**Medical Assisting Externship Guidelines and Requirements**

**Step 1**: In the Progress Review 2 and Progress Review 3 courses in the Medical Assisting Program, you will see an Externship Handbook, Externship Application, and Externship Waiver. Read the Externship Handbook to determine whether or not you would like to be placed in an externship.

**Step 2**: If you would like to be placed in an externship after successfully completing the Medical Assisting program, complete and sign the Externship Application in the Progress Review 2 or Progress Review 3 course and submit it in the course. If you would prefer to opt out of the externship opportunity, complete and sign the Externship Waiver form in the Progress Review 2 or Progress Review 3 course and submit it in the course.

**Step 3**: Submit your resume with the externship application in the Progress Review 2 or Progress Review 3 course or email your resume to Amy DiMaio at [adimaio@martinsburgcollege.edu](mailto:adimaio@martinsburgcollege.edu).

**Step 4**: Begin to put together your Externship Binder (or Externship Folder if you prefer) by preparing and including the documentation below.

Copy of Driver’s License or ID

Health Insurance Card (back and front)

Professional Liability Insurance (if required by the externship site)

Basic Life Support Card

Completed Externship Application

Resume

Background Check (must be current through end of the externship and completed 5-7 days prior

to externship start)

Drug Screen (must be current through end of the externship and completed 5-7 days prior to

externship start)

Record of Immunizations

Hepatitis B – 2 doses (28-day process if you’ve never had the shot) -OR-Titer

Varicella - 2 shots or blood titer w/ positive immunity [*If you have documented the history of the disease, you will need to also submit a booster shot or a blood titer w/ positive immunity*]

MMR - 2 doses -OR- positive titer

Tetanus - within the last 10 years

Negative Tuberculosis (TB) skin test w/in 12 mo. (Must be current through the end of externship)

Flu Vaccine (Seasonal September –March only)

Covid-19 Vaccine (depending on site requirements)

Signed ​*Pledge of Professionalism* (see Appendix D in the Externship Handbook)

Signed *Electronic Technology Agreement* (see Appendix E in the Externship Handbook)

Externship Schedule (this will be provided by your preceptor)

Timesheet (signed by preceptor) (See Appendix C in the Externship Handbook)

Copy of updated immunizations (see Appendix A in the Externship Handbook)

Site-specific requirements as directed by the externship coordinator [*for example, HIPAA Privacy Certificate/OSHA Blood borne Pathogens/Universal Precautions Certificate and/ or Basic Life Support Card*]

**Step 5**: Complete your Medical Assisting program and be sure to keep in touch with the externship team at Martinsburg College. If you change your mind about completing the externship or if your program completion data changes, please communicate with them and let them know. You may contact the externship team by emailing Amy DiMaio at [adimaio@martinsburgcollege.edu](mailto:adimaio@martinsburgcollege.edu).

**Step 6**: Once you successfully complete your program, the externship team will work to assign you an externship site in or within an hour of your zip code. Externship placement is not guaranteed, but we will do our best to secure an externship site for you and to help schedule externship hours that fit your schedule. The externship team will notify you of your externship placement and work with you to ensure that you have the required documentation to begin the externship.

**Step 7**: Upon completing the 160 externship hours, email the following completed and signed documents to Amy DiMaio [adimaio@martinsburgcollege.edu](mailto:adimaio@martinsburgcollege.edu):

* Externship Timesheet (completed and signed by your preceptor)
* Medical Assisting Competency Assessment Checklist (completed and signed by your preceptor)
* Externship Assessment (completed and signed by you)