

Saddleback College Medical Assistant Program Fall 2024

Important Dates:

Requirement Due Date- Thursday, July 18th!

If not **ALL** requirements are turned in by the 18th, you **MUST** attend the **Clinical Compliance Day - Thursday, August 8th**

Mock Interviews- TBA (August)

Continue to check the website for updated dates.

Student Externship Requirements:

- Cover Letter** <https://www.saddleback.edu/jobs/Resumes-Cover-Letters>
- Resume** <https://www.saddleback.edu/jobs/Resumes-Cover-Letters>
- Thank You Letter**-submit a template of your work
- Physical** (from Student Health Center, personal provider, or clinical compliance day). ***Associated fees apply**
- Program Verification Clearance Letter** (provided once **all** health requirements have been submitted and cleared through the Student Health Center- Not the MA department.)
- Background Check** (Castlebranch) - the search will go back a minimum of seven years for county, state, and federal offenses in all counties you have lived, worked, and/or studied. Address verification, sex offender database, Office of Inspector General, and Social Security Number verification and trace will all be included.
- Drug Test** (Castlebranch)
- Malpractice Insurance** (HPSO) - Policy amount must be \$1-\$3 Million. ***Associated fees apply**
- American Heart Association Basic Life Support (BLS) certificate with AED**
- Saddleback College Student ID Card** - A name badge (student ID) is required to be worn each day of your externship. This must be from Saddleback College (not IVC). Contact scadmissions@saddleback.edu or call (949)-582-4555
- Saddleback.edu email address** (change school of record if originally enrolled at IVC; Only use Saddleback College email address).
- Proof of Personal Health Insurance**
- FERPA Release Form**

If any of the items above are incomplete, students will NOT be permitted to enroll in MA217 and the externship will be delayed until next year.

*****MAKE COPIES OF ALL DOCUMENTS*****

PHYSICAL EXAMINATION

A physical examination and proof of health clearance through the Student Health Center is required before being allowed to interview for the externship site. Please see the section on the form that must be completed prior to being seen by the physician/provider.

The Student Health Center signs off on the last page of the physical examination packet, even if the physical was performed at a different medical office. The Student Health Center retains the physical examination information on file in the Student Health Center office. The School of Health and Wellness and the Medical Assistant Program do **NOT** retain copies of your health records.

Schedule an APPOINTMENT, WELL IN ADVANCE with the Student Health Center. They will be reviewing and signing off on your final form.

MAKE AN APPOINTMENT TO HAVE YOUR FORM SIGNED AT THE STUDENT HEALTH CENTER. **949-582-4606**. *Make copies off all your documents to keep before you turn everything in to the Student Health Center.*

If you do not have your own physician, contact the Student Health Center and schedule an appointment. The number is: **949-582-4606**. Appointments must be scheduled in advance.

If you do not have a local physician and are unable to complete your physical examination at the Student Health Center, please contact the following clinic for a low-cost physical examination for Saddleback College students.

South Coast Family Medical Center

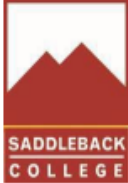
25500 Rancho Niguel Rd, #100 Laguna Niguel, CA 92677. 949-643-0500.

M-F 8:00am-6:00,

S-Su 9:00am-4:00pm.

Cost for physical is approx. **\$35 (check fee)**

*see following THREE pages



SADDLEBACK COLLEGE

Student Health and Wellness Center

28000 Marguerite Parkway SSC 177 • Mission Viejo • 92692-3635

Phone 1-949-582-4606 • Fax 1-949-582-4227

Telehealth Appointments: <https://studenthealth.saddleback.edu>

MANDATORY HEALTH ASSESSMENT AND IMMUNITY STATUS REQUIREMENTS FOR HEALTH SCIENCE PROGRAMS

Instructions to Obtain a Program Verification Clearance Letter:

Our role at the Student Health Center is to review and pre-screen your medical documents to ensure you are compliant with the health requirements for your clinical sites. A Program Verification Clearance Letter is required to start your clinical rotations. This will be emailed to you once we receive and accept all the required medical documents.

- The first step is to make an in person or telehealth appointment with the RN to review requirements, discuss your options, answer questions, and begin to submit documents. You must apply to Saddleback College and have an active Saddleback College email and Student ID to make an appointment with the Student Health Center. Please read this packet in its entirety prior to your appointment. You can make an appointment online at <https://studenthealth.saddleback.edu> or call 1-949-582-4606.
- After your initial visit you may drop off your documents at our front desk, schedule a telehealth visit to upload them in the Zoom chat, or fax them to 1-949-582-4227. Our fax can receive documents 24/7.
- If you complete these requirements with your own medical provider, you need an in-person or telehealth visit to submit completed documents.
- Please submit documents as you receive/complete them so we can make sure you are on the right track. Do not wait until the deadline date to turn everything in.
- Once all documents have been approved you will receive a Program Verification Clearance Letter via your Saddleback College email and the department will be copied. Allow 24 hours to receive your Program Verification Clearance Letter after submitting your medical documents.
- Once you receive your Program Verification Clearance Letter, you may then upload all your documents to Castle Branch. If you have questions related to Castle Branch, please contact your Program Specialist/Assistant.

Required Medical Documents: (Further explanation on the next page)

Positive Titers:

- Measles IgG
- Mumps IgG
- Rubella IgG
- Varicella IgG or ACIF
- Hepatitis B Surface Antibody

2 Step Tuberculosis (TB) Screening:

- 2 recent TB skin tests (TST/PPD) OR 1 IGRA (T-spot or QuantiFERON Gold)
- Chest Xray ONLY if your TST or IGRA is positive

Vaccinations:

- COVID-19 vaccine primary series and booster OR bivalent booster OR current monovalent booster
- Tdap
- Current seasonal influenza vaccine

*You may download and print your digital vaccine record at <https://myvaccinerecord.cdph.ca.gov/>

Physical Exam:

- On form provided. Must be signed, stamped, and dated. To be done during the dates provided by the program.

**Titers (bloodwork):**

- Titers are lab test results that show you are immune to a disease. The clinical sites require positive titers for clinical placement. Proof of vaccination is not sufficient. The first step is to get your blood drawn to see if you are immune to the diseases. If you are not immune (negative or equivocal titer), the next step is to get a booster vaccine immediately. You must then wait a minimum of 4 weeks to recheck your titer. If you recheck earlier than 4 weeks your result is not valid.
- Most people are not immune even if they received all their childhood immunizations. This process may take **several months**, so it is important to get started on it right away.
- Titer tests do not have an expiration date.

Tuberculosis Screening:

- The clinical sites require a 2 Step Tuberculosis (TB) screening. One option is to do TWO TB skin tests (TSTs/PPDs) 1-3 weeks apart. This requires 4 separate visits and can take up to 3 weeks to complete. You can also submit two TSTs from subsequent years.
- Your other choice is an IGRA blood test. This is the T-spot or QuantiFERON Gold. This can take 3-5 days for the lab result.
- If any of your TB tests are positive, you are required to submit a Chest Xray that shows no active TB. Chest Xray is only acceptable proof if a TST or IGRA is positive.
- TB screenings are valid for 1 year.

Covid-19 Vaccination:

- The clinical sites require Covid-19 vaccinations. You can submit proof of a Moderna/Pfizer primary series and one booster, or a single bivalent booster, or a single current monovalent booster.
- If you received another brand of Covid-19 vaccination, we will discuss your options with you.

Tdap Vaccination:

- A current Tdap vaccination is required by the clinical sites. Tdap vaccines are valid for 10 years and must last through the entire program.
- A Td vaccine is not accepted.

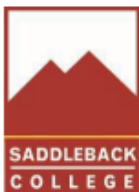
Influenza Vaccination:

- You must submit proof of the current seasonal influenza vaccine. A new influenza vaccine is released every August. Influenza is detected year-round and typically peaks between December and February.

Physical Exam:

- You must complete a physical exam with a healthcare provider on the form provided. The form must be completed in its entirety, including the vision screening. The form must be signed by you and the provider. It must contain an office stamp and the date of service.
- The physical exam is valid for 1 year.

*If you choose to decline any of the above medical requirements you must speak with the Program Specialist/Assistant for further advisement before making your initial appointment.



You may complete these requirements at the Student Health Center or through your personal medical insurance. The prices at the Student Health Center are listed below. We do not accept health insurance.

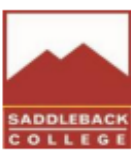
MMR IgG Titer	\$50
Measles IgG Titer	\$20
Mumps IgG Titer	\$20
Rubella IgG Titer	\$20
Varicella ACIF Titer	\$20
Hepatitis B Surface Antibody Titer	\$15
Physical Exam	\$20

QuantiFERON Gold blood test	\$55
TB Skin Test (TST/PPD)	\$20 *2 nd step Free.
MMR Vaccine	\$85/dose
Varicella Vaccine	\$175/dose
Hepatitis B Vaccine (Heplisav-B)	\$135/dose
Seasonal Influenza Vaccine	\$20/dose
Tdap Vaccine	\$75/dose

Some financial assistance may be available through the Financial Aid office if you have completed a FAFSA and/or through Saddleback College C.A.R.E. Corner. You can contact them at 1-949-348-6410.

Attention Veterans: If you are using your G.I. Bill education benefit, the VA will pay for your medical requirements at the Saddleback College Student Health Center. Contact the Veterans Office at 1-949-582-4870 **prior** to scheduling your appointment. You will not be reimbursed if you pay before contacting the Veterans Office.

**** We need physical copies of all your medical documents. It is your responsibility to ensure all documents have your correct name and date of birth. All blood test results must include reference ranges and the date it was collected. Screenshots and "Result Trend" views will not be accepted. All immunizations must have the date of administration. No handwritten information will be accepted. All physical exam forms must be completely filled out including a vision screen, signed by you and the provider, include an office stamp, and the date of service.**



**Saddleback College Health Science and Human Services
Physical Evaluation and Recommendation**

Applicant Name: _____

Date of Birth: _____

To the Applicant - Complete the Medical History below BEFORE your appointment:

Have you ever had or do you currently have?	NO	Yes (explain)
Impaired hearing		
Impaired vision		
Shortness of breath on exertion		
Pain, pressure or tightness in the chest		
Fainting spells, dizziness or blackouts		
Excessive weakness or fatigue		
Epilepsy or seizures		
Severe depression and/or anxiety		
Addiction to narcotics, alcohol or other illegal drugs		
Low back pain or a "slipped disc"		
Joint pain		

Medical Documentation: To Be Completed by Medical Provider ONLY

Vision: OD 20/____ OS 20/____ OU 20/____

Check One: Corrected Uncorrected

Areas evaluated	Normal	Abnormal/Findings
Eyes		
Ears, Nose, Throat		
Heart, Lungs		
Spine		
Range of Motion: Back/Extremities		
Neurological Status		
Emotional Status		

Check one:

- I certify this student meets the physical standards described in the attached Program's Technical Standards and Instructions for Physician or other Licensed Healthcare Provider and is qualified for participation in the Saddleback College Health Science and Human Services Program.
- I recommended the following disability related accommodations: _____
- Conditionally qualified for program placement. Student must obtain written medical clearance from a private Licensed Healthcare Provider or specialist for the following reasons: _____
- Not qualified for program placement for the following reasons: _____

**** Provider's Signature and Date****

**I hereby authorize release of all records of my examination to
the Health & Wellness Center at Saddleback College**

Provider's Office Stamp

Applicant's Signature

DO NOT FORGET THE LAST STEP OF THE HEALTH CLEARANCE

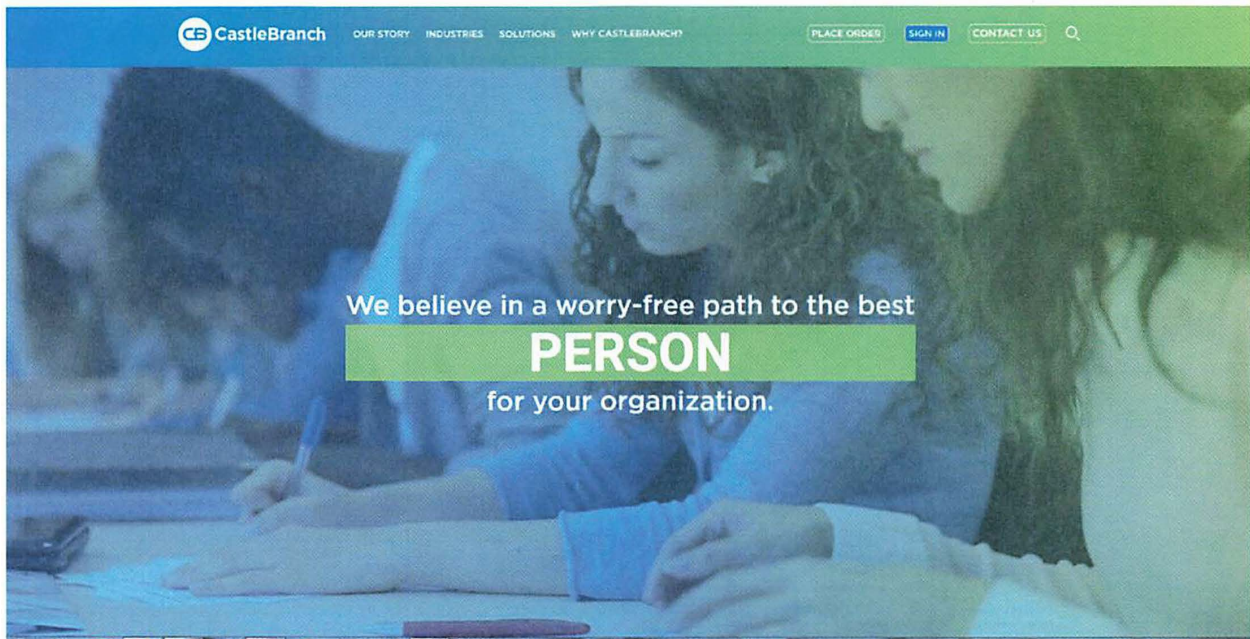
Once the preceding three pages are completed and signed by your provider, schedule an appointment with the [Student Health Center](#) to submit the paperwork and obtain your Program Verification Clearance Letter. The health clearance process is only finalized upon receipt of the program verification. Make sure to upload both the program verification and all required health documents to Castlebranch.

BACKGROUND CHECK & DRUG SCREENING

Your results will be good for 12 months; for some reason if you pass that expiration point you will need to redo this. We CANNOT accept any other background/drug test you may have recently done. Allow 5-7 days for electronic results.

You will need to complete your background check & drug screening on-line at www.castlebranch.com. Follow the steps provided for you in this packet.

1. CastleBranch.com
2. Click "Place Order"
3. Enter package code "DJ15" AND "DJ15im" (\$135)
4. Agree to Terms and Conditions
5. Enter Personal Information and click "next"
6. Create Username and Password and click "create account"
7. From here, you will follow prompts for steps 3 through 8





Saddleback College – Medical Assisting
Instructions for Order Placement

Welcome to myCB!

When you place your initial order, you will be prompted to create your secure myCB account. From within your myCB, you will be able to:

- ✓ View your order results
- ✓ Upload and store important documents and records
- ✓ Manage requirements specific to your programs
- ✓ Place additional orders as needed.
- ✓ Complete tasks as directed to meet deadlines

To place an order, go to mycb.castlebranch.com

In the “Place Order” field, enter the following package code specific to your organization:

Username Password Login
Forgot Password?
Place Order Package Code

DJ15 – Background Check & Drug Test \$94.74
~~DJ15bg~~ – Background Check Only \$52.75
~~DJ15dt~~ – Drug Test Only \$42.00
DJ15im – Compliance Tracker Only \$38.00

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your myCB and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

TO-DO LISTS

You can respond to any active alerts or To-Do List items now, or return later by logging into your myCB. You will receive alerts if information is needed to process your order. Access your myCB anytime to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.

Your myCB Service Desk is available to assist you via phone, chat and email
Monday-Thursday 8:00 a.m.-8:00 p.m. & Friday 8:00 a.m.- 6:30 p.m. & Sunday 10:00 a.m.- 6:30 p.m.
888-723-4263 or servicedesk.cu@castlebranch.com

WE'RE HERE FOR YOU!

We know your schedule is packed and your time is **valuable**, so we offer several ways for you to **get in touch with us**.



FAQ VIDEOS/PDFs

Our **video FAQ library** covers a range of topics designed to pinpoint students' most frequently asked questions. Each video is a 30-second snippet, quickly giving you the information you need. The most frequently watched videos sort to the top of the list, making them easy to find.

Not a fan of videos? Instead you can read our FAQs in a written format.

SUBMIT SUPPORT INQUIRY

You can log into your **myCB** account to submit an inquiry. Log into your **myCB** account and select "**Need Help**" in the upper right corner, then choose "**Submit Support Inquiry**" from the drop-down menu. Our student help desk will reply within two days, including on Sundays. *(Yes, we're here on Sundays, too!)*



EMAIL

Email our student help desk at **studentservices@castlebranch.com**. We'll respond within two business days, including Sundays.



LIVE CHAT

From **8 a.m. to 3:45 p.m. ET, Monday through Friday**, our student help desk experts are available through live online chat.



CALLBACK

When you reach our **student help phone line**, you have the option to leave your phone number, entering it into a call-back queue. One of our help desk experts will call you back before the end of the day. No need to wait on hold.

LIABILITY INSURANCE

Go to www.HPSO.com to apply immediately online. I need a copy of your Certificate of Insurance. The annual cost is approx. \$25.00. HPSO.COM

1. Click "Apply Now"
2. Click "Professional Liability Insurance Quick Quote"
3. Select "Individual"
4. Enter "California," "Medical Assistant," select "Student"
5. Select "Complete Online Application" and follow prompts

The screenshot shows the HPSO website interface. At the top right, there is a phone number 1-800-882-8491 and buttons for "Apply Now", "Renew Now", "My Account", and "Contact Us". A search bar is located below the navigation menu. The navigation menu includes "Individuals", "Businesses & Practices", "Schools", "Brokers", "Risk Education", "Our Partners", and "Support". The main heading is "Quick Quote for Individual Professional Liability Insurance".

Quote Details

Total Due (Annual premium + fees)	\$25.00
State:	California
Profession/Area of study:	Medical Assistant
Employment Status:	Student
Recent graduate:	No
Limits of liability:	\$1,000,000 / \$3,000,000
Annual Premium:	\$20.00
Healthcare Providers Service Organization Purchasing Group Membership Fee	\$5.00

[Read more about the coverage offered](#)
(This link opens in a new window, so you will not need to re-enter your information if you want to continue to apply.)

- Do you have all the coverage that you need for your non medical activities? [Click here](#) to learn more.

◆ Healthcare Providers Service Organization is proud to have been selected as the preferred provider of professional liability insurance by more than 30 associations.

Two Ways To Apply

Complete Your Online Application

Processing Time: If you choose our online application process, you can receive your Certificate of insurance (proof of coverage) within one business day of your application approval.

Payment: To use this option, payment via credit or debit card, in your name, is required at the time of the application. (Because this online transmission does not allow for your actual signature, your credit card acts as your signature. Therefore, the credit or debit card used for payment MUST be in your name.)

[Click here](#) to read about secure transactions with HPSO.

Complete Your Paper Application

Complete the application online, then print a copy and submit it to our office via mail or fax.

Processing Time: Your application will be processed within 7 - 10 days of receipt. If you need to receive proof of coverage in a more timely fashion, select the Online option above and e-billing on the application that follows.




Payment: You can submit a check or credit/debit card information with your application, or receive a bill after your application is processed. (Bill Me Later option not available for students.)

Rates, limits and coverage may vary based on state, profession, and employment status.

HEALTHCARE PROVIDER CPR CARD

Only the "Healthcare Provider" card through the American Heart Association is accepted.

Meets from: 4/22/2024 to 5/5/2024

TICKET	SEAT COUNT	DAY	TIME	LOCATION	INSTRUCTOR	INFO
21110 ● OPEN  ADD TO CART	Open Seats: 26	TBA	8.30 hrs/week	HS 112	M. Wolff	 DETAILS  BOOKS

 **LOW TEXTBOOK COST** Total textbook cost is \$40 or less.

 Hybrid: Asynchronous Online & Face to Face on Campus. (On campus for 1 Saturday, from 8:30 - 5:00 pm on 5/4 in HS 112)

If you do not already have your CPR card and you cannot get into the class here at Saddleback, we recommend Lifeline Healthcare Education.

Location:

Lifeline Healthcare Education
27601 Forbes Road
Suite #20
Laguna Niguel, CA 92677

Phone: (949) 247-0247

Email: lifeline@lifelinecpr.com

<http://www.lifelinecpr.com/>

There are multiple locations all around Orange County. The one listed above is the closest one to the college.