MEDICAL ASSISTING EXTERNSHIP (MEDA 130) PROCESS

1. No later than 2 weeks prior to the start of the semester, turn in the following to your instructor via email:

* your completed EXTERNSHIP APPLICATION
* a professional RESUME in Word format (instructor will provide feedback and corrections, if needed)
* proof of immunizations (Tdap, Hep B, MMR, varicella, Covid-19), if not already provided in MEDA 122
* proof of negative TB test (PPd, blood test and/or negative chest x-ray report with note from doctor)
* copy of BLS for Healthcare Provider card (American Heart Association)
* a completed CERTIFICATE SHEET filled out and signed by your MPC counselor (this must show that you have completed all requirements for your certificate, except the externship)
* a close-up selfie for your badge (picture must be centered, no glamour shot!)

2. When all items from #1 are received and reviewed, you will receive an add code for the class (MEDA 130) as well as study guides for the pre-externship exam by MPC email.

3. After all eligible students have enrolled, a mandatory Zoom meeting will be held to discuss the course outline, confidentiality agreement, injury protocol and course expectations.

4. Once the semester starts, you have one week to pass a comprehensive pre-externship exam. Up to three attempts are allowed. *NOTE: You will be dropped from the course if you do not take/ pass your exam in the given time frame.*

5. After you passed your exam, your resume is forwarded to potential externship sites.

6. Pick up your student ID badge at the designated time and location.

7. Be ready for a call from the site, set up an interview. Inform your instructor of any calls and interviews.

8. Go to the interview. Your schedule will typically be discussed at that time. Email your instructor with updates.

9. If accepted, start your hours. Email your instructor with your start date and schedule.

10. Complete homework for each week of your externship. Submit assignments in Canvas. Look for assignment comments from your instructor.

11. During the last week of your externship, provide the EXTERN EVALUATION to your mentor or supervisor. Ask them to forward the completed evaluation to your instructor via email or put the evaluation into a sealed and signed envelope to be delivered to your instructor.

12. When all hours are completed and your evaluation is satisfactory, your externship is concluded. All 160 hours must be completed during the length of the semester.

13. Your grade will be entered at the end of the semester (pass/no-pass only).