

# **The Medical Assisting Program for the Student Currently Working in the Medical Office**

## **1. Who qualifies for this program?**

- a. Students who are currently working in a medical office.
- b. Students who obtain the support and cooperation of their supervisor/s.

## **2. Requirements prior to admission to this program**

- a. Meet with the Medical Assisting Program Director to verify qualifications to participate in the program.
- b. Provide referral letter from your immediate supervisor as to those qualifications.
- c. Make arrangements to have your learning goals agreement signed by both your supervisor and program director.
- d. Meet with assigned counselor to register for courses.

## **3. Requirements of the program.**

- a. All health requirements will be completed by the third week of clinicals.
- b. Students will attend every scheduled lab and perform competencies successfully.
- c. Student will complete weekly clinical experience records, signed by supervisor.
- d. Student will keep a time log verifying clinical time completed, signed by supervisor.
- e. Student will make sure that clinical evaluation tool is completed at both the mid-term and final time periods of each semester.
- f. Student will arrange a conference with the supervisor and program director at the mid-term point of the semester to review clinical progress.
- g. Student will meet with program director before the final exam and review completed paperwork as listed above.
  - i. Weekly clinical experience records
  - ii. Time log
  - iii. Clinical Evaluation tool