



CONGRATULATIONS XXXXXXXXXXXXXXXX!!

YOU HAVE BEEN ACCEPTED INTO THE MEDICAL ASSISTING (MEDA) PROGRAM. To complete the acceptance procedure for the Medical Assisting program, it is **MANDATORY** that you attend each of the following **New MEDA Student Orientations**:

THURSDAY, APRIL 27, 2017, 12:0 PM – 2:0 PM, KAUILA 110

TUESDAY, JUNE 6, 2017, 9:00 AM – 3:00 PM, KAUILA 109

FRIDAY, JULY 14, 2017, 9:00 AM – 3:00 PM, KAUILA 109

KAPĪ'OLANI COMMUNITY COLLEGE

MEDA Acceptance Confirmation: It is **MANDATORY** that you confirm your acceptance on or before **THURSDAY, APRIL 27, 2017** by sending a message using your @hawaii.edu email address to Lynn Hamada at lynnh@hawaii.edu and attend the **New MEDA Student Orientations** as listed above. Be sure to include “**MEDA Fall 2017 Acceptance Confirmation**” in the subject line. In addition, please report any changes in either your address or telephone number by email. We look forward to your success in the MEDA program beginning in the fall 2017 session.

Typing Assessment: It is **MANDATORY** that every program student completes a typing assessment. Contact Mrs. Mae Dorado at her email address maesanto@hawaii.edu to schedule a 30 minute block of time to take the assessment. The following are the days and times set aside for you. Please be sure to include your 1st and 2nd choices (both date and time) in the email.

Thursday, May 18, 2017, 9 AM or 11 AM

Thursday, May 25, 2017, 9 AM or 11 AM

Work/Volunteer Experience: You will be given a verification form to complete when you come in for your 1st orientation session.

Information for on-line registration: You will be given the course numbers for the first semester MEDA courses and lab sections on April 27, 2017. Following the orientation session, you may register for your FALL 2017 classes. You will register for your MEDA courses on-line at <http://myuhportal.hawaii.edu>. You will need your UH username and password; follow the instructions on-line. Payment may be made on-line by credit card. You may sign up for a payment plan online or in person at the cashier's office (Ilima 102). Students on scholarships, financial aid, and tuition waivers must bring in the appropriate forms; if activity fees are not covered, bring a check to cover the additional fees. Tuition and fees must be paid on that day to ensure enrollment. Non-payment of tuition will result in disenrollment.

Health requirements: You will receive information and forms for health screening to meet program requirements for clinical education at physicians' offices and clinics at the orientation.

Professional Liability Insurance: Professional liability insurance information will be explained at the MEDA orientation session. Payment of the Health Student Liability Insurance (\$15.00 per year) must be made at time of your registration. Liability insurance is valid for one academic year. *Bring a copy of your tuition receipt verifying payment of tuition and liability insurance to your Program Director by the first week of school. **This is a nonrefundable fee.***

Professional Fees: *An additional \$200 per semester professional fee is required of all students in the program, which is not refundable after the first two weeks of instruction. Information regarding professional fee payment will be clarified at the MEDA orientation.*

Important additional information will be provided at each orientation session. Plan now to attend all three mandatory sessions.

Requirements For Assignment to Clinical Sites

The following information required by clinical sites must be submitted to LYNN HAMADA, MEDA Program Director *by August 21, 2017*.

Lynn Hamada, MEDA Program Director, will provide information for students' health screening in order to meet MEDA program requirements.

1. **Blood Titers:** Titers are mandatory to confirm immunizations of vaccinations prior to placement in clinical internships. You must provide evidence of blood titers for Rubella, Varicella (chicken pox), Rubella and Hepatitis B. Immunization is NOT REQUIRED for Mumps. Titers are required regardless of previous childhood infections or immunizations. Kapiolani Community College's Phlebotomy program sponsors a titer clinic twice a year, from 5:30 – 7:00 pm in Kauila 209, where you can obtain these titers at greatly discounted rates (payment is made with a check). You may also obtain your titers through your own physician.
2. **Hepatitis B Vaccination:** Evidence of the three-step Hepatitis B vaccination, or history of exposure and positive blood titer, or signed declination on the Hepatitis B Student Notification Form. Hepatitis B immunization is strongly recommended. If you have already been vaccinated, consult your physician to see if you should have your immune status checked to determine whether you are immune. You need to have all three shots to complete the series. A record of your vaccination should be submitted to your Practicum Coordinator. The declination form is available from the Program Director.
3. **TB Clearance:** The Program recommends that all students obtain their TB clearance in August prior to the start of the fall semester. You may obtain your clearance in the following ways: negative two step TB skin test (document dates of each test), or negative one view chest x-ray and evidence of a positive skin test and completion of the TB questionnaire.
4. **First Aid and CPR:** Program will schedule certification dates.

Mahalo,

Lynn Hamada
MEDA Program Director