

Health and Wellness Center • Building 19, Room 177 • [ChatNow](#) Phone (413) 755-4230 • Fax (413) 755-6045

Student Health Record Requirements – Medical Assistant Program

Go to www.stcc.edu/health-services for additional information and forms.

Properly documented forms, vaccination records, lab and imaging reports may be submitted to the **Health and Wellness Center** as follows:

In Person	Building 19, Room 177 Appointment may be required.
STCCNet Portal	Upload pdf file DropBox or complete Electronic/EForm
Fax	(413) 755-6045
Release Request	Authorization To Release or Obtain Health Records EForm

These records are due by July 1st or upon acceptance (if after July 1st):

☐ [Student Health History EFORM](#): Required of all students enrolled at STCC and must be updated every two years.

☐ [Authorization to Release Information to Fieldwork Sites EFORM](#): Read, complete and sign.

☐ [Technical Standards Acknowledgement EForm – Medical Assistant](#): Read the programmatic technical standards then read, complete and sign this form.

☐ [Criminal Offender Record Information \(CORI\) Acknowledgement Form](#): Required annually.

Access to Campus	Authentication of Signature or Person
Not restricted	<u>In person</u> with original, valid, government issued photo identification. May require an appointment.
Restricted	Verified by a Notary Public and submitted electronically via pdf file to DropBox or Fax.

☐ [Policies Acknowledgement EForm: Student Background Record Check, Drug Screening for Fieldwork Placement, and Latex](#): All incoming students must review the policies and sign the form.

☐ [Physical Exam: Student Physical Exam Attestation – Medical Assistant](#) form specific to the programmatic Technical Standards, is the **only acceptable physical exam form**. This form must be completed by a clinician and the exam must be within 1 year of the program start date and every subsequent 1½ - 2 years.

☐ **Tuberculosis Screening**: must be dated within the past six months and requires annual updating thereafter. Students must receive either two-step tuberculin skin test (PPD) or IGRA.

Two Step Tuberculin Skin Test = 4 Actions:	or	IGRA Blood test:
<input type="checkbox"/> The first PPD is planted and read (between 48-72 hours).		<input type="checkbox"/> T-SPOT or Quantiferon Gold
<input type="checkbox"/> To rule out a false negative: 7-21 days from the first plant, a second PPD is planted and read (between 48-72 hours).		Note: CDC recommends IGRA for students who are BCG vaccinated

Students with a positive tuberculosis screening: Submit the positive result, a negative chest x-ray completed in the past 3 months and the [Positive Tuberculosis Screening Questionnaire EForm](#). The questionnaire symptom review check is required annually thereafter.

Checklist Continued on Page 2

Deadline	Required Health Record:									
July 1 st (cont.)	Immunization/Immunity Records: <input type="checkbox"/> tetanus, diphtheria and pertussis (TDaP) vaccination required within the past 10 years <input type="checkbox"/> measles, mumps, rubella (MMR) – evidence of two live vaccinations or immune titer results for each component <input type="checkbox"/> hepatitis B – evidence of three vaccinations AND <input type="checkbox"/> immune titer results required (surface antiBODY, anti-HBs) <input type="checkbox"/> varicella (chickenpox) – evidence of two vaccinations or immune titer results <input type="checkbox"/> meningitis – Menveo, Menactra or Menquadfi dose required after 16 th birthday for all students between 16 – 21 years old (these vaccines are known as MenACWY, formerly listed as MCV4) or signed Meningococcal Info Waiver Eform <input type="checkbox"/> COVID-19 – please submit evidence of vaccination as it <u>may</u> be required for clinical placement. <i>If required, STCC will put forth the best effort to coordinate placement of an unvaccinated student but this is without guarantee.</i>									
	<table><tr><th>If titer result is</th><th>Then</th><th>Action needed</th></tr><tr><td>negative or indeterminate or equivocal</td><td>It is considered a negative result</td><td>1. Submit lab report to Health and Wellness Center 2. Obtain revaccination 3. Submit Health Requirement Deadline Extension Request Eform. Please provide a dated plan for revaccination (series or booster) and forecasted titer.</td></tr><tr><td>positive</td><td>Student has immunity</td><td>1. Submit lab report to Health and Wellness Center</td></tr></table>	If titer result is	Then	Action needed	negative or indeterminate or equivocal	It is considered a negative result	1. Submit lab report to Health and Wellness Center 2. Obtain revaccination 3. Submit Health Requirement Deadline Extension Request Eform. Please provide a dated plan for revaccination (series or booster) and forecasted titer.	positive	Student has immunity	1. Submit lab report to Health and Wellness Center
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October 15 th	<input type="checkbox"/> Influenza Vaccination: – one vaccine dose for the current flu season <u>may</u> be required by state law and some fieldwork sites. Students entering between January 1st and March 31 st may provide vaccination documentation at that time. <u>Documentation must include:</u> patient name and date of birth; vaccination name, date, dose and LOT# of; name of individual who administered the vaccine.									
Between June 1 st and August 31 st	<input type="checkbox"/> Verification of Health Insurance: All students participating in clinical rotations must have health insurance. Students enrolled in 9 credits or more will verify health insurance online during the STCC Financial Services processing of tuition and fees (by either purchasing or waiving the college provided health insurance policy). For more information about STCC Financial Services visit: http://www.stcc.edu/pay-for-college/costs/health-insurance/ If you are not enrolled in at least 9 credits, contact the Health and Wellness Center for assistance with the verification process. Students enrolled in under 9 credits, should submit a front and back copy of their health insurance card.									
Scheduled after the start of the program	<input type="checkbox"/> Background Check and Drug Screening Approximately 90 days prior to the start of fieldwork, students will receive directions from STCC Health Compliance to order this package. For more information please refer to the School of Health and Patient Simulation Background and Drug Screening Policies for Clinical Placement.									
	<input type="checkbox"/> N-95 Mask Fitting: Many students participating in clinical rotations must have an annual N-95 mask fittings performed. This will be scheduled/coordinated through your program chair. Dates/times will be announced in class or other communication means by each program chair.									
Upon completion	<input type="checkbox"/> CPR Certification: American Heart Association BLS will be provided during the academic year or unless it has been completed previously. Certification must be maintained throughout enrollment in the program. Submit AHA ecard immediately following certification. https://ecards.heart.org/student/myecards									

Obtain and complete the immunity requirements when applying to the program. By doing so, upon acceptance, the student will be in compliance with these deadlines.

The deadlines for record submission are set by the Dean of the School of Health and Patient Simulation and must be submitted on time. Failure to meet the requirements set above may result in removal from the program. Extensions to deadlines may be granted in certain situations and depend on program regulations and affiliation contracts. Deadline requests may be made in writing to the Director of Health Compliance by completing the Health Requirements Deadline Extension Request Form. Requests will be reviewed on a case by case basis but are not guaranteed. Students may be excluded from program participation (including class, lab sessions, and fieldwork affiliations) until requirements are met.