

**ALLIED HEALTH  
STUDENT PROGRAM HANDBOOK**

**Medical Assistant and  
Health Information Technician**

**Advanced Training Associates**

**WELCOMES YOU**

# PROGRAM REQUIREMENTS

The purpose of these requirements is to provide you with a clear understanding of professional standards required of an allied health-training program. We at Advanced Training Associates strive to maintain the highest level of professionalism for the medical assisting profession. Attendance, professional conduct and appearance are key factors to a successful health care professional.

## ***UNIFORM REQUIREMENTS***

After the 10th day of class you will receive, as part of your tuition, a school regulation uniform. ***White uniform shoes are preferred, but white plain tennis shoes are allowed.***

You may purchase this design shoe at any uniform store/and or major department store. **Please read carefully the dress code requirements. The school's dress code policy will be strictly enforced.**

## ***DRESS CODE***

As a student in a program that prepares you to be a direct health care provider, you will be required to maintain a professional appearance not only on the campus but also in your clinical externship site. Any violation noted by any instructor and/or administrator of the dress code described below will be documented in your student record and become a part of your permanent file. **Three violations will lead to suspension for a maximum three-day period.** The following constitutes a professional dress code:

## **WOMEN**

1. Advanced Training Associates approved scrubs. A plain white t-shirt may be worn beneath the scrub top.
2. **Matching pastel sweater** may be worn in class (not treating patients), if needed. It must be long enough to cover the scrub top.
  - a. No sweatshirts are allowed.
  - b. Sweater must present a professional appearance
3. ***White uniform shoes are preferred, but white plain tennis shoes are allowed.***
4. Socks must be worn
  - a. No colored socks are acceptable.
  - b. Neutral knee-highs or white socks are acceptable.
5. Hair
  - a. Hair that is shoulder length or longer must be pulled away from the face and collar and **worn this way whenever you are in uniform.**
  - b. Hair accessories must be close to natural color.
  - c. Hair must be clean and professionally styled.
6. Nails
  - a. Nails must be ***short and neatly manicured.***
  - b. Only clear nail polish is allowed.
  - c. Acrylic nails are permitted providing they are short with a conservative French manicure.
  - d. Nails and or cuticles cannot be bitten.
7. Makeup
  - a. Light, well applied is suggested.
  - b. Heavy, unnatural coloring is not permitted.
8. Jewelry
  - a. Wedding, engagement, class or religious rings are acceptable.
  - b. No facial jewelry allowed with the exception of earrings. Earrings must be small and unobtrusive. No more than two per ear. Hoops or dangling earrings are not acceptable.
  - c. No visible body piercings or tattoos are allowed. Tattoos must be covered.
  - d. A watch is recommended.

## ***MEN***

1. Advanced Training Associates approved uniform. A plain white t-shirt may be worn beneath the scrub top.
2. ***White uniform shoes are preferred, but white plain tennis shoes are allowed.***
3. No colored socks; white socks are accepted.
4. Hair
  - a. Hair that is shoulder length or longer must be pulled away from the face and collar and **worn this way whenever you are in uniform.**
  - b. Hair must be clean and professionally styled.
5. Nails
  - a. Nails must be short and neatly manicured.
  - b. Nails and or cuticles cannot be bitten.
6. Jewelry
  - a. Wedding, class or religious rings are acceptable.
  - b. No facial jewelry allowed with the exception of earrings. Earrings must be small and unobtrusive. No more than two per ear. Hoops or dangling earrings are not acceptable.
  - c. No visible body piercings or tattoos are allowed. Tattoos must be covered.
  - d. A watch is recommended.

## ***HEALTH RECOMMENDATIONS***

In addition, it is **highly recommended** that all students receive the Hepatitis vaccine and a tuberculin screening. Many insurance policies now include this vaccine as an approved service. Medical Assistant students should ensure vaccines are up-to-date, as many employers will require multiple vaccination. For more information about health care worker required vaccines, visit the CDC website: <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

## ***ATTENDANCE REQUIREMENTS***

Consistent attendance is essential to the overall effectiveness of the training a student receives at Advanced Training Associates. This process is as important as learning, since future employers emphasize punctuality and attendance as top job requirements. In addition, our accreditation mandates astringent attendance requirements. A student is required to attend all scheduled classes regularly and punctually.

Advanced Training Associates recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The school does not differentiate between an excused and non-excused absence. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material.

To maintain satisfactory attendance and graduate, students must meet the following attendance requirements by module and subject area:

1. When a student reaches the following absence hours ***the student will be counseled with regard to academic progress. A meeting will be scheduled with the Director to discuss possible repeat of the module:***
  - a. ***8 absence hours in Module 1,2,3,4,5,6,7,8.***
  - b. ***For the externship Module, only 8 absence hours are permitted. Any more than that amount, the student must make-up the hours.***
  - c. ***Four tardies will constitute one-day absence.***
2. Please notify office of an absence.
3. If you must leave class early, be sure to notify your instructor.

## ***GRADING POLICY***

In order to receive a Diploma from Advanced Training Associates Medical Assistant training program, all didactic, laboratory and clinical instruction must be completed with a cumulative 73 % grade point average at the end of the program and prior to graduation. If a 72 percent or lower is received in a module it must be repeated. Unsatisfactory performance in two modules is grounds for dismissal from the program. Please refer to the school catalog for a detailed description of satisfactory progress. Objectives, criteria and evaluation sheets will be provided to assist the student with his/her progress. Tutoring is available by your instructor or program director after hours for the day student and before class for the evening student. If you need any additional assistance contact your instructor for an appointment. **Any student placed on academic probation will be required to do mandatory tutoring. Non-compliance is subject to suspension.**

- ❖ Compliance with the Student Handbook is part of each modules final grade.
- ❖ A GPA is issued for each module and averaged in the overall GPA.
- ❖ Violations of compliance will be noted on the student advisement record.

Any student, regardless of academic progress, may receive academic counseling at any time during the program. Students will receive a monthly progress report to show modular and overall academic performance.

## ***PROFESSIONAL MEDICAL CONDUCT***

In addition to the described acceptable student conduct, please note that the following behaviors are a major component of professional conduct for all allied health professionals:

1. Accept assigned duties and responsibilities.
2. Demonstrate initiative and productivity.
3. Demonstrate sensitivity, compassion and a caring attitude towards your peers.
4. Demonstrate a cooperative, supportive team attitude toward your peers, instructor and directors.
5. Treat people, as you would like to be treated.
6. Maintain professional grooming and personal hygiene at all times.
7. Any type of harassment, horseplay or threats of any kind will not be tolerated.
8. Any physical violence will be reported to the local sheriff.
9. Use of profanity, insubordination, dishonesty and violation of safety rules are unacceptable behaviors and will not be tolerated.
10. Use or sale of non-prescription drug/s, alcohol will not be tolerated on the school premises and/or surrounding structures.
11. Advanced Training Associates maintains a smoke-free environment.
12. Food or drink is **NOT** permitted in the classrooms, unless designated by the School Director.

## ***SCHOOL POLICIES***

1. Smoking is prohibited in the building. Smoking will be permitted outside on the ground floor 20 feet from the building.
2. In order to be courteous to other tenants, do not block, stand or sit on stairwells or in front of other office suites.
3. Your instructor will provide you with information on times and length of breaks for each scheduled program session.
4. Food and drinks are prohibited in the classrooms and hallways of the school. Water is acceptable and can be consumed in the classroom.
5. **Any student who violates the smoking, break, eating rules will be suspended for three days.**
6. Students must maintain a clean, organized, workstation at all times. When leaving the area, all electrical, computers, water and air lines must be turned off. In the medical classroom, the sinks must be cleaned and disinfected.
7. Students misusing the equipment and instrumental devices may be subject to dismissal.
8. Accidents and/or breakdowns must be reported immediately to the student's instructor. If students or faculty discover a matter that requires urgent attention, it is to be reported directly to the administration. Administration will follow up with needed actions to resolve the issue immediately.

## ***COPYRIGHT INFINGMENT***

Advanced Training will not be held liable for students that choose to participate in unauthorized peer-to-peer file sharing or illegal downloads. A list of legal alternatives for media downloads is available on the school website. Student caught accessing unauthorized material will on campus will be subject to suspension and repeated offenses will lead to expulsion. Students may also be subject civil and criminal liabilities.

## ***EXTERNSHIP EXPERIENCE***

Upon satisfactory completion of all classroom instruction, the day and evening Medical Assistant students will be assigned to a school approved externship site during hours in the day. Dependent on the business hours of the site, the total amount of days will equal 160 externship hours. Assignment to the facility will commence after the student has completed the appropriate externship orientation and personal interview with externship supervisor. Students are required to meet all the objectives, criteria, assigned workday hours, etc. presented during orientation. Punctuality, attendance, proper attire, attitude, etc. are essential to the success of this work-related experience and ultimate success in securing a job. Your program director and/or instructor will be communicating regularly with the site supervisor and you.

## ***CPR CERTIFICATION***

***All students must complete a Healthcare Provider CPR course given by a certified site such as the American Red Cross, American Heart Association, or Sharp Healthcare Cardiac Training Center. A copy of this Certification for the day students must be submitted to the Program Director 30 days before externship***

### ***GROUP LEADERS/GROUPS***

You will be assigned to a group on your first day of class. To maintain maximum learning potential and fairness, your instructor will form groups from a pool of inexperienced-and-experienced students. Your group will also work together to maintain classroom cleanliness, organization of instruments, and maintenance of medical supplies. Each group will be assigned an area of expertise at the beginning of every module. It is your responsibility to keep your classroom clean and neat, as you would your medical office.

### ***GRADUATION***

Success is dependent upon the student's individual efforts, abilities and application to the requirements of the School. Eligibility for graduation requires that the candidate complete the required medical assistant attendance hour requirement (within 1.5 times that standard program length) with the required medical assistant grade point average of 2.0 (and other module grade requirements). In addition, students must complete all designated requirements, such as tests, assignments, minimum clinical completions, etc. The academic transcript records are kept indefinitely. Any student who has not met all financial or other obligations to the School will not be approved for graduation.

### ***PARKING***

Morning and day students can not park in the parking lot next to the school. Students can park on Gillespie Way and walk up the driveway. Night students can park in the lot after 5pm, but can not park under covered parking spots.

**ADVANCED TRAINING ASSOCIATES**

I \_\_\_\_\_ have read and understand the contents of the Medical Assistant/Health Information Technician programs handbook.

I understand the grade and attendance requirements for each module according to the Medical Assistant/Health Information Technician Handbook. \_\_\_\_\_  
Initial

I understand that I will not graduate until grades/attendance requirements are met per module. \_\_\_\_\_  
Initial

I agree to abide by the dress code and rules of conduct. \_\_\_\_\_  
Initial

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date