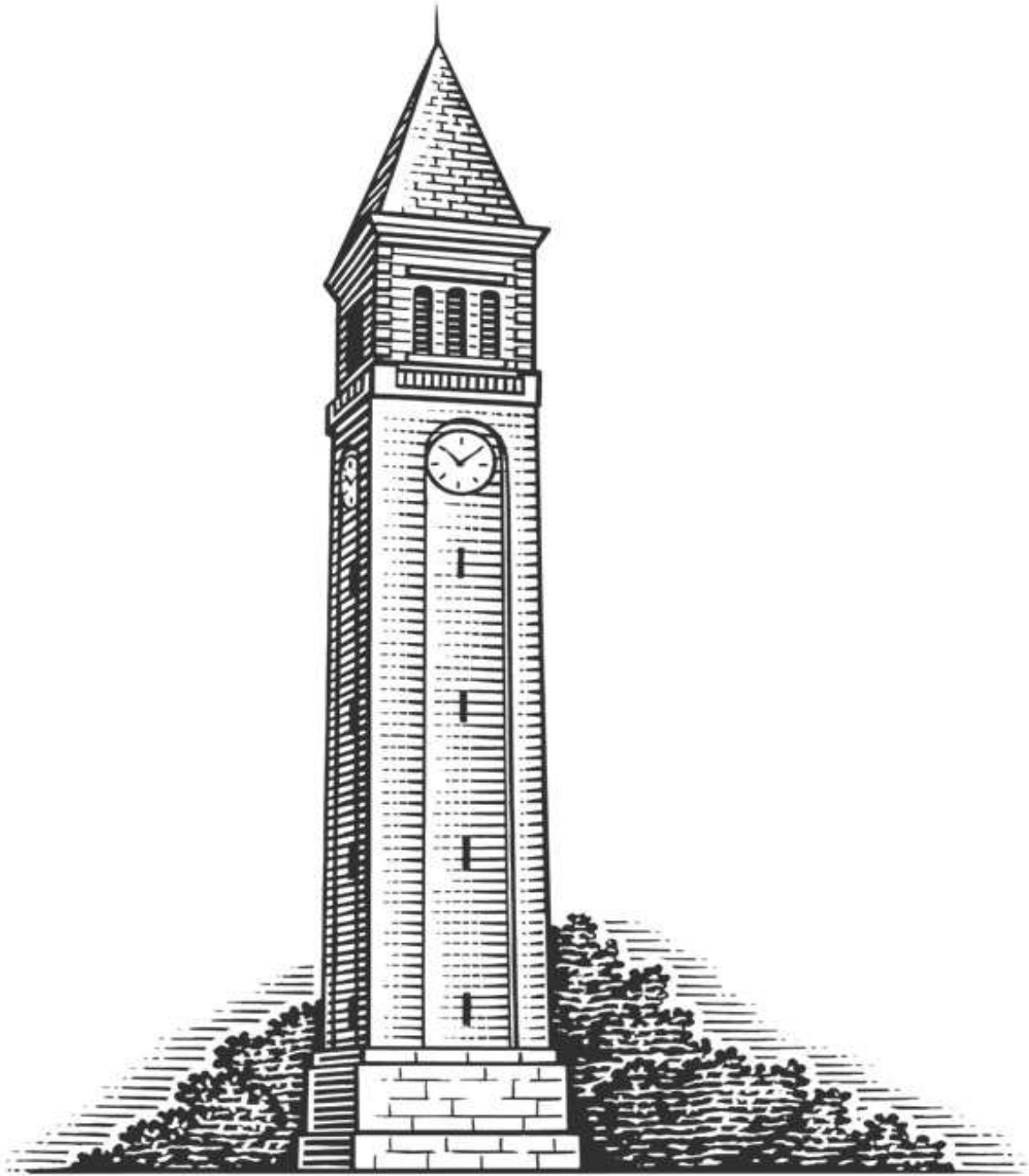


BOSTON REED COLLEGE®
Administrative Medical Assistant
Student Handbook



BOSTON REED COLLEGE

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Welcome Letter

Dear Administrative Medical Assistant Student:

Welcome to the Boston Reed College Administrative Medical Assistant Training Program! Included in the Student Handbook is everything you need to know to make your experience as a Boston Reed Student successful. Please take the time to read through all materials. NOTE the following important information is your responsibility to read and understand.

Student Guidelines: Please read and keep with you for reference. You are responsible for knowing and complying with the Boston Reed College Student Guidelines including attendance requirements and student conduct.

Handouts: Cover course material, math, and medical terminology. The student prints out these materials at the appropriate times to bring to class as completed assignments. These handouts are found at www.bostonreed.com/students under the clinical medical assistant link.

Boston Reed College Student Web Page: You can find information and forms you will need for this course by visiting www.bostonreed.com/students.

Boston Reed College Rewards Program: You will be assigned a specific student number for our rewards program. When you refer a student to a Boston Reed Program and that student completes 60 percent of the class your name and number is placed in a drawing, which may include trips to places like Las Vegas or Mexico; you can also earn a \$25.00 Visa gift card. Please see our website for details.

Boston Reed College Marketplace: The Boston Reed College Marketplace is an online student store where you can purchase items to enhance your learning experience. Please visit it at our website.

Assumption of Risk Form: Read and sign the form that is attached to the end of this Student Handbook. The form must be signed and brought to your second-class meeting and given to the instructor. Please keep a copy for your records.

Enjoy the program!

Sincerely

Boston Reed College

Student Guidelines

It is the responsibility of each student to read and abide by these guidelines.

Program Completion Requirements: To obtain a certificate of completion, students must pass the classroom requirements listed below. This includes 96 hours of class time and clinical practice.

Grading Policy: Students' class grades for AHTP courses will be based on homework assignments, quizzes, midterm exams and the final exam. Students must achieve a minimum of 80 percent average on quizzes and a minimum of 80 percent on each of the midterm and final exams to pass the course. Homework assignments will account for 10 percent of the overall grade. Quizzes will account for 30 percent of the overall class grade. Midterm(s) and/or final exams will account for 60 percent of the overall class grade.

Quizzes shall be administered for each module. Quizzes will not be made-up; however, any student who misses a quiz due to an absence will be given a copy of the quiz for studying purposes upon his/her return. Students are encouraged to meet the required guidelines for absences in order to maintain a passing average quiz score of 80 percent.

Dress Code

Appropriate dress standards have been established in order to present and maintain, at all times, a professional appearance to patients, employees and visitors. The standards allow for comfortable performance of duties, promotion of safety and prevention of the spread of infectious organisms.

All medical assistant students are expected to keep themselves neat, clean and well groomed at all times. The appearance of a Boston Reed student is an important part of public relations.

Anyone not conforming to this policy will be appropriately counseled and may face disciplinary action.

ID Badge: Identification badge is to be worn at all times above the waist, with name visible.

Hair: Should have a clean and neat appearance; hair that is shoulder length or longer will be pulled back. Facial hair must be clean, neat and well groomed.

Headwear: Religious head covers may be worn; baseball-type caps are inappropriate.

Jewelry: Should be appropriate to professional wear and not present a safety hazard when working with patients or equipment. Body Piercing should be modest and professional. Most clinics and doctor offices do not allow for piercing other than earlobe piercing.

Tops/Blouses/Shirts:

White, solid-colored or print tops with sleeves (scrubs are recommended). Colors must be non-fluorescent. Pullover blouses and collared polo style shirts, or scrub tops may be worn.

NO denim attire, tank tops, halter tops, sweatshirts, low cut necklines, transparent garments, tops exposing bare midriff, back or chest. There will be absolutely **NO** sweatshirts or T-shirts with cartoons, graffiti, advertising or offensive pictures.

Skirts/Dresses: White uniform skirts, dresses or jumpers worn are to be clean, neat and allow for the performance of the job without restrictions. Mini dresses/skirts or long skirts that might interfere with safety are not acceptable.

Slacks/Pants: White uniform pants or match scrub pants may be worn. **NO** sweat pants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings).

Hose: White or neutral shades must be worn.

Footwear: Clean, white, closed-toed shoes will be worn. Clean, neat, athletic shoes are acceptable.

Grooming: Fragrances: Do not wear any perfume or cologne it may cause allergic reactions

Fingernails: Nails must be clean and trimmed not to extend beyond the tips of the fingers. No artificial fingernails are allowed.

Tattoos and Piercing: Cover all obvious tattoos and remove all facial piercing.

Life Uniforms has partnered with Boston Reed College to provide students and faculty with a 10% discount on all regularly priced merchandise including uniforms, scrubs, shoes and other accessories. Present your name tag and student code (2771) when you shop at a retail location. Present code (2771) when you order on line lifeuniforms.com or over the phone 1-888-238-8104.

Policy on Dishonesty: Dishonesty includes but is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to instructors, clinical site staff or Boston Reed personnel. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue a failing grade of a "0" for the assignment in question.
2. Issue a failing grade for the course.
3. Refer the student to the Medical Assistant Class Manager or VP Allied Health Training Programs for disciplinary action, which may include dismissal from the program.
4. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

Attendance: Students attending evening classes that meet twice a week will be allowed a maximum of four absences (three excused absences one un-excused absence) for the duration of the course. Students attending Saturday classes are allowed a total of two absences (one excused and one unexcused.) An un-excused absence is any absence for which the student has not contacted the Boston Reed Student Line at 800-201-1141, Option 3, in advance of the class that is missed. More than the allowed number of absences may result in the student being dismissed from the program. Students will be required to make-up any work that is missed in the classroom as a result of an absence. In addition to making up assigned work, the student will be required to complete additional work assigned at the instructor's discretion. Unexcused tardiness (late more than 10 minutes without giving prior notice) will be tracked and three unexcused late arrivals will count as one absence. Coming to class over ½ hour late or leaving class ½ hour early may count as an absence. Please be on time to class and stay to the end as a lot of important information is given at the beginning and the end of class. It is also disruptive to students when there are late arrivals and early exits by fellow students.

Boston Reed College Contact Information: If you have questions, comments or need to notify us of your absence from class, call our toll-free student line at **(800) 201-1141 and choose option 3.** Leave a message, including your full name (spell your name), class location and a phone number where you can be reached including area code. Our representatives check messages between 9am & 5pm on weekdays. If calling to report an absence, do *not* expect a return call. *Be aware* of the attendance policy as stated in the student guidelines included in this handbook. Also, please make Boston Reed College aware immediately of any change of address or telephone number.

Change of Address: The student is responsible for making Boston Reed aware of all changes of address, phone numbers and contact information.

Grounds for Dismissal: Boston Reed and/or any instructor may permanently dismiss any student who:

1. Exhibits disruptive behavior and/or a lack of a common courtesy and respect for the instructor and/or fellow students. Disruptive behavior is any behavior that negatively impacts the instructor's ability to teach and/or the student's ability to learn.
2. Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language or pictures.
3. Uses profanity with an instructor, fellow student, or any Boston Reed employee.
4. Has more than the allowed number of absences or fails to meet financial obligations. There is a \$20.00 service charge for all returned checks
5. Fails to abide by the student guidelines presented in the Student Guidelines portion of the Student Handbook.
6. Fails to abide by any or all of the terms of the registration agreement.
7. Clinical host sites have the right to dismiss students for any reason without recourse. Boston Reed will request and evaluation from the host site and determine if the student is eligible to continue in the program.

If a drug test is required for any reason a positive drug test may result in dismissal from the program!

Procedure for Dismissal:

The Program Instructor will notify the Allied Health Class Manager if a student is not meeting the requirements of the Student Guidelines. The Allied Health Class Manager or the Program Assistant may contact the student by telephone or in writing to obtain further information. The Allied Health Class Manager will then present information to the Board, who will render a decision. The student will be notified of the decision in writing.

Student Grievance Procedure:

1. The student is advised to attempt first to resolve the issue with the instructor.
2. If that is unsuccessful, the student should put the grievance in writing and submit it by mail or facsimile, to the Allied Health Class Manager.

Boston Reed College
2799 Napa Valley Corporate Drive
Napa, CA 94558
Phone: 800-201-1141
Fax: 707-307-5017

3. The Allied Health Class Manager will convene the “School Board” consisting of the Allied Health Class Manager, President/General Manager. The “School Board” will take the matter under consideration and notify the student of the result within five to ten business days.

BOSTON REED COLLEGE

\$25 Gift Card

Referral Rewards Program

Win a gift card for \$1000!

How It Works

Your Student ID number is the key.

1. When you enroll in a class you are issued a Boston Reed Student ID number. You will find it in your confirmation letter or you can call us to get your number. This is the number you will use to keep track of your referrals and when you can redeem your reward.
2. When you tell your friend about Boston Reed, give the friend your Student ID number. Your friend will put this number on the course application form.
3. When you and friend are both 60% through the classroom portion of the course and have both paid fees in full, you have earned your \$25.00 gift card and your entry into our annual drawing!

The more referrals you make the more entries and rewards you receive.

•The drawing for the \$1000 gift card will be held on August 1, 2009

**YOU could
be the next
big winner!!**

If Boston Reed College has helped you get your career in gear, tell a friend!

While helping a friend to gain a valuable education you can earn a \$25.00 Gift Card for yourself as well as a chance to win a Gift Card for \$1000!!

Boston Reed College

2799 Napa Valley
Corporate Drive
Napa, CA 94558

Phone: 800.201.1141
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School Supplies!

*The **Marketplace** is open!*

One-stop shopping for all your back to school needs.

www.BostonReedCollege.com

Visit us on-line and choose from a wide variety
of selected items to suit all of your back to school needs!

Medical Assistant Deluxe Set

Deluxe Set includes Littman Lightweight stethoscope, Pocket Pal, Nurses Watch, as well as the Pocket Guide to Medical Assisting, 2005 PDR Nursing Drug Handbook and Rescue Breather.

Rolling Backpack

Hand selected for its superior quality as well as durability. Perfect for carting around those heavy books. For the "Back to School" months our rolling backpack that is affordably offered for the low price of \$29.99.

