



OFFICE OF ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT • HEALTHCARE EDUCATION •

MEDICAL ASSISTANT/CCMA PROGRAM GENERAL INFORMATION

**Please call for program dates and
locations.**

HEALTHCARE EDUCATION OFFICE
HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
ONE HACC DRIVE, BLOCKER HALL, ROOM 221, HARRISBURG, PA 17110
MAIN PHONE: (717) 221-1352

(11/4/2025)



HACC WORKFORCE DEVELOPMENT/NONCREDIT FREQUENTLY ASKED QUESTIONS

How do I register for a workforce development/noncredit class?

You can conveniently register online with a credit or debit card. You can contact the program coordinator at 717-221-1354 to learn about any upcoming programs that are scheduled.

When can I register for a workforce development/noncredit class?

When a workforce development/noncredit class is advertised, registration is open to the public. The deadline for registration is:

- (1) until the class start date, or
- (2) other published registration deadline, or
- (3) until the class reaches maximum capacity, whichever comes first.

It is recommended you register promptly for a workforce development/noncredit course or program. Many classes fill up early. By waiting too long, you also run the risk of a class being cancelled without your enrollment if minimum enrollment isn't met one week prior to the scheduled start date.

Do I have to pay now? By what method can I pay?

Unless otherwise specifically stated, all workforce development/noncredit tuition and related class fees are due at the time of registration. Payment may be in the form of HACC accepted credit cards (Visa, MasterCard, Discover), personal check, money order, or cash. Tuition may be billed to third-party payers, i.e., student employer, with a formal written authorization to bill request.

Are there any discounts for residency or for senior citizens for a workforce development/noncredit class?

No discounts are available for residency or for senior citizens.

Do I have to complete a HACC admission application to take a workforce development/noncredit class?

No, you do not need to complete a HACC admissions application for workforce development/noncredit classes. Simply register using the link above.

Why do you need my date of birth, home address, full name, and phone numbers?

All workforce development/noncredit class participants are entered in our system as HACC students. Every class you take at HACC will appear on your official transcript. It is very important that we do not duplicate HACC ID number. We need all your personal identification in order to thoroughly search 60+ years of records. Your HACC ID number, which begins with an "H", should be used to register for future HACC classes.

Where should I park?

Workforce development/noncredit students may park in any HACC public parking lot. A parking hang tag is not required. However, please do not park in restricted parking areas (handicapped, etc.) without proper authorization.

Do I need a HACC student photo ID card?

Workforce development/noncredit students are able to receive a HACC photo ID if their course or program is at least six (6) weeks in length.

What about books for workforce development/noncredit classes?

The textbook for this program is provided at the first class meeting.

Will I get a refund if the class cancels or if I drop out?

If HACC cancels a course, training, seminar, conference or trip/tour, all paid participants will receive a 100% refund of all tuition and fees. Any student who wishes to drop a course may do so by visiting or calling any of the campus Welcome Centers. These requests must be made by phone or via email no less than one (1) day prior to the first class meeting date to be eligible for a full refund of tuition and fees, except for any tuition or fees noted as nonrefundable.

Unless otherwise specifically stated or approved, **no refund will be issued after the class start date.** We do not issue partial refunds in the event a student starts a class late or does not complete the class. In addition, if a student fails an individual course, there are no refunds.

Why would a class be canceled?

All classes have a maximum enrollment limit beyond which no additional students may be added and a minimum class size that must be reached before a class will be taught. These limits vary depending upon the nature of the class and the available instructional space. If the minimum class size is not reached, the class may be cancelled. If a class is cancelled, it is typically done two to three business days before the class start date. It is important that interested parties register before that time.

A class may be cancelled due to a situation with an instructor or class location. Every effort will be made to reschedule the class in either of these circumstances. Students will be promptly contacted as soon as possible should there be any changes.

HACC reserves the right to add or delete a course, change times, location, fees, or instructors at its discretion.

We make every effort to contact a student when a class is cancelled or changed. It is important that you provide us with current phone numbers and/or e-mail addresses. We will leave phone messages if we cannot reach the student.

Why are some classes offered at one campus and not another?

Local interest, qualified instructor availability, and/or appropriate class location availability may all be factors as to why classes are held at particular locations instead of others. We are continually investigating new ideas and locales for classes. We appreciate any feedback or ideas you may have. You can e-mail such ideas to: wedinfo@hacc.edu.

Are there any scholarships available to cover the cost of some or all of my tuition?

You are welcome to apply for a scholarship for this program by accessing the online non-credit scholarship application at this link: <https://www.hacc.edu/Paying/TypesofAid/Scholarships/Noncredit-Scholarship.cfm>. Please follow the instructions exactly as written to ensure your application is considered.

We cannot guarantee that scholarship funds are available throughout the year but we do encourage students to review the scholarship link provided above and follow the directions exactly as stated to apply no less than two to three weeks prior the start of each class. This scholarship will cover up to \$2,000 but only if the program is held on the HACC Harrisburg campus or Midtown 1 center. If the tuition is more than \$2,000 as is the case for the Medical Assistant/CCMA program, the student is responsible for paying the balance upon registering for the program. If you have any questions, please call the Healthcare Education office at 717-221-1352.

Medical Assistant/CCMA Program

Program Cost: \$5,990 (Textbooks & Certification Exam Included)

533 Total Program Hours

Program Coordinator, Jackie Foster jafoster@hacc.edu

Contact (717) 221-1352 or by email nchealth@hacc.edu for the latest and most up-to-date information.

Get a jumpstart on YOUR Medical Assisting career with this comprehensive, fast-paced program. The program includes 413 hours of classroom/lab instruction and concludes with a 120-hour, unpaid clinical/externship experience, and prepares you to take the National Healthcareer Association's Certified Clinical Medical Assistant (CCMA) certification exam, an industry-recognized certification. (Exam cost included in tuition.)

(Once you are certified and working in the healthcare field, you may pursue HACC's Health Science Associate in Applied Science degree and be awarded up to 30 credits toward the program upon enrollment!)

Full- and part-time classes are held at various HACC campus locations. Additional classes held at other HACC campuses. The part-time, evening program can be completed in eight to 11 months (depending upon holidays) attending classes three evenings per week), and the full-time, day program can be completed in five to six months attending classes four days a week.

CAREER OPPORTUNITIES

This program will prepare the student for employment as a Medical Assistant in an ambulatory care setting as well as to take the National Healthcareer Association's Certified Clinical Medical Assistant (CCMA) Certification examination. The Medical Assistant/CCMA program consists of six modules, four labs and a clinical externship.

Competency Profile

Upon successful completion of the course the student will be able to:

- Describe the functions of the principal body systems including anatomy and physiology.
- Review the concepts, etiology, symptoms and treatments of most common disorders and diseases.
- State the essential qualifications of a successful Medical Assistant in an ambulatory care setting, including professionalism, communication, healthcare law and ethics, cultural diversity and safety in the workplace.
- Demonstrate competency to perform contemporary office medical laboratory services, including venipuncture and basic specimen interpretation.
- Identify medication classifications, drug actions and interactions, administration of medication principles and competencies and measurement and dosage calculations.
- Define necessary clinical procedures for the ambulatory care setting and perform and competencies related to skills such as vital signs, performance of an EKG, assisting in minor office surgery, patient interview, preparation and assistance during an examination, wound care, emergencies in the office and leadership.

PROGRAM REQUIREMENTS

1. Student must be 18 years of age and have a high school diploma or high school equivalency.
2. Pennsylvania Child Abuse History Clearance (See document at end of program guide on how to obtain.)
3. FBI Background Check (See document at end of program guide on how to obtain.)
4. Pennsylvania State Police Criminal History Report (See document at end of program guide on how to obtain.)
5. Documentation of current flu season's influenza vaccine (if clinical externship is performed between Oct. and March).
6. Physical examination and required immunizations (The health history form is on the last page of this document.)

Note: The above clinical requirements are subject to change by our clinical partners.

Requirements 2. through 6. must be completed (at the student's expense) and provided to the Healthcare Education office no later than two (2) weeks prior to starting the program. Clearances and health history form can be emailed to jafoster@hacc.edu. Please be sure to place your name, program and program start date in the "Subject" line.

If unable to provide either of the criminal background reports prior to the start of the program due to a processing delay, and should either report include any prohibitive offenses, you may not be able to complete the program if you cannot participate in the clinical portion of the program. No refunds will be granted under these circumstances.

SUCCESSFUL PROGRAM COMPLETION

PLEASE NOTE that progression in and completion of this program is dependent upon the student passing each and every quiz with a minimum grade of 75% (seventy-five percent). If at any time the student fails a quiz the student will be dismissed from the program (with no refunds) as program content builds upon all material covered from the beginning of and throughout the program. Quiz and final exam grades are NOT cumulative.

**** There are no tuition refunds (partial or full) after the start of the program. ****

To receive a passing final grade, the student must satisfactorily complete all assignments, have an 80% (eighty percent) attendance rate and score at least 75% (seventy-five percent) or higher on each quiz, test, and/or homework assignments. Student must also complete clinical assignment as part of this program.

Both day and evening classes forming now. You may also call 717-221-1352 for more information.

REQUIRED PROGRAM DRESS CODE

- Students are required to wear burgundy scrub pants and top to all skills lab sessions and when attending the clinical externship.
- No hoodies, fleece wear or sweatshirts are permitted. If sensitive to the cold weather or air conditioning, students can wear a burgundy or white lab jacket to match their scrubs or wear a long-sleeved white tee shirt under the scrub top (no other colors are permitted.)
- Nursing type shoes or clogs are required in the classroom/lab and during the clinical externship. Shoes must have a closed toe and closed heel. Leather or vinyl sneakers are permitted; however, sneakers with any mesh material are not permitted for safety reasons. Shoes must be all white or black (other than any brand logo) – no other colors are permitted. Crocs are not permitted.
- Fingernails must be no longer than 1/8". No acrylics, tips or adornments, e.g. sequins, rhinestones.
- Hair must be neat and pulled away from face at all times. Beards must be neatly trimmed.
- Piercings are limited to five (5) ear piercings TOTAL (not "per ear") and cannot be dangling from earlobe. One nose piercing is limited to a small stud. Tongue piercings are not permitted – spacers must be worn.
- Ear gauges are not permitted.
- Tattoos must be tasteful. All tattoos deemed inappropriate in content must be covered.

ATTENDANCE REQUIREMENTS

Due to the short length and fast pace of the program (specifically the full-time program), it is strongly recommended that students make every effort to attend all classes. If attendance falls below 90%, successfully completing the program is unlikely. Please let your instructor know if you face any attendance challenges.

Program Modules

Introduction to Healthcare & Ethics	36 hours (via Zoom)
Medical Terminology	36 hours (via Zoom)
Anatomy & Physiology	69 hours (via Zoom)
Nutrition and Healthy Living	10 hours (via Zoom)
Front Office Operations/Electronic Health Records	36 hours (via Zoom)
Health Insurance	36 hours (via Zoom)
NHA CCMA Mid-point Review	18 hours (via Zoom)
Clinical Practices I	40 hours (at assigned campus)
Clinical Practices II/Pharmacology	51 hours (at assigned campus)
Clinical Externship	120 hours (at a clinical site)
NHA CCMA Exam Preparation and Testing	11 hours (at assigned campus)

Introduction to Healthcare & Ethics (36 Hours)

This course provides a comprehensive introduction to the complex structure of the U.S. healthcare system. It examines the key institutions, participants, and delivery models, as well as the economic, legal, and ethical issues affecting the industry. It provides a foundational overview of the legal, moral, and social issues that arise in clinical practice, healthcare organizations, and public health policy. Students explore core ethical principles and legal precedents and their application through case studies to develop ethical decision-making skills.

Medical Terminology (36 Hours)

This course teaches the universal language of healthcare by focusing on word parts (prefixes, suffixes, and roots) to help students define, interpret, and build medical terms. This skill is then applied to a body systems approach, covering anatomy, physiology, and pathology.

Anatomy & Physiology/Human Diseases (69 Hours)

Anatomy and physiology examines the body's various levels of organization, from the chemical building blocks to the organ systems, and explores how these parts work together to maintain a stable internal environment, a process known as homeostasis. This course also provides an in-depth study of the structure and function of the human body, with an integrated focus on how disease and illness disrupt normal physiological processes.

Nutrition and Healthy Living (10 hours)

This course outlines how students learn foundational nutrition concepts, understand the body's processes, and gain tools for making informed choices about food, physical activity, and overall well-being. Topics include nutrient functions, balanced meals, meal planning, the digestive system, and strategies to differentiate reliable health information from fads. The course's goal is to help students adopt a sustainable, healthy lifestyle by making nutrition and activity a part of their daily routine.

Front Office Operation/Electronic Health Records (EHR) (36 Hours)

This course covers the core administrative tasks of a medical office and the use of electronic health record systems. The curriculum trains students in patient management, record keeping, medical ethics/HIPAA, billing, and the regulations surrounding patient data.

Health Insurance (36 Hours)

This course examines the U.S. health insurance system, emphasizing the foundation needed to understand the healthcare delivery system, insurance practices, and reimbursement methods. It covers the essential aspects of health insurance, from different policy types and provider organizations to the complexities of federal and state regulations. Students will learn about the healthcare revenue cycle and claims management, while also gaining an understanding of specialized areas like managed care and government-funded programs.

National Healthcareer Association (NHA) CCMA Mid-Point Review (18 Hours)

(Please note: A Certified Medical Administrative Assistant (CMAA) review is held if any students are registered for the Physician Office Assistant (POA) portion of the program; otherwise this time is devoted strictly to the CCMA mid-point review.)

The NHA mid-point review offers learning solutions and preparatory materials to help candidates study for the Certified Medical Administrative Assistant (CMAA) or the CCMA exams, focusing on practical, in-demand skills and using interactive tools and focused review processes to identify and address knowledge gaps.

Clinical Practices II/Pharmacology (51 Hours)

This course provides foundational knowledge to perform laboratory procedures, including specimen collection and waived testing, and to understand pharmacology principles for safe medication administration. Students learn drug terminology, dosages, routes of administration, therapeutic effects, side effects, and calculations, alongside clinical lab skills such as phlebotomy, urinalysis, and proper handling of specimens in accordance with federal regulations.

Medical Lab I (30 Hours)

This course on medical laboratory procedures for medical assistants introduces the essential skills and regulations for performing diagnostic tests in a physician's office or clinical setting. The curriculum emphasizes patient safety, proper specimen collection and handling, and accurate testing for common conditions.

Medical Lab II (40 Hours)

This course focuses on training students in drawing blood (phlebotomy), performing CLIA-waived laboratory tests, and processing specimens while adhering to safety, ethical, and legal guidelines. Students gain hands-on experience with lab equipment, perform quality control, and learn to record results for patient care, preparing them for roles in various healthcare settings.

Clinical Externship (120 Hours)

The Clinical Externship is a supervised, hands-on training experience designed to provide Medical Assistant/CCMA students with practical exposure in a real-world healthcare setting. Students will apply the clinical and administrative skills acquired during classroom instruction, including patient care, vital signs, phlebotomy, EKG administration, medical documentation and front-office procedures. Under the supervision of licensed healthcare professionals, students will gain confidence, develop professional workforce behaviors, and enhance their readiness for entry-level employment.

NHA CCMA Exam Certification Preparation and Testing (11 Hours)

This course is designed to review and reinforce the knowledge and skills necessary to successfully pass the CCMA certification examination administered by the National Healthcareer Association

Textbooks are provided at the time of orientation.

Email jafoster@hacc.edu or call 717-221-1354 if you have additional questions.

We look forward to having you in class!

INSTRUCTIONS FOR PROGRAM/CLINICAL REQUIREMENTS for Medical Assistant/CCMA and Phlebotomy Technician Programs

PLEASE READ THIS ENTIRE DOCUMENT

Program requirements must be completed prior to the start of each student's program of study.

Please note that if any of these requirements are obtained after the start of your program and contain prohibitive offenses and/or positive drug screen results, your clinical experience may be delayed, and therefore be unable to complete the program on the scheduled date. It is important that you provide these requirements prior to the start of your program. (Please contact our office at 717-221-1352 if you have any questions about this important aspect of your program.)

Program requirements include:

Health physical. Using the Health History form we provide, obtain a health physical, including any required immunizations or titers and a two-step PPD/Mantoux. (If you have had a recent physical (no earlier than THREE months prior to the start of your program), your doctor can complete the form with the needed information.)

COVID-19 and Influenza Vaccinations: Students are no longer required to be COVID vaccinated. The current season's **influenza vaccine** is required if your clinicals are scheduled for Oct. through May. Both vaccines can be documented by your healthcare provider on the Health History form he or she completes. (Immunization requirements are subject to change depending upon the presence of active disease in the community.)

HOW TO OBTAIN BACKGROUND CLEARANCES

Students are also required to complete the following background clearances: **FBI Criminal History Background Check, Pennsylvania Child Abuse History Clearance, and the Pennsylvania State Police Criminal History Clearance.** You should begin requesting the following clearances no later than eight weeks prior to the start of your program as some clearances take several weeks to be processed.

1. *FBI Criminal History Background Check*

- a. The Commonwealth contracts with IdentoGo for digital fingerprinting. This is a multi-step process.
- b. Questions concerning registration, processing, or billing, please contact IdentoGo at 1-844-321-2101.
 - i. Register for an appointment to be fingerprinted at a convenient location by using this link: <https://www.identogo.com/locations> (and entering your zip code)
 - Once you click on a nearby fingerprinting site, click on "Schedule Appointment" then "Digital Fingerprinting". Enter this Service Code – **1KG6ZJ** at the top of the next screen.
 - "Name/Method of Contact" is already chosen. Continue completing the required information.
 - Students who do not have a criminal history record may enter an email address and create a security question and answer to obtain an electronic clearance.
 - Retain this information for future logins as it cannot be reset.
 - Students with a criminal history record will not be able to receive an electronic copy and will only receive a paper clearance.
 - Payment for fingerprinting is due at the time of the fingerprinting appointment and is currently \$23.25 (volunteer cost).
 - II. When receiving the FBI Criminal History Background Check by email:
 - **Using a computer**, click on the link in the email.
 - Enter the security question and answer that you created.
 - After 3 failed login attempts, the student will be locked out and the clearance will be mailed through the US Postal Service.
 - **IMPORTANT: Immediately download and save the clearance as a .PDF as this will be your certified clearance.**
 - **There will be no second access to this electronic result so it is important you download and save this to your computer, flash drive or thumb drive.**
 - Email the clearance to Jackie Foster, program coordinator, at jafoster@hacc.edu.

2. *A Child Abuse History Certification*

- a. Questions and concerns, please contact the ChildLine Verification Unit at 717-783-6211 or toll-free at 1-877-371-5422.
 - i. Submit and pay for this certification online at:
<https://www.compass.state.pa.us/cwis/public/home>
 - Current costs (Volunteers – No cost, unless obtained in past five years, then cost is \$13.)
 - Log in to an existing individual account or create a new one.
 - ii. Students are notified by an automated system that the results have been processed.
 - iii. Students will be able to view, download save and print their results online.
 - iv. Save the clearance to your computer, flash drive, etc. and email to Jackie Foster at jafoster@hacc.edu.

3. *PA State Police Criminal History Record Check*

- a. For questions concerning this record check, please call toll free at 1-888-783-7972.
 - i. Submit and pay for this certification online at <https://epatch.pa.gov/home>.
 - Click on “New Volunteer Record Check”.
 - Accept the Terms and Conditions by clicking on the box under “Volunteer Acknowledgement Section”.
 - Volunteer Organization Name is “Harrisburg Area Community College”.
 - Volunteer Organization Phone Number is “717-221-1354”
 - Current Cost (No Cost)
 - Complete the form and submit.
 - Please make note of the control number which begins with an “R”, the date you submitted the clearance and your name exactly as it was entered.
 - The results are usually received from the email you provided within a few minutes.
 - If they are not received, you may return to the website and click on “Check the status of a Record Check”.
 - Ensure that you enter the exact information that is requested and that you noted earlier.
 - Once the clearance is available, **using a computer**, click on “Certification Form” to open the clearance in .PDF format.
 - Save the clearance to your computer, flash drive, etc. and email it to Jackie Foster, program coordinator, at jafoster@hacc.edu.

If at any time you have questions about obtaining these program requirements and clearances, please contact Amy Beth Martin at amartin@hacc.edu (admin specialist) or Jackie Foster at jafoster@hacc.edu (program coordinator).

(Please note that the cost of the clearances may change without notice. The costs provided are approximate costs.)

INCOMING HEALTH CAREER STUDENT HEALTH EXAMINATION
PLEASE PRINT ALL INFORMATION



Name:	HACC ID:	Date:
Hawkmall Email Address:	Phone:	DOB:

STUDENT INFECTIOUS DISEASE SUMMARY

In order to participate in any clinical experience/observation where there is potential for direct patient contact (hands-on- care to observing within a radius of 4 feet) it is necessary that the following information be provided and verified by your physician/nurse practitioner/physician's assistant. To meet the requirements of our affiliating clinical agencies, the following diseases, immunizations or titers **MUST** be documented. **If titers are needed, lab documentation with corresponding reference range must be attached.**

TUBERCULOSIS STATUS (choose 1)	RUBELLA (GERMAN MEASLES) STATUS
2-STEP MANTOUX SKIN TEST (PPD) (must be valid for the program year) Tests must be read within 48 to 72 hours after administration. Please allow a minimum of 4 weeks between any PPD and administration of any live vaccine. (Per CDC guidelines) Date Administered: #1 _____ Date Read: #1 _____ Result: Negative _____ Positive _____ mm _____ The second test must be a minimum of 7 days and a maximum of 21 days from the read date of the first. Date Administered: #2 _____ Date Read: #2 _____ Result: Negative _____ Positive _____ mm _____	Vaccination (given with MMR) – 2 injections live virus vaccine on or after first birthday Date(s)/Type (2 injections): 1. _____ 2. _____ Booster dose recommended for those vaccinated prior to 1980. OR Rubella IgG Antibody titer (only required if no proof of immunizations) Date: _____ Result: Positive _____ Negative _____ Booster Doses of MMR Dates: 1. _____ 2. _____
OR Those students with proof of previously documented 2-step and continuous yearly testing (attach evidence): Annual PPD Date: _____ Result: Negative _____ Positive _____ mm _____	MEASLES Vaccination (given with MMR) – 2 injections live virus vaccine on or after first birthday Date(s)/ Type (2 injections): 1. _____ 2. _____ Booster dose recommended for those vaccinated prior to 1980. OR Rubeola IgG Antibody titer (only required if no proof of immunizations) Date: _____ Result: Positive _____ Negative _____ Booster Doses of MMR Dates: 1. _____ 2. _____
OR TB Blood Test IGRA (valid for program year) Date: _____ Results: _____ positive _____ negative If result is indeterminant, proceed with 2-Step PPD test. Please allow a minimum of 4 weeks between administration of any live vaccine and the TB blood test. **POSITIVE RESULT FOR TESTING METHODS ABOVE: 2 View Chest X-ray (completed within 2 years of date of admission): Chest X-ray Date: _____ Chest X-ray Result: Positive or Negative (Circle one) If NEGATIVE Chest X-ray: Complete the TB Screening/Self Reporting Form yearly. If POSITIVE Chest X-ray: Isoniazid Prophylaxis Rx Start date: _____ Estimated End Date: _____	MUMPS Vaccination (given with MMR) - 2 injections live virus vaccine on or after first birthday Date(s)/ Type (2 injections): 1. _____ 2. _____ OR Mumps IgG Antibody titer (only required if no proof of immunizations) Date: _____ Result: Positive _____ Negative _____ Booster Doses of MMR Dates: 1. _____ 2. _____
COVID VACCINE Vaccine Manufacturer: _____ Number of Injections in the Series: One _____ Two _____ Vaccination Date/s: Dates: 1. _____ 2. _____ Vaccine Manufacturer: _____ Booster Date/s: 1. _____ 2. _____	

Name: _____ **Date:** _____

VARICELLA (CHICKEN POX) STATUS	TETANUS/DIPHTHERIA/PERTUSSIS STATUS
2 Doses Varicella Vaccine given 1 month apart: Dates: 1. _____ 2. _____ * Proof/documentation of disease will not meet this criteria! OR Varicella IgG Antibody titer (only required if no proof of immunizations) Date: _____ Result: Positive _____ Negative _____ Booster Dose of Varicella (required for negative or equivocal titer result) Date: 1. _____ 2. _____	All students MUST show proof of 1 dose of Tdap Date: _____ If last tetanus shot is >10 years old, student must have tetanus booster Date: _____

INFLUENZA STATUS
All students are required to have the annual influenza vaccine if attending clinical between October and March. Date Administered: _____ LOT # _____ Manufacturer _____ **If completion of physical form is prior to flu season, student will need to complete separate form/show verification.

VISION EXAM (Snellen Eye Chart or similar exam)
Normal _____ Referred for Correction: _____ *If referred for correction, will need to provide documentation of referral.

REVIEW OF ESSENTIAL REQUIREMENTS
According to my history and physical evaluation, review of immunizations and lab tests and review of the Essential Requirements for the Health Careers Program (which are attached to this document); the student meets the Essential Requirements to participate fully in the student clinical experience. Yes _____ No _____ COMMENTS: Does the student have any activity limitations? Yes _____ No _____ COMMENTS:
Does this student have any medical problems with which the school should be concerned? Yes _____ No _____ If yes, please identify: Is the student subject to conditions that may precipitate a medical emergency, such as: Epilepsy _____ Diabetes _____ Allergies _____ Fainting _____ Heart conditions _____ Other _____ Please identify
Does the student possess sufficient emotional stability to accurately perceive situations and make unimpaired observations and judgments regarding patient care in the clinical experiences of the health care program? Yes _____ No _____ COMMENTS:
Is there need for follow-up treatment? Yes _____ No _____ If yes, please specify:
Does the student require a device or substance (including medications) to enable him/her to carry out the abilities required by the program? Yes _____ No _____ If yes, specify:

Name: _____

Date: _____

Previous Vaccinations (not required)	
<p align="center">HEPATITIS B STATUS</p> <p>Vaccine Manufacturer: _____</p> <p>Number of Injections in the Series: Two _____ Three _____</p> <p>Dates: 1. _____ 2. _____ 3. _____</p> <p align="center">OR</p> <p>Students who have not yet received the vaccine will need to receive two/three doses of Hepatitis B vaccine and have a follow up titer 4-8 weeks after the second/third injection:</p> <p>Vaccine Manufacturer: _____</p> <p>Vaccine Dates:</p> <p>1. _____ 2. _____ 3. _____</p> <p>Titer Date: _____ Results: _____</p> <p>Please provide a copy of titer results.</p> <p>Immune Status: _____ Positive _____ Negative*</p> <p align="center">OR</p> <p>*IF unable to detail dates received, a Hepatitis B surface antibody titer can be performed</p> <p>Date: _____ Results: _____</p> <p>Please provide a copy of titer results.</p> <p>Immune Status: _____ Positive _____ Negative*</p> <p>*IF TITER NEGATIVE: Student will need documentation of 3 doses of Hepatitis B Vaccine.</p> <p>Dates:</p> <p>1. _____ 2. _____ 3. _____</p> <p>Second dose should be minimum of 4 weeks after the first, third dose should be a minimum of 8 weeks after the second, and a minimum of 16 weeks after the first.</p> <p>If students are unable to get the Hepatitis B vaccines for medical reasons, they must sign a Non-Immunity Form (from Program Coordinator or) and have medical documentation from their healthcare provider.</p> <p>***Some clinical sites require Hepatitis B vaccination, signing a non-immunity form instead of getting the vaccination may affect the student's ability to attend clinical courses at those institutions.</p>	<p align="center">Hepatitis A Vaccine</p> <p>Vaccination Dates:</p> <p>Dates: 1. _____ 2. _____</p> <p align="center">Pneumococcal Vaccine</p> <p>Vaccination Dates:</p> <p>Dates: 1. _____ 2. _____</p> <p align="center">Meningococcal Vaccine</p> <p>Vaccination Dates:</p> <p>Dates: 1. _____ 2. _____</p> <p align="center">Haemophilus Influenzae type B (Hib)</p> <p>Vaccination Dates:</p> <p>Dates: 1. _____ 2. _____ 3. _____</p> <p align="center">HPV Vaccine</p> <p>Vaccination Dates:</p> <p>Dates: 1. _____ 2. _____</p>

Signature of Physician/ Nurse Practitioner/ Physician Assistant

Printed Name

Address: _____

_____ Phone Number: _____

Rev 4/25, 9/24, 5/24, 9/22, 6/22, 2/21, 9/19, Rev 05/08/18, Rev 9/14 ALR/immunization committee/Approved Health Careers Focus Group 9/17/14

STUDENTS IN NEED OF ACCOMMODATIONS:

The Student Access Services Department provides reasonable accommodations, auxiliary aids and support services to students with temporary or permanent disabilities (including pregnant and parenting students) as mandated by Americans with Disabilities Act, 1990 and Section 504, Rehabilitation Act, 1973 and Title IX of the Education Amendment of 1972. Students in need of accommodations or who would like to know more can contact Student Access Services at this link:

<http://www.hacc.edu/Students/DisabilityServices/Contact-Disability-Services.cfm>

EEOC POLICY 005:

It is the policy of Harrisburg Area Community College, in full accordance with the law, not to discriminate in employment, student admissions, student access and/or student services on the basis of race, color, religion, age, political affiliation or belief, gender, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, genetic history/information, or any legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women.

The Pennsylvania Human Relations Act (“PHRAct”) prohibits discrimination against prospective and current students because of race, color, sex, religious creed, ancestry, national origin, handicap or disability, record of a handicap or disability, perceived handicap or disability, relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.

The Pennsylvania Fair Educational Opportunities Act (“PFEOAct”) prohibits discrimination against prospective and current students because of race, religion, color, ancestry, national origin, sex, handicap or disability, record of a handicap or disability, perceived handicap or disability, and a relationship or association with an individual with a handicap or disability.

Information about these laws may be obtained by visiting the Pennsylvania Human Relations Commission website at <http://www.phrc.pa.gov/Pages/default.aspx#.V2HOujFuNS0>.

ESSENTIAL REQUIREMENTS FOR HEALTH CAREERS PROGRAMS, NURSING & PRACTICAL NURSING

All individuals, including persons with disabilities, who apply for admission to a Health Careers program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the Nursing program at HACC. These essential requirements are standards of admission.

The applicant should carefully review the essential requirements for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential requirements if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential requirements. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

COMMUNICATION

- Communicate verbally using clear and effective English
- Write legibly in clear and effective English using correct grammar, punctuation and spelling
- Quickly and accurately comprehend and follow verbal instructions in English
- Quickly and accurately read, comprehend and follow written instructions in English
- Actively participate in group discussions
- Use communication equipment – telephone, computer, other device used for communication.

PHYSICAL SKILLS

- Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care
- Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or any other type of equipment)
- Move quickly, freely and safely around the assigned work area and patient care settings
- Sustain professional activities for up to 8 or more hours
- Reach above shoulder level (to manipulate equipment)
- Reach below waist level (to manipulate equipment)
- Move upper and lower extremities, back, hips, and knees without restriction -bend, stoop, and squat
- Keep hand and arm steady while moving arm or while holding arm and hand in one position
- Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
- Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

- Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
- Ability to see details at close range (within a few feet of the observer) and at a distance
 - Function efficiently in various degrees of light, from dark to bright lighting
 - Differentiate colors, varying shades of same color, and shades of black, white and gray
 - Read fine print and hand writing
- Detect and distinguish odors from clients and environment
- Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
- Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc.)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

- Concentrate on a task over a period of time without being distracted
- Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
- Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Perform multiple tasks simultaneously
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
- Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL / SOCIAL SKILLS / ETHICS

- Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)
- Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, and faculty)
- Use team approach to carry out responsibilities
- Maintain general good health and self-care
- Display flexibility and adapt to changing environments
- Manage time effectively
- Accept responsibility for own behavior and be forthright about errors or uncertainty
- Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
- Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
- Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)