

NORTHWOOD TECHNICAL COLLEGE  
MEDICAL ASSISTANT  
STUDENT POLICIES

**CLINICAL PRACTICUM AGREEMENT**

I, the undersigned, agree to uphold the standards of the Medical Assistant Clinical Practicum experience as stated in the Medical Assistant Clinical Practicum Syllabus, the Medical Assistant Clinical Practicum packet of documents (as provided to both the student and the clinic site), and the standards as written in the Medical Assistant Handbook. I acknowledge that I have received these documents, have read them, have had the opportunity to ask questions, and am responsible for their contents.

I specifically agree to the following:

- 1) phone calls must be made to both the instructor and the clinic preceptor in case of an absence and
- 2) confidentiality is to be practiced at all times, specifically according to HIPAA regulations. (See examples on reverse side.)

Failure to call both the instructor and clinic preceptor and/or any breach of confidentiality shall be grounds for dismissal from the Clinical Practicum.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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HIPAA Standards apply to the following healthcare providers that transmit information electronically:

- Medical centers
- LTC facilities
- Hospices
- Pharmacies
- Clinics
- Dental clinics
- Chiropractors
- Podiatrists
- Osteopaths
- Physical therapists
- Alternative medicine (acupuncture, massage therapy)
- Laboratories and many others

Patient information that is protected as it may include identifiable information includes:

- Name, address, phone
- d.o.b.
- dates of tx
- fax numbers
- email addresses
- SS numbers
- Medical record numbers and much more

NOTE: This is *not* an all-inclusive list of HIPAA Standards. Information taken from Judson, Harrison, Hicks, *Law and Ethics for Medical Careers*, 2010.

Patient information is **never** to be disclosed to **anyone** without that patient's consent unless it is to the US Department of Health and Human Services (HHS) and only for a valid reason.

*This means that you are not allowed to access or give out any person's medical information unless it relates to the care you are providing. You can't even access your own medical record! In addition, you are not to even say that you saw a person in the medical facility without their consent.*

When in doubt, don't!

*Practice Confidentiality at ALL Times!*