



Medical Assistant Externship Policy

Externship Schedule Requirements

Externship hours must be completed during daytime office hours, typically between 7:00 a.m. and 5:30 p.m., Monday through Friday. These hours align with standard business operations of most clinical and physician office settings. Externship begins in week 8 of the course and must be completed by the end of week 10. All 80 hours must be completed within this time frame to qualify for certification testing.

Student Responsibility

Students who are employed or have personal obligations that conflict with daytime hours must make arrangements with their employer by week 1 of the course. Students are responsible for ensuring their availability to meet externship requirements without delay.

Externship at Place of Employment

If a student wishes to complete their externship at their current place of employment, Essential Healthcare Academy must be informed in writing by end of week 1 of the request, including clinic name, address, phone number and manager email, as there is an approval process. An affiliation agreement must be established between the clinical site and the Essential Healthcare Academy. Without this agreement in place, the site cannot be used. Once a student has been approved and assigned to a clinical site, site changes are not permitted.

Clinical Site Placement

We work closely with our clinical partners to place students in locations that match their preferences whenever possible. However, placement is ultimately determined by site availability and capacity, not based on student residence or proximity to home. The priority is to ensure students are placed at locations where they will receive the best possible hands-on training experience.

Academic Standing & NHA Module Completion

To be eligible for externship placement, students must be in good academic standing and current with all assigned NHA (National Healthcareer Association) online modules. Falling behind academically or on module completion may result in a delay in externship placement and program progression.

Confidentiality & Patient Information

Students must adhere to HIPAA regulations and maintain the confidentiality of all patient information encountered during their externship. Under no circumstances should patient names, records, or identifiable information be shared, copied, photographed, or discussed outside of the clinical environment. Any breach of confidentiality may result in disciplinary action and removal from the program.



Professionalism & Dress Code

Students are expected to maintain the highest level of professionalism while on their externship. This includes arriving on time, demonstrating respectful communication, and working collaboratively with clinical staff. Students are required to be in full uniform, including their name badge and stethoscope, each day of their externship. Failure to comply with dress code and professionalism standards may affect externship completion.

No Exceptions to Daytime Scheduling

Due to the structure of clinical practice and certification requirements, evening or weekend externships are not offered. All externship training must occur during standard daytime hours.



Student Acknowledgment & Signature

I acknowledge that I have read, understand, and agree to abide by the Medical Assistant Externship Policy as outlined above. I understand that completion of the 80-hour externship during standard daytime hours is a required component of the course and is necessary for me to be eligible to sit for the National Medical Assistant Certification Examination. I also understand my responsibilities regarding scheduling, site approval, and communication of any potential conflicts by Week 1 of the program.

Student Name (Printed): _____

Student Signature: _____

Date: _____