



Medical Assisting Checklist 2022-2033

Be ready for the first day of class:

Payment & Student ID

- Confirm payment. For more information regarding payment arrangements, click [here](#).
- Get your student ID:
 - You can get your student ID at the Treasurer's Office after payment is confirmed.

Supplies

- Pen or pencil.
- Required Textbooks to be purchased by student:

Course	Title	ISBN	Edition/Year
HPR 106 Law and Ethics for Health Professionals	Law and Ethics for Health Professions	9781260021943	9th ed/2021
HPR 139/208 The Language of Medicine	The Language of Medicine	978032551482	12th ed/2020
MAP 110/125/133/135 136/138/140 Basic Medical Sciences I, 2 & 3 & Med. Asst Lab 1 & 2	Kinn's the Medical Assistant: An Applied Learning Approach	9780323581264	14th ed/2020
MAP 183 Medical Assistant Externship	MA Notes: Medical Assistant's Pocket Guide	9780803645615	3rd ed/2016
MAP 189 Review for Medical Assistant National Exam	Medical Assisting Exam Review for CMA, RMA and CMAS Certification	9781451192568	4th ed/2016

Program Policies & Expectations

- Pass a Criminal Background check, within 3 months of program start date. List of Disqualifying Criminal Offenses:
coloradostateplan.com/educator/health-science/nursing-background-check/
- Provide BLS for Healthcare Providers card issued by the American Heart Association.
- Pass Drug Test, within 2 weeks of the program start date.
- Provide documentation from a healthcare provider for each item listed below. The document(s) must be downloaded to the American Databank Website. Instructions are at the bottom of this document.
 - MMR** - Mumps, Measles, Rubella Evidence of a two-dose MMR vaccine series administered at least 28 days apart or evidence of immunity.
 - Hepatitis B** - Evidence of a three-dose HepB vaccine series or evidence of immunity.
 - TDap** - Tetanus, Diphtheria, Pertussis - Evidence of a single dose TDap or Evidence of single dose TD accompanied by proof of previous Tdap. Every 10 years, or after 5 years in the case of a severe or dirty wound or burn.
 - TB - Tuberculosis** - Annually. TB skin test read 48-72 hours after injection with the last 12 months or Negative blood test completed by either QuantiFERON Gold TB Test or T-Spot.
 - Students with a history of varicella may provide verification by a healthcare provider noting the month and year of the disease.
 - Varicella** - Evidence of two-dose varicella vaccine administered at least 28 days apart or evidence of immunity.
 - Students with a history of varicella may provide verification by a healthcare provider noting the month and year of the disease.
 - Influenza** - Annually in the Fall: Evidence of seasonal influenza vaccine.
 - COVID-19 Vaccination:** Up-to-date with boosters as recommended by the CDC.

Instructions for Background check, Drug screening and Compliance Tracking:

Complio is part of American Databank and is an online tracking and screening system to store your documents required for the program. The cost to you is \$94.95.

Click on this link: emilygriffithtechnicalcollegecompliance.com and select "Create New Account."

After you complete your registration, select the bundle that includes; Criminal Background check, Drug Screen, and Compliance tracking and follow the instructions.

The immunizations listed above are required for this program and must be downloaded into the American Databank Website **1 month prior to starting class**.

You must have a government-issued ID. The minimum age requirement is 18 years old.

Criminal background check is to be ordered on the Complio website.

- Must be **completed within 3 months prior to the program start date**.
- 10-Panel Drug Test also ordered on the Complio website. This test must be **taken within 2 weeks of the program start date**.

Criminal Background check and the drug screening results will automatically be added to your tracking section in Complio.

Costs are approximate. Keep a copy of all documentation for your own records. For questions, please email health.questions@emilygriffith.edu.