



2021-2022 Medical Administrative Assistant Checklist Capstone Project Required

On the first day of class, you will need to submit the following documentation to your instructor:

- Copy of Demonstration of Program Readiness assessment.
- Copy of receipt of first payment from the Treasurer's Office.

By the first day of class, you should also have your:

- EGTC Student ID - Available at the Treasurer's Office after payment.
- FAFSA and financial aid file completed.
- Official, sealed or electronic college transcripts submitted to Student Records if you are requesting to transfer credits into the program (see advisor).
- Textbooks - Available at <http://emilygriffith.textbookx.com>. Please see below.

Items required for clinical placement (Additional items may be required. See instructor for dates.)

- Copy of your criminal background check. Order your background check at American DataBank www.emilygriffithtechnicalcollegecompliance.com (303) 573-1130 \$59. See back side of checklist for information on disqualifying offences. **Must be completed within 3 months prior to start date.** When asked to list a position, enter Phlebotomy.
- Basic Life Support needs to be completed prior to you being registered for your clinical. BLS courses are available through the Emily Griffith Technical College of Health Sciences and Administration for an additional fee. Please see the website for additional information and a link to the course schedule.
- Copy of 10-panel Drug Test taken within two weeks of program start date. Test available at Rocky Mountain Drug Testing 303-407-9316 \$25 cash or Wiz-Quiz <http://www.wiz-quiz.com> (303) 914-1045 \$35 cash.
- Copy of two MMR (measles, mumps, rubella) vaccines or MMR titer documenting a positive result.
- Copy of Varicella (chickenpox) vaccine, Varicella titer documenting a positive result, or a physician's documentation of disease.
- Copy of 2 HBV vaccines (Hepatitis B Virus) or titer documenting a positive result. The HBV vaccines are three separate vaccinations over a 6 month period.



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- Copy Tuberculosis (TB) skin test results documenting a negative reaction within the last year, or a copy of negative chest x-ray results taken within the last five years. TB skin tests are available at various locations, including the Denver Health TB Clinic, independent pharmacies, urgent care facilities, public health departments, and physician offices. QuantiFERON-TB Gold blood test results or chest x-ray results within the last 5 years are acceptable in place of the TST. [**NOTE:** The TST is a 2-step process and takes 48-72 hours to complete. Please plan accordingly.]
- Copy of tetanus/diphtheria/pertussis (TDap) vaccine.
- Copy of current Flu vaccine
- Copy of COVID-19 vaccine

Course Code	Book ISBN	Book Title	Author	Edition/year
MAP110/MAP 120	9780323400756	Medical Office Administration, 4th edition	Potter	4th ed/2018
HPR 139/HPR 208	9780323551472	The Language of Medicine	Chabner	12th ed/ 2020
HPR106	978032496414	Legal and Ethical Issues for Health Professionals	Nguyen	4th ed or newer
BTE166	9781259911811	College English and Business Communication	Camp & Satterwhite	11th ed/2019
CIS118/CIS 140	9781509307685	Microsoft Office 2019	Lambert & Frye	2019
MOT 121	978-1492922308	Ultimate Medical Scribe Handbook: General Edition	Thompson & Kingsley	
HPR 101	9780547913988	Outside In: The Power of Putting Customers at the Center of Your Business	Manning and Bodine	

Costs are approximate. **Keep a copy of all documentation for your own records.** If you have questions about this checklist, please contact the Health Sciences and Administration Career Navigator Asawer Alhilo asawer.alhilo@emilygriffith.edu



**Colorado Community College System
Healthcare Programs
Disqualifying Criminal Offenses**

The following criminal offenses appearing on a criminal background check will disqualify an applicant for admission to CCCS Nursing, Emergency Medical Services (EMS), and Allied Health Programs.

- Any felony conviction (no time limit).
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application. •Any offense involving unlawful sexual behavior.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.
- Any crime of elder or child abuse, as defined in section 18-6-401 C.R.S.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 7 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders (no time limit).
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application. •Listed on the U.S. Treasury, Office of Foreign Assets Control (OFAC) or Specially Designated Nationals (SDN).
- Listed on Health and Human Services/Office of Inspector General List of Excluded Individuals/Entities or the GSA List of Parties Excluded from Federal Programs.
- If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis.
- Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.
- If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college applied at. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.