

Pinnacle Career Institute

Medical Assistant Externship Handbook

PCI
11/18/2013

Contents

EXTERNSHIP COURSE REQUIREMENTS	3
Externship Guidelines	3
PROGRAM POLICIES AND PROCEDURES	4
Attendance.....	4
Communication.....	5
Securing an Externship Site.....	5
Student Health	5
Criminal Background Checks.....	5
Termination from Externship.....	5
ACADEMICS.....	6
Academic Integrity.....	6
Taking Information	6
Providing Information.....	6
Plagiarism.....	6
Other Examples of Inappropriate Academic Conduct:	7
General Statement of Student Responsibility	7
Academic Censure	7
Late Work Policy	7
Last Day to Submit Course Work	8
GENERAL INFORMATION	8
Student Life	8
Liability.....	8
Dress Code and Appearance Code.....	8
FAQs.....	9
Acknowledgment of Receipt.....	12
Professional Ethics Statement	13
Medical Assistant Externship Provider	14
AFFILIATION AGREEMENT.....	15

WELCOME

Welcome to the Medical Assistant Program at Pinnacle Career Institute (PCI). We are pleased you chose this college and program for your Medical Assistant career. As faculty, we are here to guide you during your study and practice of Medical Assisting. We are all well-versed in the Medical Assistant profession and have many years of experience in the field and in teaching.

The Externship Handbook was developed by the Education Department as a companion to the PCI Student Handbook, which you received during your orientation to the campus. It is designed to inform you about program procedures that fit within the policies of the college.

EXTERNSHIP COURSE REQUIREMENTS

- Students must have a cumulative GPA of at least 2.0 to enter the MA175 course for their Externship and be in good Academic Standing.
- Students must follow the Academic Attendance Policy as outlined in the Catalog, involving submitting graded assignments and completed Externship hours.
- Students must receive a C or better for the Academic portion of the Externship.
- Students must complete 120 hours of onsite externship at an approved Externship site.
- Students are required to submit completed hours, on time each week to the Externship Coordinator.
- Students are required to attend Boot Camp in Kansas City, MO.

Externship Guidelines

At Pinnacle, we strive to set all of our students up for success. Showing proof of a secured Externship site as quickly as possible is one of the most important factors to your success, which is why we strictly enforce our Externship Course Requirements.

To prepare for and complete an externship, students **must**:

- Secure an Externship site at least 30 days before the start of Externship course. Students cannot be enrolled in the Externship Course unless a site is secured. Failure to secure a site before the start of the Externship course may result in being administratively withdrawn from the program. Students will be required to have an Externship site secured before re-entry into the program is approved.
- Submit the Weekly Evaluation signed by their Externship provider by e-mail, fax or upload by 8 a.m. CST every Monday morning. Every evaluation form should include the number of hours completed daily, a performance evaluation using the 1-4 scale provided and the Externship site provider's signature. Students must then indicate

that their hours are submitted by completing the appropriate assignment inside the online classroom and/or notifying the Externship Coordinator.

- Complete 180 hours of externship within the eight-week course; 120 hours are conducted at the Externship site and 60 hours are earned at boot camp. Boot Camp attendance and participation is a requirement for graduation from the Medical Assistant program.
- Submit the Final Evaluation signed by their Externship provider by e-mail, fax or upload by 8 a.m. CST Monday morning after the Externship course has ended. The Final Evaluation should include the amount of hours completed during the eight-week course, a performance evaluation using the 1-4 scale provided, and the Externship site provider's signature. Failure to submit the Final Evaluation will result in an F grade for the Externship course. The student will be administratively withdrawn from the program and required to go through the re-entry process.

PROGRAM POLICIES AND PROCEDURES

The following Medical Assistant Program policies have been developed to comply with the student policies of PCI, rules of the accreditation agency, agreements with clinical facilities, and standards of medical assisting practice.

Attendance

The institution's philosophy on attendance supports its mission for preparing students in allied health, business and technical careers and professional related fields. Students are expected to attend all classes just as employees are expected to be at work in the business world.

An academic week begins at midnight CST Monday and ends at 11:55 p.m. CST Sunday, with the exception of school breaks. Attendance for each week is documented through the submission of a minimum of one graded activity per week in the registered module. A student who does not submit a minimum of one graded activity per week in the module will receive an attendance warning. A student who does not submit a minimum of one graded activity for two consecutive weeks (14 days) will be considered to have administratively withdrawn from the institution. Graded activities are defined as any graded activity, quiz, paper, etc. (not including forums) within the course.

A student may receive only one attendance warning per module. A student who does not submit a minimum of one graded activity per week for two non-consecutive weeks within the module will automatically receive an "F" and will be required to repeat the class.

In addition to submitting graded activities, students are also required to regularly submit Externship hours on a weekly basis to comply with Attendance. Failure to submit hours in a timely manner may result in a withdrawal from the course.

Students with extenuating circumstances, such as serious illness or injury, the death of an immediate family member or military-related travel, may request an exception to the weekly attendance policy. An attendance exception may not carry over into the next class. Appropriate documentation and approval from the Director of Education is required.

Communication

Keeping communication open among the student, instructor, and Externship Coordinator is important. PCI faculty members are held to a high standard of returning student phone calls and e-mails within 24 hours. Students are held to that same level of professionalism and respect. You may contact your instructor or Externship Coordinator via e-mail, telephone, or inside the classroom.

Securing an Externship Site

Students are responsible for securing their Externship sites. Students should be actively looking for and contacting potential Externship sites at least 4-6 months prior to the start of the Externship course. Potential sites include but are not limited to hospitals, physician's offices, out-patient sites, specialty clinics, ambulatory surgical centers and urgent care facilities. Students should contact facility supervisors, office managers and education managers to request an interview. Interviews should be conducted in a professional manner. Students should dress in professional attire and be equipped with a resume, cover letter, Externship Provider Form, Affiliation Agreement and Externship Provider information packet from Pinnacle Career Institute.

Once the Externship Site is secured, the student must submit the Externship Provider Form and Affiliation Agreement to the Externship Coordinator 30 days before the start of the course. If the student does not submit the Externship Provider Form and Affiliation Agreement by the required deadline, the student may be administratively withdrawn from the Program.

Student Health

During your Externship, you are responsible for your own medical and hospitalization insurance. You are not to consult with a staff member, instructor or an employee of PCI for any health-related issues.

Criminal Background Checks

A criminal background check may be necessary at your site. Pinnacle Career Institute is able to conduct this check but a fee will be charged or the student may handle it themselves.

Termination from Externship

Students who are terminated from an Externship site due to their own behavior or who choose to voluntarily end their Externship will be required to immediately acquire a new Externship provider and complete the remainder of their hours following the same submission deadlines and guidelines. No extensions or exceptions will be made for students who are terminated from their Externship site. Failure to secure a new Externship

site and submit remaining hours will result in being administratively withdrawn from the program. This is a rare occurrence that usually happens because of attendance issues or unprofessional conduct. Behaviors that jeopardize the safety or health of clients or staff may lead to dismissal from the program.

ACADEMICS

Students are not allowed to enter the Externship course if they are currently in Academic Warning Status. Students must have a cumulative GPA of 2.0 and meet all Satisfactory Academic Progress requirements before entering the Externship.

Academic Integrity

It is the intention of Pinnacle Career Institute to help students value the principles of integrity, honesty, hard work, and the motivation to be highly successful in their chosen career paths. We believe these core values help shape an individual's personal and professional behaviors. These values become an informal contract between faculty and students, where education is valued and a common set of behaviors promote success. Academic Integrity comprises all student behavior, and violations intended to gain unearned academic advantage or interfere with another's academics by fraudulent and/or deceptive means are prohibited.

Examples of inappropriate student conduct that can lead to the imposition of sanctions include, but are not limited to, the following:

Taking Information

- Copying graded homework assignments from another person;
- Unauthorized collaborative efforts on take home exams or graded homework;
- Looking at another student's paper during an examination;
- Unauthorized use of text materials or notes during an examination.
- Unauthorized use any personal handheld or digital device to obtain notes or information during an examination.

Providing Information

- Giving one's work to another to be copied, paraphrased, or plagiarized;
- Giving answers to another student during an examination;
- After having taken an examination, passing information concerning the examination on to students who still must take it;
- Providing a required writing assignment for another student;
- Taking an exam, writing a paper, or doing a project for another student.

Plagiarism

- Unauthorized copying of all or parts of an article, paper, book, published work or other proprietary source including documents from the World Wide Web and submitting all or parts of the article or paper as one's own work, without proper citations or attribution;

- Submitting a paper acquired from a “research” or term paper service;
- Failing to give credit for ideas, statements of fact, or conclusions derived by another author;
- Failure to use quotation marks when quoting directly from another source, whether it is a paragraph, a sentence, or part thereof (except in some informal writing assignments, such as reading responses or reader’s logs/journals, when the instructor has specified different guidelines);
- Retyping a paper not originally written by the student and handing it in for credit;
- Claiming credit for work done by someone else.

Other Examples of Inappropriate Academic Conduct:

- Conspiring with one or more fellow students to engage in any form of academically dishonest conduct;
- Lying to an instructor to improve one’s grade;
- Having another student take one’s exam, do one’s computer program, or lab experiment;
- Submitting a paper that is substantially the same for credit in two different courses without the approval of both instructors;
- Altering a graded exercise after it has been returned, then submitting the exercise for re-grading, (unless permissible under the guidelines of the assignment);
- Removing tests from any location without the instructor’s approval;
- Stealing exams or other course materials from an instructor or his/her agent;
- Stealing or altering an instructor’s grade book or other academic records;
- Using spell-check or grammar-check software on a writing assignment when expressly prohibited from doing so;
- Accessing, changing, or using any information or data from a computer system to gain academic advantage for one’s self or any other student.

General Statement of Student Responsibility

The student has full responsibility for both the content of academic assignments submitted for evaluation and the integrity with which all academic work submitted for evaluation has been done. **Ignorance of an express rule regarding inappropriate student conduct does not excuse one from adhering to appropriate ethical standards in the completion of academic assignments.** When in doubt as to the appropriateness of any action, students are to ask their instructors for clarification and guidance.

Academic Censure

Offenders are subject to academic censure which may include failure of an assignment, failure of a course, or termination from school.

Late Work Policy

If an assignment, lab, or forum is missed the student will be allowed to make it up or submit it late. However, the grade will be lowered by 50 percent if submitted during the first week past the due date. No credit will be earned if submitted during or after the second week past the due date.

Last Day to Submit Course Work

Class closes on the fourth Sunday night of each module at 11:55 p.m. CST. Students will not have access to the class after this time, so please remember to have all assignments and quizzes submitted. This means that if a student is in the system starting to submit assignments or taking a quiz at 11:55 p.m. CST, the portal will lock the student out of the system, preventing work submission. For example, if a student logs in at 11:30 p.m. CST on Sunday night to begin a quiz, only 25 minutes will be allotted to complete the quiz.

GENERAL INFORMATION

Student Life

The life of the student is busy and challenging. It is especially so for an extern. Today's students have family, work, and many other responsibilities in addition to class and study time. There are several things to consider when organizing your personal, family and employment time. It may be helpful to set aside specific days and times for classroom work. The externship is a demanding eight weeks, requiring students to participate inside the classroom, complete externship hours outside the classroom, and also to keep up with their standard day-to-day activities. It is important that students understand the expectations that have been laid out before them, and learn to prioritize and organize their academic schedule.

Liability

PCI has purchased Professional Liability covering students performing professional services, during which, they are held liability for bodily injury or property damage up to the policy limits of \$2,000,000 per claim and \$4,000,000 policy aggregate. Certificate of Insurance is on file and can be provided to facility at their request.

Dress Code and Appearance Code

Your dress and appearance are of the utmost importance for you to understand and adhere to during your Externship. You must understand that you are expected not only to act in a professional manner, but also to present yourself in a professional manner. The managers and directors of the health care facilities work very hard to build their business on strong customer services and customer relations. They want to present their company in the most professional and organized manner possible. They will not want to have you in the office if you cannot conform to their level of professionalism.

Personal Hygiene Requirements:

- Daily bath or shower
- Good oral hygiene
- Use of deodorant
- Hair must be pulled back off shoulders
- Clean shaven face
- Conservative make-up

- Nails cleaned, trimmed and free of bright color and ornamentation

Dress Code:

- PCI student scrubs are required for daily uniform—unless staff scrubs are provided by site.
- Clean shoes with closed toes
- No hats or head wear
- No low-rise, baggy pants or pants with print on them, no over-sized shirts or pants.
- No ripped, torn or frayed articles of clothing. Clothes must be clean and wrinkle-free
- Clean, neat, professional hair, make-up etc.
- Jewelry: only one ring per hand; no body piercings other than earlobes allowed.

FAQs

Q: When should I begin looking for a site?

A: Now! It needs to be secured and the Externship Provider form and Affiliation Agreement submitted at least 30 days before the start of your Externship course.

Q: What if I have trouble finding a site?

A: Contact the Externship Coordinator and/or the Program Coordinator for new ideas.

Q: Can I do my Externship at my place of employment?

A: Yes. However, your employer will still need to sign the Externship Provider Form and Affiliation Agreement and evaluate your performance using the 1-4 scale with feedback on your progress.

Q: Can I be paid for my Externship hours?

A: Yes. A student may be allowed to complete their Externship hours at his or her place of employment at the discretion of Pinnacle Career Institute.

Q: What am I supposed to do during the 120 Externship hours?

A: Perform all functions of a Medical Assistant under the supervision of a Clinical or Administrative Manager. The duties will vary based on the specialty of the site you are working with.

Q: My potential Externship site asked if I am insured through PCI. What do I tell them?

A: PCI has purchased Professional Liability covering students performing professional services, during which, they are held liability for bodily injury or property damage up to the policy limits of \$2,000,000 per claim and \$4,000,000 policy aggregate. Certificate of Insurance is on file and can be provided to facility at their request.

Q: What do I do if I'm not getting along with my Externship site?

A: Work to immediately resolve the conflict directly with your Externship site Supervisor. If you are unsuccessful, contact the Externship Coordinator or your Program Coordinator for assistance.

Q: How can I fit the Externship into my schedule when I have a family, full-time job etc.?

A: Budget your time. Coordinate with your Externship site supervisor and write a schedule for each week.

Q: What happens if I don't get the Weekly Evaluation turned in by 8 a.m. CST on Monday?

A: Completed hours must be submitted to the Externship Coordinator by 8 a.m. CST each Monday of the module. Failure to submit hours for two consecutive weeks may result in failure of the class or being administratively withdrawn from the program.

Q: How many hours do I have to complete at my Externship site?

A: 120 hours over seven weeks after boot camp. An average of 17.25 hours each week is necessary to complete your requirements.

Q: Can I complete my 120 hours during the first module of the Externship course?

A: No, the 120 hours must be completed in a minimum of five weeks, spread out over the two Externship modules.

Q: Can the required Evaluations be submitted through my classroom?

A: Yes, but you will still need to contact the Externship Coordinator to confirm receipt.

Q: How can I keep track of how many hours I have completed?

A: View the "Completed Hours at Externship Provider" assignment inside your classroom. The grade out of 180 reflects your total hours reported to date.

Q: What if I don't complete the 120 hours during the eight-week course?

A: Regardless of the reason, you will fail the course and be administratively withdrawn from the program. You will be required to re-enter the program and retake the Externship course. This includes completing 120 hours of Externship, attending Boot Camp (even if you've already attended) and being responsible for any additional financial obligations.

Q: Do I have any online assignments due during the Externship course?

A: Yes, you have a journal due each week. A minimum of one graded assignment, not including forum discussions, must be submitted each week to comply with PCI's attendance policy. To be a successful student, you should complete all forum discussions, journals, assignments, quizzes and practice exams.

Q: What happens if I violate a policy and am withdrawn from the program?

A: A student who is withdrawn from the program will be required to follow the re-entry process in conjunction with his or her SSC and Externship Coordinator. Any class that the student was withdrawn from must be retaken. Any outstanding documentation, such as an

Externship provider form, must be submitted before re-entry is approved. Students also become responsible for any costs associated with retaking courses or missing deadlines.

Q. What happens if I fail my Externship course?

A. If you fail the Externship course, either from not completing all 120 hours or receiving an F in the academic portion, you will be required to retake the entire Externship course. You will be administratively withdrawn from the program and must complete the re-entry process, including repackaging through Financial Aid. Upon re-entry you will be required to repeat 120 Externship hours and attend Boot Camp.

Q. What happens if I don't send an Externship Provider Form and Affiliation Agreement to the Externship Coordinator by the due date?

A. Both documents must be submitted before the start of the Externship course. If you fail to meet the attendance requirements, you will be administratively withdrawn from the Program.

**PCI Medical Assistant
Externship Handbook
Acknowledgment of Receipt**

The Externship Handbook contains important information about PCI's Medical Assistant program. I have received a copy of the Handbook on the date listed below. I understand that I am expected to read the entire handbook. I understand that this form will be retained in my student file.

I understand that if all requirements are not met by the end of the Externship, I fail the class and will be required to repeat the Externship in its entirety. None of the previously earned hours or completed coursework will be accepted in the retaken course.

Printed Name

Signature

Date



**Professional Ethics Statement
Medical Assistant Program**

As a student in the Medical Assistant Program you will have experiences at various health facilities that will include having access to and using private personal health information. The health information professions have several standards that the student must adhere to regarding proper ethical conduct and the privacy and confidentiality of personal health information.

You are required to follow the federal regulations in the Health Insurance Portability and Accountability Act (HIPAA) pertaining to privacy and confidentiality of personal health information. No information should ever be accessed or released unless specific health care facility procedures are followed.

You are expected to follow Pinnacle Career Institute rules of proper conduct as you represent both the school and yourself at health-care sites.

You are expected to follow the National Association for Health Professionals (NAHP) Code of Ethical Conduct.

I, _____, hereby will follow the rules and regulations stated above.

Student Signature

Name-Printed

Date



Medical Assistant Externship Provider

Today's Date: _____

Student's Name: _____

Facility Name: _____

Specialty or Business: _____

Facility Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Fax:** _____

Manager/Supervisor Name: _____

Manager/Supervisor Signature: _____

Contact Email: _____

Externship Start Date: _____

Please fax, email or mail completed form to:

Pinnacle Career Institute Online
Attention: Education Coordinator
1001 E 101st Terr, Suite 320
Kansas City, MO 64131

pciexternship@pcitraining.edu
Phone: (816) 389-2501



1001 E 101st Terr, Suite 320 Kansas City, MO 64131
Phone: (866)390-1785 Fax: (866)481-0858

AFFILIATION AGREEMENT

This affiliation agreement is entered into between Pinnacle Career Institute (PCI) and

FACILITY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

Hereinafter referred to as The FACILITY.

PCI is an educational institution that provides a Certificate in the area of:

MEDICAL ASSISTANT

The FACILITY is willing to affiliate with PCI to conduct an Externship Program on the terms and conditions set forth herein.

AFFILIATION AGREEMENT GUIDELINES

1. PCI, in conjunction with the FACILITY, will provide instruction and adequate supervision of the students assigned to the FACILITY for clinical experience.
2. The educational experience provided by the FACILITY shall be of such quality so as to provide sound clinical experience and to enforce professional policies.
3. PCI has purchased Professional Liability covering students performing professional services, during which, they are held liability for bodily injury or property damage up to the policy limits of \$2,000,000 per claim and \$4,000,000 policy aggregate. Certificate of Insurance is on file and can be provided to facility at their request.
4. PCI will rotate the students according to the availability of students within the schedule of experience.
5. With this agreement, either party shall have the right and privilege of canceling or terminating at any time.
6. PCI will indemnify, defend, and hold free and harmless the FACILITY and/or its employees from any and all liability that may arise solely by the reason of any negligent act or omission of any student.

7. The FACILITY retains all responsibility for all patient/client care provided by the student.
8. Supervision of the students will be up to the discretion of the FACILITY by the student's competency and skill level.
9. Students will comply with all the rules and regulations of the FACILITY and follow according to the institution's policies.
10. Neither the FACILITY nor PCI will discriminate against any person because of race, color, religion, sex, or national origin.
11. The FACILITY will contact the PCI Education Department immediately should the student demonstrate poor skill level, excessive absenteeism, insubordination, emergencies or other related problems.
- 12.

The FACILITY:

Signature/Title

Contact Person

Telephone Number

Fax Number

E-Mail Address

After completing and sending in the Affiliation Agreement, the Pinnacle Career Institute Externship Coordinator will be in contact with you with more information about being an Externship Provider.



Pinnacle Career Institute™

1001 E 101st Terr. Suite 320 Kansas City, MO 64131
Phone: (816)389-2501/(866)390-1785 Fax: (866)481-0858

Medical Assistant Externship Skills Weekly Evaluation Report

Student's Name: _____
Facility Name: _____
Reporting Supervisor: _____ Hours Completed: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date:	Date:	Date:	Date:	Date:	Date:	Date:
Hours:	Hours:	Hours:	Hours:	Hours:	Hours:	Hours:

Evaluation Criteria

Instructions: Please evaluate student performance for the procedures that the student participated in for the current week. Circle the corresponding number using the scale below.

- 4 = Student knows underlying principles and carries out procedures skillfully and accurately.
- 3 = Student performs procedures with a fair degree of accuracy.
- 2 = Student performs most procedures but required guidance and supervision.
- 1 = Student unable to perform procedures even with guidance and supervision.
- n/a = Student did not have the opportunity to perform procedure.

Clinical Procedures

n/a	1	2	3	4	Vital Signs	n/a	1	2	3	4	Specimen Collection
n/a	1	2	3	4	Urinalysis	n/a	1	2	3	4	X-Ray Positioning
n/a	1	2	3	4	Hematology	n/a	1	2	3	4	Patient History
n/a	1	2	3	4	Sterilization	n/a	1	2	3	4	Patient Relations
n/a	1	2	3	4	Venipuncture	n/a	1	2	3	4	Pharmacology
n/a	1	2	3	4	Injections	n/a	1	2	3	4	Patient Preparation
n/a	1	2	3	4	EKG	n/a	1	2	3	4	Patient Instruction

Administrative Procedures

n/a	1	2	3	4	Phone Technique	n/a	1	2	3	4	Typing
n/a	1	2	3	4	Medical Records	n/a	1	2	3	4	Billing
n/a	1	2	3	4	Appointments	n/a	1	2	3	4	Alphabetical Filing
n/a	1	2	3	4	Processing Mail	n/a	1	2	3	4	Payroll
n/a	1	2	3	4	Computer Skills	n/a	1	2	3	4	Collections
n/a	1	2	3	4	Book Keeping	n/a	1	2	3	4	Insurance
n/a	1	2	3	4	Greeting Patients	n/a	1	2	3	4	Other

Commendations and Recommendations: _____

Supervisor's Signature

Education Coordinator: Email pciexternship@pcitraining.edu
Phone (816)389-2501 **Fax** (866)481-0858



Medical Assistant Externship Skills Final Evaluation Report

Student's Name: _____
Facility Name: _____
Reporting Supervisor: _____ Hours Completed: _____

Evaluation Criteria

Instructions: Please evaluate student performance for the procedures that the student participated in for the 8 week course. Circle the corresponding number using the scale below.

- 4 = Student knows underlying principles and carries out procedures skillfully and accurately.
- 3 = Student performs procedures with a fair degree of accuracy.
- 2 = Student performs most procedures but required guidance and supervision.
- 1 = Student unable to perform procedures even with guidance and supervision.
- n/a = Student did not have the opportunity to perform procedure.

Clinical Procedures

n/a	1	2	3	4	Vital Signs	n/a	1	2	3	4	Specimen Collection
n/a	1	2	3	4	Urinalysis	n/a	1	2	3	4	X-Ray Positioning
n/a	1	2	3	4	Hematology	n/a	1	2	3	4	Patient History
n/a	1	2	3	4	Sterilization	n/a	1	2	3	4	Patient Relations
n/a	1	2	3	4	Venipuncture	n/a	1	2	3	4	Pharmacology
n/a	1	2	3	4	Injections	n/a	1	2	3	4	Patient Preparation
n/a	1	2	3	4	EKG	n/a	1	2	3	4	Patient Instruction

Administrative Procedures

n/a	1	2	3	4	Phone Technique	n/a	1	2	3	4	Typing
n/a	1	2	3	4	Medical Records	n/a	1	2	3	4	Billing
n/a	1	2	3	4	Appointments	n/a	1	2	3	4	Alphabetical Filing
n/a	1	2	3	4	Processing Mail	n/a	1	2	3	4	Payroll
n/a	1	2	3	4	Computer Skills	n/a	1	2	3	4	Collections
n/a	1	2	3	4	Book Keeping	n/a	1	2	3	4	Insurance
n/a	1	2	3	4	Greeting Patients	n/a	1	2	3	4	Other

The Student Demonstrates Attitude, Initiative, and Neatness:

n/a	1	2	3	4	Interest in Improving Self Needs	n/a	1	2	3	4	Ability to Adapt to New Procedures
n/a	1	2	3	4	Punctuality and Attendance	n/a	1	2	3	4	Neatness in Accomplishing Work
n/a	1	2	3	4	Completion of Tasks	n/a	1	2	3	4	Anticipation of Doctor's / Co-worker's
n/a	1	2	3	4	Undertaking of Appropriate Additional Duties	n/a	1	2	3	4	Professionalism in Personal Appearance

Commendations and Recommendations: _____

Supervisor's Signature

Education Coordinator: Email pciexternship@pcitraining.edu
Phone (816)389-2501 **Fax** (866)481-0858



Pinnacle Career Institute IMMUNIZATION RECORD

Name _____
Last Name First Name

Address _____
Street City State Zip

Date of Entry ____/____/____ Date of Birth ____/____/____
M Y M D Y

A. M.M.R. (Measles, Mumps, Rubella) (Two doses required.)

- Dose 1 given at age 12-15 months or later #1 /
M Y
- Dose 2 given at age 4-6 years or later, and at least one month after first dose #2 /
M Y

B. TETANUS-DIPHTHERIA (Primary series with DTaP or DTP and booster with Td in the last ten years meets requirement. Refer to ACIP for details.)

- Primary series of four doses with DTaP or DTP:
#1 ____/____/____ #2 ____/____/____ #3 ____/____/____ #4 ____/____/____
M Y M Y M Y M Y
- Tetanus-Diphtheria (Td) booster within the last ten years ____/____/____
M Y

C. HEPATITIS B (Three doses of vaccine or two doses of adult vaccine in adolescents 11-15 years of age, or a positive Hepatitis B surface antibody meets the requirement.)

- Immunization (Hepatitis B)
 - Dose # 1 ____/____/____ b. Dose # 2 ____/____/____ c. Dose # 3 ____/____/____
M Y M Y M Y
- Immunization (Combined Hepatitis A and B Vaccine)
 - Dose # 1 ____/____/____ b. Dose # 2 ____/____/____ c. Dose # 3 ____/____/____
M Y M Y M Y
- Hepatitis B surface antibody Date ____/____/____ Result: Reactive _____ Non-reactive _____
M Y

J. TUBERCULOSIS SCREENING ¹

- Does the student have signs or symptoms of active tuberculosis disease? Yes _____ No _____
If No, proceed to 2. If Yes, proceed with additional evaluation to exclude active tuberculosis disease including tuberculin skin testing, chest x-ray and sputum evaluation as indicated.
- Is the student a member of a high-risk group or is the student entering the health professions? Yes _____ No _____
If No, stop. If Yes, place tuberculin skin test (Mantoux only: Inject 0.1 ml of purified protein derivative [PPD] tuberculin containing 5 tuberculin units [TU] intradermally into the volar [inner] surface of the forearm.) A history of BCG vaccination should not preclude testing of a member of a high-risk group.
- Tuberculin Skin Test:
Date Given: ____/____/____ Date Read: ____/____/____
M D Y M D Y
Result: _____ (Record actual mm of induration, transverse diameter; if no induration, write "0")
Interpretation (based on mm of induration as well as risk factors): positive _____ negative _____
- Chest x-ray (required if tuberculin skin test is positive) result: normal _____ abnormal _____
Date of chest x-ray: ____/____/____
M D Y

HEALTH CARE PROVIDER

Name _____ Address _____

Signature _____ Phone () _____