISSION, GOALS AND LEARNING OUTCOMES

The Medical Assisting Certificate Program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program recognizes that students differ in their needs, aspirations, and interests. As a result, the program is organized to assist and prepare students for the level of technical competence required to become highly qualified and successful Medical Assistants. The Program goals and learning outcomes for the cognitive, psychomotor, and affective domains are consistent with nationally accepted standards of roles and functions and are responsive to the demonstrated needs and expectations of its communities of interest including students, graduates, faculty, employers, physicians, and the health care community. The goals and learning outcomes provide the basis for program planning, implementation, and evaluation.

The goals of this program are to prepare graduates who will:
•Demonstrate the knowledge base (cognitive), skills (psychomotor), behavior (affective), values, and competencies necessary to function as entry level Medical Assisting practitioners in accordance with nationally accepted standards of roles and functions.
• Utilize problem solving methods, critical thinking skills and interpersonal communication techniques as means of achieving personal and professional growth.

Assessment of the Program's effectiveness in achieving the stated program goals and cognitive, psychomotor, and affective domains learning objectives occurs on an ongoing basis. Various assessment tools are utilized. The Dean of Health Sciences, the Medical Assisting Program Coordinator, faculty, students, and Advisory Committee members are all involved in the assessment process. Outcomes are reviewed annually and revised as indicated based on outcome data and evaluation feedback.

PROGRAM REENTRY POLICY

Students have three years from the date of initial enrollment in the program in which to complete all the Certificate requirements. A readmission applicant will be required to repeat any of the following MAS courses not completed within the previous three years: MAS 113, MAS 117, MAS 121, and MAS 123.

PROGRAM REQUIREMENTS

Students enrolled in the Medical Assisting Certificate Program are required to:

1. Place at or above
    - ESL 011 ESL Basic Writing or ENG 011 Basic Writing or ENG 010A Basic Writing,
    - REA 011 Fundamentals of College Reading or ESL/ REA 017 Vocabulary & Reading Comprehension Development II
    - The Course Descriptions for each course in the Program of Study contain information about specific course requirements.
2. Purchase all required textbooks, manuals, supplemental supplies, uniforms, and liability insurance. Note: no ear gauges, piercings other than the ear lobe, or visible tattoos are permitted while in uniform. Uniforms must be worn to MAS 113 Clinical Procedures I, MAS 123 Clinical Procedures II, MAS 121 Laboratory Procedures in the Medical Office, and MAS 130 Medical Assisting Practicum courses.
3. Prior to beginning the MAS 123 Clinical Procedures II course students must

- Complete an orientation to the Medical Assisting Program
- Have a comprehensive physical examination which includes documentation of selected vaccinations and a urine drug screen.
- Submit application for Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check. A Child Abuse History will, and a Criminal Record may exclude the student from participation in the practicum component of the program.

4. Obtain and maintain required certification(s).
5. Assume all responsibility for transportation to and from externship assignments including clinical experiences.
6. Complete a national Medical Assisting certification examination prior to program completion.

7. Refer to the Medical Assisting page on the College's web site for information regarding specific course requirements, certification(s), and the course sequence.
8. Submit proof of Health Insurance.

Please note:

- Students must pass MAS 113 with a grade of C or better to progress to the MAS 123 course.
- Students must pass MAS 123, MAS 117, and MAS 121 with a grade of C or better to progress to the MAS 130 course,
- Information about opening and maintaining a CastleBranch account will be provided to students at the time of orientation. All Documents required must be completed, uploaded, and accepted by CastleBranch within the required timeframe to successfully progress through the Program of Study.
- **Although the College does not have a vaccine requirement in place to participate in on-campus courses and activities, we have received notification from some of our clinical sites that students will be required to take the Covid Vaccine in order for students to participate in clinical rotations. Students will be notified if this requirement is required when their externship site is assigned.**
- Please refer to https://www.aging.pa.gov/organization/advocacy-and-protection/Pages/Criminal-History-Background-Checks.aspx for information on Criminal History and Background checks. Questions pertaining to this topic should be addressed with the Medical Assisting Program Coordinator.

PROFESSIONAL SOCIETIES

It is to a student's benefit to become involved in professional societies early in their chosen profession. Students are encouraged to become student member of the American Association of Medical Assistants www.aama-ntl.org and/or the American Medical Technologists www.americanmedtech.org

PROFESSIONALISM

Professionalism is a defining characteristic of a successful healthcare career. Professionalism encompasses a set of internalized characteristics, strengths and values directed toward providing high quality healthcare to others. Exhibiting professional behaviors when working with patients has a significant impact on the development of trust in patient-provider relations and can have life-changing consequences. Self-motivation, emotional maturity, compassionate understanding, and self-confidence are factors in the development of professional behaviors.

RECERTIFICATION

Once you achieve your national certification, it is important that you continue to participate in professional development opportunities to maintain your certification.

RECORD RETENTION POLICY
Student Records are retained in accordance with FERPA.

STUDENT EMPLOYMENT POLICY
Due to the rigorous academic requirements of the Medical Assisting Program, it is recommended that no student be scheduled to work more than 16-20 hours per week. If a physician's office, hospital, or clinic hires a student to perform clinical work while they are enrolled in the Medical Assisting Program, there must be an individual employment agreement between the student and the entity rotations will not be altered to accommodate work related issues.

STUDENT FEES
In addition to tuition, Medical Assisting students are responsible for:

Textbooks
Navy-Blue Scrubs, All-white closed-toe shoes, white lab coat, Stethoscope, Blood pressure cuff, pulse oximeter, Bandage scissors, and goggles.
Castlebranch Subscription
Physical and required immunizations, drug screen, proof of health insurance
Liability Insurance
CPR Certification
Child Abuse Clearance
PA Criminal Background Check
Transportation to clinical education centers
FBI Fingerprint Criminal Background Check through Cogent ID
National Certification Examination

STUDENT PERFORMANCE COUNSELING
Student counseling serves to promote, assist, and maintain superior student performance. The main purpose is to provide student feedback to the students regarding their performance and to specifically identify areas of strength, performance deficiencies, and/or behavior affecting their status as a medical assisting student.

TECHNICAL STANDARDS
Medical Assisting involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of all Medical Assisting interventions and functions.
Students enrolled in either Medical Assisting Program must exhibit the following characteristics:

1. Sufficient visual acuity, such as needed in the accurate performance of clinical and administrative skills. Students must be able to read instrument scales, charts, and graphs,

prepare and maintain medical records, read medication orders, assess patient physical condition, and read and document significant findings.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health care team to assess health needs of people by monitoring devices such as stethoscopes, fire alarms, etc. Additionally, the student must be able to communicate effectively, both verbally and nonverbally to elicit information. The students must be able to obtain vital signs, including blood pressure. Students must be able to interact with patients and members of the health care team, specifically interview patients, obtain patient histories, instruct patients with special needs, and use proper telephone technique.
3. Sufficient gross and fine motor coordination to carry out clinical and administrative procedures. Manual dexterity is essential in handling of all instrumentation i.e., manipulation of equipment, positioning and assisting patients, responding to emergency situations, and carrying out diagnostic procedures.
4. Sufficient physical stamina for standing for extended periods is required with meeting the patient's health needs related to Medical Assisting.
5. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively.
6. Sufficient intellectual and emotional functions to plan and implement care for individuals and the health care team during stressful situations, including the ability to recognize emergency situations and intervene appropriately.

MONTGOMERY
COUNTY COMMUNITY COLLEGE

Appendix A: HEALTH SCIENCES DIVISION POLICIES

Health Records Policy

I. Policy

The Health Sciences Division is committed to providing meaningful experiential learning opportunities for all students enrolled in its Health Career Programs as a means to reinforce discipline specific knowledge and assist in developing appropriate professional skills and attributes. To this end the Health Career Programs enter into agreements with various persons and agencies to assist in providing student learning opportunities. A component of these agreements requires maintenance of student records regarding health status.

II. Procedure

A. Students submit the appropriate Physical Examination Form, Immunization Record and Health History/Emergency Contact Sheet to CastleBranch or the individual Program office annually.

B. The Physical Form requires…..

1. The Physician/Nurse Practitioner/Physician Assistant completes the Physical Examination form and Immunization Record. The student completes the Health History/Emergency Contact Sheet.
2. Results of Tuberculosis Exposure Screening or chest x-ray or symptom screening.
3. A statement regarding ability to undertake the specified Health Career Program. A statement of limited cognitive/mental or physical activity must be followed by a detailed description.
4. Selected immunizations. Student must have begun the Hepatitis B series of injections and provide date of inoculation(s) or a signed Declination Statement waiver.
5. Urine drug screening with accompanying laboratory report. A negative finding is expected in order to be eligible for participation in the clinical component of the specified Health Career Program. A positive result may require retesting at a College designated site to ensure standardization of test results for all students.

C. Submission of a completed Physical Form with accompanying laboratory reports by the required due date results in health clearance for experiential learning opportunities in the specific Health Career Program.

D. Influenza Vaccination Documentation

1. Enrolled Students: Students enrolled in a Health Career Program each year submit the Influenza Vaccination Documentation form to

CastleBranch or the appropriate individual Program office at a date designated by the Program.

2. Entering Students: Students accepted to begin a Health Career Program in January submit the Influenza Vaccination Documentation form to CastleBranch or the appropriate individual Program office at a date designated by the Program.

E. Students with disabilities may be eligible for reasonable accommodations. Prior to the start of the Program, please contact the Disability Services Center, College Hall 225, (215) 641-6575, for more information.

Originated: June, 2004
Updated: March, 2007
Updated: October, 2007
Updated: April, 2008
Updated: January, 2011
Updated: August, 2012
Updated: October, 2012
Updated: November 2013
Updated: January, 2015 for May, 2015 implementation
Updated: April, 2018
Updated: April 13, 2018
Updated: June 1, 2018

MONTGOMERY
COUNTY COMMUNITY COLLEGE

Health Sciences Division
Child Abuse History Clearance and Criminal Record Checks Policy

I. Policy

The Health Sciences Division is committed to providing meaningful experiential learning opportunities for all students enrolled in its Health Programs as a means to reinforce discipline specific knowledge and assist in developing appropriate professional skills and attributes. To this end the Health Programs enter into agreements with various persons and agencies to assist in providing student learning opportunities. A component of these agreements requires maintenance of student records regarding Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check as may be applicable.

II. Procedure

a. Students will complete and submit evidence of a Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check/Exemption Statement to CastleBranch or the discipline specific Program Office as described in the Program Handbook. All current fees prevail.

b. The Child Abuse History Clearance
   i. The student will follow the directions posted on CastleBranch or distributed by their Program Coordinator to complete and submit the Child Abuse History Clearance.

   A positive Child Abuse History Clearance report will exclude a student from participation in the clinical component of a Health Program at Montgomery County Community College regardless of when the offense occurred.

c. The Pennsylvania Criminal Record Check
   i. The student will follow the directions posted on CastleBranch or distributed by their Program Coordinator to complete and submit the Pennsylvania Criminal Record Check.

   If a record exists, you will receive the background check in the mail. You must submit the original report and all attachments provided by the State Police to CastleBranch or the specific Program office.

d. FBI Criminal History Background Check
   i. The student will follow the directions posted on CastleBranch or distributed by their Program Coordinator to complete and submit the FBI Criminal History Background Check,

e. The Pennsylvania Older Adults Protective Services Act identifies offenses that make a person ineligible for employment as a Health Care Provider. A Criminal Record check and/or a FBI Criminal History Background Check that discloses these offenses, regardless of the date, will prohibit a student from participating in the clinical component of a Health Program at Montgomery County Community College.

f. You will be denied participation in any clinical course(s) and/or clinical based learning opportunities, thus immediately withdrawing you from the Health Program, if have any of the following:
   i. a history of a prohibitive offense(s) as identified in the Pennsylvania Older Adults Protective Services Act on your Criminal Record Check and/or FBI Criminal History Background Check https://www.aging.pa.gov/organization/advocacy-and-protection/Documents/Older%20Adults%20Protective%20Services%20Act.pdf
   ii. a pending charge of a prohibitive offense without disposition as identified in the Pennsylvania Older Adults Protective Services Act on your Criminal Record Check and/or FBI Criminal History Background Check
   iii. a positive Child Abuse History Clearance report or a pending charge of Child Abuse without disposition
   iv. you are currently on probation or parole

g. The Child Abuse History Clearance, Pennsylvania Criminal Record and FBI Criminal History Background checks documentation must be current while the student is enrolled in the Health Program and are required to be updated annually. The original Child Abuse History Clearance, Pennsylvania Criminal Record Check and FBI Criminal History Background Check reports should be submitted to CastleBranch or the appropriate Program Office and will be placed in the student's file.

h. It is the student's responsibility to immediately notify the Program Coordinator or Dean of Health Sciences of any events or changes in the Child Abuse History Clearance, Pennsylvania Criminal Record, and FBI Criminal History Background Check which may affect continued eligibility to participate in the clinical component of the Health Program.

i. A student with a potential concern regarding the Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check, is encouraged to contact the discipline specific Health Program Coordinator to

discuss the matter in confidence.

Originated: April, 2007
Revised April, 2008
Revised October, 2008
Revised November, 2008
Revised April, 2009
Revised November, 2010
Revised August, 2011
Updated: September, 2012
Updated: October, 2012
Reviewed: August, 2014
Revised: January, 2015
Revised: May 2016
Revised: February 2017
Revised: April 2017
Revised: March 2018
Revised: April 2018
Revised: February 2020
Revised August 2020
Revised: October 2020

Impaired Student Performance in the Laboratory and/or Clinical Setting Policy

I. Policy

The Division of Health Sciences is committed to providing safe and meaningful learning experiences for students and so must provide for the safe and effective care of clients by students in the laboratory and/or clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of HS division student in the laboratory or clinical setting results in unacceptable risk for clients, colleagues, the College and the healthcare agency. Illegal or unauthorized manufacture, sale, possession or use of alcoholic beverages and/or controlled substances by students while engaged in any part of educational experiences poses an unacceptable risk for clients, colleagues, the College and the healthcare agency and is strictly prohibited. Any behavior resulting in the impairment of the student's judgment or motor coordination resulting from unmanaged medical conditions is also included under the terms of this policy.

II. Procedure

A. On Campus: Didactic

Students are expected to adhere to the College's Student Code of Conduct (http://www.mc3.edu/component/content/article/93-about-us/policies/sa-4/125-student-code-of-conduct), the rules and regulations of the Pennsylvania Bureau of Professional and Occupational Affairs http://www.dos.pa.gov/ProfessionalLicensing/Pages/Bureau-of-Professional-and-Occupational-Affairs.aspx#.VwwE6pwrLcs, and the ethical standards of relevant professional organizations. Violation of the College's Student Code of Conduct will follow the procedures stated in this document in conjunction with the Student Code of Conduct procedures.

B. On and Off Campus: Laboratory/Clinical

1. The student will be immediately dismissed from the clinical setting if there is a reasonable suspicion of impaired performance and placed on probationary status. (Reasonable suspicion will include but not be limited to observations based on the items set forth therein: Slurred speech, incoordination; unsteady gait; drowsiness; impaired judgment, attention, memory or social function; irritability; paranoia; belligerence; euphoria; dilated or constricted pupils.) A third party will be contacted to come and pick up the student from the site. The student will be required to remain at the site, but away from client contact, until the third party arrives whether on or off the College campus.
2. The clinical faculty will complete the College's ACCIDENT/ILLNESS/INJURY form and submit it to the Program Coordinator (copy) and Director of Public Safety (original).

3. The clinical faculty, program Coordinator, program Coordinator, or Dean will "Red Flag" the student for a "Classroom Behavior Concern" through *Starfish* to initiate the Code of Conduct Violation reporting process.
4. The student will be required to meet with the Judicial Officer prior to returning to the laboratory/clinical setting.
5. The Judicial Officer may continue to invoke interim Suspension from the laboratory/clinical setting, while the judicial proceedings take place.

C. This policy shall not limit or be in lieu of any other College discipline in accordance with all other College policies governing student behavior and conduct.

Originated - November, 2006
Updated – April, 2007
Updated – October, 2010
Updated - November, 2010
Updated – August, 2014
Updated – May, 2016

College Title IX Policy Statement

Montgomery County Community College (MCCC or the "College") adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. MCCC does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, MCCC is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

MCCC also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by MCCC policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment access, opportunities and/or benefits of any member of the MCCC community on the basis of sex is in violation of this policy.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by submitting a MCCC Incident Report Form.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please click this link or contact the Title IX Coordinator.

Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of MCCC policy should contact the following:

Dr. Mikiba W. Morehead, Consultant, TNG, LLC
interim Title IX Coordinator
titleixcoordinator@mc3.edu or mmorehead-e@mc3.edu

Emergencies should be reported to MCCC Campus Safety at 215-641-6666 (Blue Bell), 610-718-1913 (Pottstown), or by calling 911.

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the

appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, the Equal Employment Opportunity Commission, and/or another appropriate federal or state agency.

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Office for Civil Rights (OCR) - Pennsylvania
Philadelphia Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: (215) 656-8541
Facsimile: (215) 656-8605
Email: OCR.Philadelphia@ed.gov

For complaints involving employee-on-employee conduct, contact:
Equal Employment Opportunity Commission **(EEOC)**

Philadelphia District Office
801 Market Street, Suite 1000
Philadelphia, PA 19107-3126
Telephone: (800) 669-4000 or (267) 589-9700
Email: PDOContact@eeoc.gov
Facsimile: (215) 440-2606
TTY#: (800) 669-6820
ASL Video Phone: (844) 234-5122

Within any resolution process related to the Policy on Sexual Misconduct, MCCC provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with federal and state law.

Medical Assisting Policy Acknowledgement Form

I hereby acknowledge that I have read the Medical Assisting Handbook and understand its contents. I have made every attempt to have items of misunderstanding clarified.
I understand I must have completed the necessary Admission Requirements to be eligible for participation in the Medical Assisting Program. I further understand that it is my responsibility to maintain the currency of these requirements for the length of time that I am enrolled in the Medical Assisting Program.

I agree to comply with all the policies and procedures in the Handbook as well as all the policies and procedures of Montgomery County Community College or any accrediting board, clinical program or third party program related to training or experience. I understand that my failure to comply with any such policies or procedures may result in my removal from the Program.

Following the completion of the Program, I agree to participate in the surveys required for accreditation, including but not limited to the Graduate and Employer Surveys.
I acknowledge that a failure to meet the eligibility or licensing requirements of any applicable program accrediting board or agency may result in my removal from the Program.

I further understand my continuing obligation to immediately notify the Program Coordinator of any events or changes in my status which might affect my continued eligibility to participate in the Program.

Name (please print): _____ Date: _____

Signature: _____

Title IX Policy Statement

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MCCC also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by MCCC policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment access, opportunities and/or benefits of any member of the MCCC community on the basis of sex is in violation of this policy.

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A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the

appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, the Equal Employment Opportunity Commission, and/or another appropriate federal or state agency.

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Office for Civil Rights (OCR) - Pennsylvania
Philadelphia Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: (215) 656-8541
Facsimile: (215) 656-8605
Email: OCR.Philadelphia@ed.gov

For complaints involving employee-on-employee conduct, contact:
Equal Employment Opportunity Commission **(EEOC)**

Philadelphia District Office
801 Market Street, Suite 1000
Philadelphia, PA 19107-3126
Telephone: (800) 669-4000 or (267) 589-9700
Email: PDOContact@eeoc.gov
Facsimile: (215) 440-2606
TTY#: (800) 669-6820
ASL Video Phone: (844) 234-5122

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