

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
Clinical Compliance Day/Open Skills Lab – Thursday, August 8th
Mock Interviews – TBA (September)

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**
- Physical** (from Student Health Center, personal provider, or clinical compliance day)
- Program Verification Clearance Letter** (you will receive this once all health requirements have been submitted to 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)
- American Heart Association Basic Life Support (BLS) certificate**
- Saddleback College Student ID Card** - A name badge (student ID) is required to be worn each day of your externship
- Saddleback.edu email address** (change school of record if originally enrolled at IVC)
- Proof of Personal Health Insurance**
- FERPA Release Form**

If any of the items above are incomplete, you will NOT be allowed to enroll in MA217. In such cases, you will need to defer to the following fall semester.

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

PHYSICAL EXAMINATION

A physical examination is required before we will assign you to an externship site. There is a section for you to complete on the physical form BEFORE seeing a physician.

The Student Health Center must sign off on the last page even if you had your physical done at a different medical office. The Student Health Center will keep your physical information on file in their office. **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, call the Student Health Center to make an appointment at 949-582-4606. They will be happy to do your physical here on campus.

If you do not have a local physician and are unable to complete your physical examination at the Student Health Center, you may contact the following clinics for a low cost physical examination for Saddleback College students, no appointment necessary for either site.

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

*see following THREE pages

DO NOT FORGET THE LAST STEP OF THE HEALTH CLEARANCE

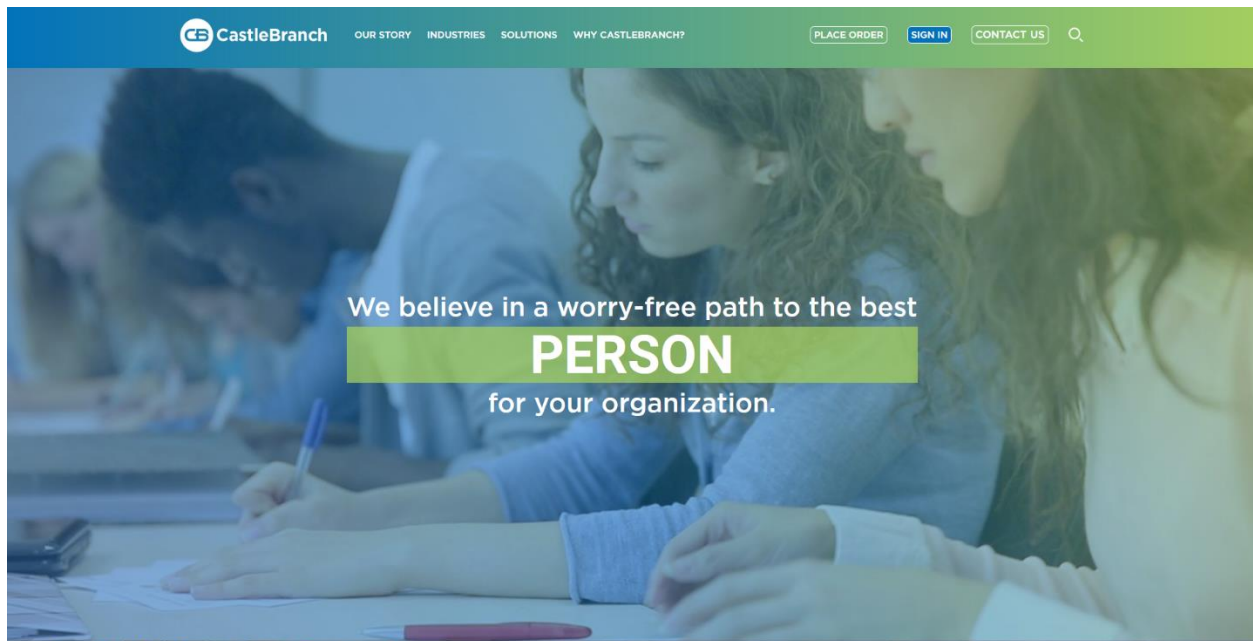
Once the preceding three pages are completed and signed by your provider, schedule an appointment with the [Student Health Center](#) to submit the paperwork and obtain your Program Verification Clearance Letter. The health clearance process is only finalized upon receipt of the program verification.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



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

1-800-982-9491 Apply Now Renew Now My Account Contact Us

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Quick Quote for Individual Professional Liability Insurance

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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 [2] :	\$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.

FERPA Release Form

I, _____, consent ____ do not consent ____ to the release of my education records to Saddleback affiliates for the purpose of keeping them informed about my educational placement at the facility. I understand that education records include, but are not limited to, information about my academic standing, healthcare records, criminal background results, medical and professional insurance, directory information, and so on. I understand that any disclosures will be within the Family Education Rights and Privacy Act (FERPA) statues and District policies. I acknowledge that I may submit a subsequent notification in writing directing the College to no longer release information to any healthcare or educational affiliate, but in doing so, may impede my ability to complete the course or program.

Program

Name: Print Full Legal Name

Signature

Date

Deadlines:

Clinical Compliance Day

If not ALL requirements are turned in by the 11th, you MUST attend the **Clinical Compliance Day - Thursday, August 8th**

Room HS 105

Bring all your paperwork!!!

If you plan on attending Compliance Day, please closely review this information:

We expect Compliance Day to be from 8:30am to 12:00pm. We ask that you come to the Health Sciences building, room 105 at 8:30 am. Attached to this email is a map of campus. You can park in student parking (lots 5, 5A, 9, and 10 are closest to the health sciences building). If you do not have a parking pass, you can purchase a day pass at the kiosk in lots 5A, 9, and 10.

For your online forms, please bring:

- ⦿ Your Saddleback or IVC login
- ⦿ Your CastleBranch login
- ⦿ A credit or debit card to purchase your professional liability insurance (if not already purchased)

On Thursday, the schedule for the day is as follows:

8:30am to 9:00am- check in at room HS 105

9:00am to 12:00pm- CastleBranch documents upload

9:00am to 12:00pm- Health Center appointments as needed

****This schedule is subject to change. ****