



Phlebotomy Program Information Packet 2023-2024

COVID Notice: Due to Covid-19, many of our clinical partners are requiring students to have the Covid-19 vaccine in order to complete clinical hours. Due to accrediting body and program clinical requirements, Washburn Tech cannot guarantee that requirements for program completion can be met when a student is not vaccinated. We are continually working with our clinical facilities to ensure compliance with health and safety guidelines, as well as to comply with licensing regulations to ensure your successful training and transition into a rewarding career.



Welcome to Phlebotomy at Washburn Tech!

This semester-long program was created in response to high area demand for trained phlebotomists. This program is designed to prepare you to sit for the credentialing exam offered by the American Medical Technologist (AMT) organization. Please note: this program is not eligible for financial aid but scholarship opportunities are available.

For the Foundations of Healthcare: Phlebotomy students, this is a semester long, 14-credit hour program that will give you a healthcare foundation in first aid/CPR, health occupations, medical terminology and phlebotomy core courses prior to being able to take the AMT Phlebotomy Certification exam.

For Phlebotomy certificate-only students, this is a 9-credit hour program that will prepare you to for the AMT Phlebotomy Certification exam with both medical terminology and the Phlebotomy core courses.

Please review the content of this packet to get an overview of the program requirements. This information is critical to enrollment in the program. **Please read the entire packet carefully.** Students will not be allowed to participate in the laboratory or clinical setting without this information. If you have any questions regarding the packet, forms or program please feel free to contact our office coordinator via e-mail at Christine.fosher@washburn.edu or phone at 785-670-3351.

We look forward to having you in the classroom and introducing you to the healthcare field.

Sincerely,

A handwritten signature in black ink that reads "Pamela Masters". The signature is written in a cursive, flowing style.

Pamela Masters, MSN RN CNL
Assistant Dean, Health Occupations
Washburn University Institute of Technology

PROGRAM INFORMATION

Verified Credentials

Washburn Tech has partnered with Verified Credentials to track student health clearance records and conduct pre-entrance background checks and drug screens. Students will be assessed a fee upon signing up on the Verified Credentials website and will be responsible for paying the fee. Students are expected to upload proof of immunizations, examination of physical health, drug test, background check, and health insurance into the Verified Credentials platform on or before the first day of class. **Please note:** Certain criminal convictions could deny or restrict access to certification.

Parental Consent Form

The parental consent form (if under 18) must be turned into your instructor on the first day of class to be able to stick with or be stuck by a needle.

Students in the Summer class must be 17 by June 1st

Students in the Fall class must be 17 by October 1st

Students in the Spring class must be 17 by March 1st

American Medical Technologist – Registered Phlebotomy Technical Certification

There will be a national certification examination test that you will take after you've passed the class. The cost is \$120.00 and is included in the class fees.

Washburn Tech Phlebotomy Uniform Requirements

Similar Mode is a recommended vendor from which to purchase your uniforms but you may use the vendor of your choice. Similar Mode offers a discount on the jacket and the scrubs. They will hem them if needed and apply your patches at no extra charge, just let them know that you are a Washburn Tech Phlebotomy student. It is highly recommended having two or three sets of scrubs, this means less laundry time. The address for Similar Mode Uniforms is: 915 SW 6th Ave. Topeka, KS 66606.

Class and Lab Days (in Class)

Students are required to wear black scrub pants, red scrub top, and a black lab jacket every day. Non-slip black tennis shoes are also required.

- Long hair must be tied back and any loose hair pinned up.
- Acrylic nails and gels are not permitted - *these are an infection risk for patients*. Nails can be polished but must be kept short, neat and fresh with no chips or flaking.
- No facial piercings.

Clinicals

Students are required to wear black scrub pants, red scrub top, and a black lab jacket. The school scrubs are to be worn every day to clinical, including the jacket. Non-slip black tennis shoes are also required.

- The following jewelry must be removed prior to arriving at the host facility: hoop or long dangly earrings, facial piercings, tongue piercings, and long dangly necklaces.
- Long hair must be tied back and any loose hair pinned up.
- Acrylic nails and gels are not permitted. Nails can be polished but must be kept short, neat and fresh with no chips or flaking.

Clinical Externship

All communication with Washburn Tech's affiliate partners is to remain professional, related to scheduling, and be managed through the clinical instructor. Students will not directly contact Washburn Tech's affiliate partners without the express consent of the instructor.

Please note: Students will not be allowed to attend clinical without proof of health insurance and a completed Verified Credentials account.

Program Completion

Core phlebotomy courses must all be completed within one year of start of program.

APPEAL PROCESS FOR DISMISSAL DECISIONS

Students who have been dismissed from the program may appeal the dismissal decision by submitting a written request along with pertinent documentation/evidence to the Assistant Dean of Student Services.

The appeal must be submitted within five business days of the dismissal decision. A review of the evidence will be conducted along with interviews of relevant personnel to determine if there is a basis for reversing the decision to dismiss the student. The Assistant Dean of Student Services will notify the student of the decision within ten business days of receiving the appeal.

The decision of the Assistant Dean of Student Services will be considered final.

APPEAL PROCESS FOR GRADES

Students who believe an assigned grade is in error may petition the instructor for a review of the grade. If the instructor reviews the grade and finds no reason to change the grade, the student may appeal to the Assistant Dean of Health Occupations for a review of the grade.

The Assistant Dean of Health Occupations will ask both the instructor and the student to provide evidence that supports their reasons for issuing/challenging the grade. The decision of the Assistant Dean of Health Occupations will be considered final.

Grade adjustments that occur as a result of suspected academic impropriety may be appealed. The student may provide a written request to the Assistant Dean of Health Occupations for an investigation/review by the Progression Committee. The decision of the Progression Committee will be made within five business days and will be considered final.

REQUIRED TEXTBOOKS & SUPPLIES

Textbooks

- *Phlebotomy Essentials* with Navigate (Bundled with Workbook), 7th edition
ISBN 978-1-284-22445-0
- *Medical Terminology for Health Professions*, 9th edition
ISBN 978-0-357-51379-8

Students may purchase textbooks from the Washburn Tech Bookstore, or the vendor of their choice.

Supplies

- Notebooks/Paper
- Colored pencils
- Pencils
- Pens (1 red and 1 black or blue)

Uniforms

- Two red scrub tops
- Two black scrub bottoms
- One black lab jacket

Tennis Shoes – Black tennis shoes are required

WASHBURN INSTITUTE OF TECHNOLOGY

Testing/ADA Accommodation Requests

Statement of Accommodations

It is the policy of Washburn Institute of Technology to assure equal educational opportunity without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, or other factors prohibited by law. The Assistant Director of Student Accommodations is responsible for assisting in arranging accommodations and identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the Assistant Director of Student Accommodations to be eligible for services and provide written documentation in order to receive services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, please contact the Assistant Director of Student Accommodations as soon as a need may arise. Each request is evaluated on a case by cases basis.

PROCEDURES TO APPLY FOR ACCOMODATION (S):

1. Students are responsible for self-disclosing and registering with the Assistant Director of Student Accommodations to be reviewed and considered for accommodations. The student will need to complete and submit a **Student Accommodation Request form online**. This may be initiated by calling the Assistant Director of Student Accommodations at 785-670-3364. The form is available on our website at: www.washburntech.edu/techaccommodations/getstarted.html If a student requires a paper version of the form please reach out to the Assistant Director at accommodations@washburn.edu
2. The student **must provide medical documentation from a licensed medical professional** to the Assistant Director of Student Accommodations with their Student Accommodation Request form prior to consideration of requested accommodations. A Disability Impairment Assessment form is available online at www.washburntech.edu/techaccommodations or may be requested from the Assistant Director of Student Accommodations office. Medical documentation must include: Diagnosis and description of the disability, how disability was diagnosed, how the disability affects the student's academic performance, and suggested accommodations, if possible. Without medical documentation accommodations requests are held until appropriate documentation is submitted.
3. After receiving the appropriate documentation, the Assistant Director of Student Accommodations will evaluate the accommodations request. The student and instructor(s) will be informed of the approval of their accommodations. Instructors and student should then continue the interactive process to ensure accommodations are enacted. If an instructor is concerned about an accommodation please reach out to the Assistant Director for guidance. If there is a denial of accommodations student will receive a phone call and subsequent email with their appeal rights documented below.
4. New students who are requesting accommodations are required to meet with the Assistant Director either before approval or after approval to discuss how accommodations will work within their designated program. Any questions or concerns afterwards need to be directed to the Assistant Director.

Requests for accommodation should be submitted **two months** or more prior to the date approved services will begin. Note: Students will need to fill out the Student Accommodation Request form for accommodations each semester accommodations are required. Medical documentation is not necessary after initial approval, unless additional diagnosis/accommodations have been recommended.

Washburn Tech follows the federal regulations awarded to qualified individuals (a student with a disability who meets the academic and technical standards requisite for admission or participation in the institution's educational program or activities) if they are reasonable accommodations that do not lower or substantially affect the essential requirements of the program, do not cause an undue burden to faculty/instructors, undue burden financially, or pose a threat to student or others.

Accommodation will be determined on an individual basis between recommendations by licensed professionals, the student, and Assistant Director of Student Accommodations. Instructors and students are encouraged to continue the interactive process to ensure that accommodations are adhered to within the learning environment that also coincides with technical standards for each program.

Contact Information:

Assistant Director of Student Accommodations
Washburn Institute of Technology
5724 SW Huntoon Street
Topeka, KS 66604
785-670-3364
Email: accommodations@washburn.edu

Appeal Procedure

The Assistant Director of Student Accommodations is authorized by Washburn Institute of Technology to provide reasonable accommodations. Should the student disagree with the recommendation of accommodations, the student may appeal in writing to a committee including the Associate Director of Student Services, Washburn Tech and the Equal Opportunity Director, Washburn University. The committee will meet with the student as soon as practical. Final determination of the accommodation (s) will be implemented by the committee.

Washburn University Institute of Technology [prohibits discrimination](#) on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.

STUDENT HEALTH SERVICES

Morgan Hall Room 140

Monday-Friday 8:00 A.M. - 5:00 P.M.

785-670-1470

Washburn University student ID required at visit

All Washburn University students are eligible to visit Student Health Services free-of-charge with a valid Washburn University ID. No appointment is necessary with the exception of pre-participation physicals and well woman exams. There is a fee for laboratory testing (including PAP), X-rays, immunizations, TB testing and prescription medications. Services include:

- Pre-participation physical exams (Sports, Nursing, Allied Health, Study Abroad)
- Immunizations
- TB testing
- Urgent care for illness and injury and primary care for chronic stable conditions
- Patient assistance program for prescriptions

Services with a fee can be paid with an I-card, credit card, check or cash.

Student Health Services Test and Immunizations Prices

Test	Price
TB skin test	\$5
Tdap Vaccine (tetanus, diphtheria, and pertussis)	\$40
Hepatitis B Vaccine (series of three)	\$50-60 (per dose)
Influenza Vaccine	\$15
MMR Vaccine (Measles, Mumps, and Rubella)	\$75
MMR Titer (blood draw)	\$15
QFT (Quantiferon – TB) (blood draw)	\$60-70
Varicella Titer (blood draw)	\$30

*Prices as of 7/1/23. **These prices are subject to change.** Other laboratory testing is also available.

Phlebotomy Program Checklist

To be completed prior to the 1st day of phlebotomy class:

- Purchase textbooks
- Purchase supplies for class
- Purchase scrubs and wear to class on the 1st day

Submit Required Documentation via *Verified Credentials* by the 5th day of class

Washburn Tech has partnered with *Verified Credentials* to track student health clearance records, and conduct pre-entrance background checks and drug screens. **Students will be assessed a fee upon signing up on the *Verified Credentials* website and will be responsible for paying the fee.**

- Verified Credentials Form (page 18)-create account and initiate the background check and drug screen
- Proof of Health Insurance
- Immunization records
 - Flu vaccination (seasonal)
 - Hepatitis B Series vaccination
 - TB test (within 1 year), IGRA blood draw, or Chest X-ray
 - MMR
 - Tdap (within the last 10 years)
 - Varicella (Chicken Pox) or varicella antibody titer
 - Covid-19 vaccine/series
- Student Contact Information Sheet (page 10)
- Liability Consent & Release Statement (page 11)
- Class/lab/clinical Expectations Sheet (page 12)
- Consent to Lab Participation and Treatment (page 13)
- Medical History & Physical Exam Form (page 14)
 - **Students must use the form provided in this packet**
- Technical Standards Form (page 18)
- Confidentiality Statement (page 19)

**Washburn Tech Phlebotomy
Student Contact Information Sheet**

Demographic Information

Full Name: _____

Home Address: _____

Home Phone Number: _____ Cell Phone Number _____

Email Address: _____

DOB: _____

Age: _____

Student Preferences

Preferred Name: _____

Emergency Contact Information

Parent/Guardian Name(s): _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Phone:

Home: _____ Work: _____ Cell: _____

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if student is a minor)

Washburn Tech Liability Consent & Release Statement

Read the following statement and if there are any questions contact the Assistant Dean, Health Occupations, before signing the Liability Release Form.

Students entering the health care programs should be aware that they will be in close contact with other individuals having a variety of health problems in which the cause may or may not be known. The health care programs have specific precautionary requirements based on the type of exposure and/or clinical agency policies. It is the responsibility of each student to know and follow the program guidelines for necessary precautions against contracting and transmitting disease.

Students enrolled in health care programs at Washburn Tech who experience any injury or who have been diagnosed with an infectious disease which could place their patients at risk should immediately inform their instructor. During an educational assignment, if barrier precautions are compromised and an exposure occurs, a written Incident Report must be completed by the student and instructor and the student will be required to complete the post-exposure prophylaxis (PEP) protocol lab testing. All health care costs are to be assumed by the individual student. Washburn Tech and any affiliating agencies are not responsible for the provision of any healthcare, for any payment, or costs related to an injury or the exposure to an infection or a disease.

All matters surrounding students, with or exposed to, an infectious disease will be held in strict confidence. A decision about student participation in program activities will be made on an individual basis by the coordinator and instructor. Students are responsible for meeting all course, clinical and program objectives.

TO BE READ AND SIGNED BY THE STUDENT, and/or PARENT OR GUARDIAN IF STUDENT IS A MINOR:

"I acknowledge that neither the Washburn Tech and/or any of its affiliations are responsible for health care provisions or costs in the care of any injury or the exposure to or infection with a disease while I am (or my student) participating in the program-related activities. I hereby waive and release Washburn Tech and the affiliating agencies from any and all claims or responsibility for insurance and hospital or health insurance benefits for health care services. If a student refuses to adhere to any of the above stated guidelines or fails to notify the program instructor upon awareness of a condition, he/she may be dismissed from the health occupations program.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if student is a minor)

Washburn Tech

Phlebotomy Classroom/Lab/Clinical Expectations

Please sign and return to instructor by the first day of class

Attendance is important, days missed will negatively affect your success in this course. It is important that you arrive to class on time. If you have to be absent or late for clinical you are required to notify your preceptor and your instructor in a timely manner.

Behavior: Professional behavior is expected during class and clinical. Students will be respectful to the instructor(s), peers and host facilities at all times.

CELL PHONES: Are to be stored in your book bag or your purse, **NOT** in your pocket both in the classroom and clinical sites. Headphones may not be used during class. Use of a cell phone in the clinical setting will result in dismissal from the program.

TOBACCO USE is **ONLY** permitted at designated smoking areas. Offenders will be reported to the Campus Police.

BREAKS will be 10 minutes long unless otherwise specified.

PARKING: Students should park in designated student parking spaces. Yellow curbs and areas designated by signs are for Washburn tech employees only. Parking in these areas may result in a fine.

DRESS CODE: Students must follow all dress code expectations for class, labs and clinical.

I understand the information as written above. I agree to follow the rules and policies of Washburn Institute of Technology. Failure to follow these rules may result in probation and/or suspension from the program.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if student is a minor)

**WASHBURN TECH
PHLEBOTOMY PROGRAM**

Consent to Lab Participation and Treatment

Please sign and return to instructor by the first day of class

Student Name: _____

During the Phlebotomy Program the students will be performing venipunctures and capillary punctures on each other. Some soreness, bruising and/or needle marks can occur. Additional risk associated with venipuncture include: exposure to infectious disease, fainting, nerve damage, arterial puncture, petechiae, fear, excessive bleeding, edema, thrombus, sepsis, etc. (Buowari, 2013).

All skills are demonstrated by the instructor and/or performed by the students. The students that participate in the described activity will remain in compliance with all rules and regulations governing students of Washburn Tech.

I hereby consent to participate in the activity described above for Phlebotomy. I further give my legal consent and hereby authorize any representative of Washburn Tech to authorize emergency medical treatment, including necessary hospitalization or surgery, for any injury or illness of an emergency nature incurred while participating in this program as stated herein by any physician licensed in accordance with the provisions of the Kansas Healing Arts Act, K.A.A.65-2801, or any hospital or clinic.

I hereby acknowledge and agree that Washburn Tech is not responsible for any medical or hospital expense or other charges incurred for medical treatment. I understand that a photocopy of this document shall have the same force and effect as the original.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if student is a minor)

Washburn Tech Medical History and Physical Examination Record

Name: _____ **DOB:** _____

BP: _____	HR: _____	RR: _____	O2 Sat: _____	Weight: _____	Pain Level: _____ (0-10)
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Date of Examination: _____

History of present illness(s): _____

Current Medications/Therapies: _____

Medical	Normal	Abnormal Findings
General Appearance		
Eyes/ears/nose/throat		
Lymph nodes		
Heart		
Pulses		
Lungs		
Abdomen		
Genitourinary		
Skin		
Neurological		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		

I examined above listed person and to the best of my knowledge I find him/her to be free of communicable disease and his/her health status is satisfactory for class and clinical participation with no restrictions.

Provider Name _____ Provider Signature _____ Date _____

Office Address _____ City/State/Zip _____ Phone _____

***I assure, by signing this form, that I have reviewed the program Technical Standards and the student can perform them without limitation.**



Technical Standards

PHLEBOTOMY

Washburn Institute of Technology/Washburn Tech

The technical standards discussed in the following chart define performance expectations that must be met for advancement through and successful completion of the **Phlebotomy Program**. It is the policy of Washburn Tech to provide reasonable accommodations for those with disabilities, health impairments, and other disabling conditions. These standards can also be used to determine whether accommodations or modifications are necessary and have been established through consideration by faculty and consultation with the following sources: consultation with the advisory committee for the program, The Vocational Rehabilitation Act, The Americans with Disabilities Act, Dictionary of Occupational Titles, O*Net Online developed for the U.S. Department of Labor.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Physical Demands / Motor Skills	<ul style="list-style-type: none"> Student must have the ability to perform physical activities that require considerable use of the fingers and hands. This will include fine motor abilities like finger dexterity, manual dexterity; arm-hand steadiness, and gross motor abilities. This must be done in a timely manner for safe and effective patient care. 	<ul style="list-style-type: none"> Demonstrate the ability to make precisely coordinated movements of the fingers of one or both hands to grasp needles, collection tubes, and other phlebotomy equipment when performing various venipuncture procedures. Must have good hand eye coordination when inserting the needle during venipuncture procedures. Good gross motor skills are required to assist patients in sitting, standing or lying down, if needed. Wear PPE for safe practices

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Critical Thinking/ Sensory/ Observation/ Reasoning Skills	<ul style="list-style-type: none"> • Student must be able to use logic and reasoning to identify the strengths and weaknesses of situations or approaches to problems. • Must be able to be attentive in the classroom and clinical areas, observe demonstrations and participate in lab and clinical. • Must be able to problem solve and have good clinical judgment. • Must be able to recognize when there is a problem or a potential problem. 	<ul style="list-style-type: none"> • Must be able to adapt to stressful situations quickly and calmly. • Demonstrate problem solving skills before, during, and after venipuncture. • Student must be able to perform sensory skills (auditory, visual and tactile) necessary to assess and palpate for a suitable site and vein for venipuncture. • Student must have sufficient critical thinking skills to recognize any complications or procedural error risks; fainting, nausea, vomiting, hematoma formation, etc. • Demonstrate calm and effective behavior and responses, especially during emergency situations. • Student must be emotionally stable and have the ability to multi task and function effectively under stress
Behavioral / Social Skills and Professionalism	<ul style="list-style-type: none"> • Interpersonal skills to interact with colleagues and patients from a variety of social, emotional, intellectual and cultural backgrounds. • Must show emotional stability. • Show respect and dignity for all patients regardless of their backgrounds. 	<ul style="list-style-type: none"> • Exhibit positive interpersonal skills in patient, staff and faculty interactions • Recognize appropriate boundaries in relationships with patients and colleagues. • Demonstrate good team building skills. • Must possess the ability to handle demanding clinical assignments and handle the stress that goes with it. • Must demonstrate emotional maturity, integrity, flexibility, and empathy.
Sensory/ Communication Skills	<ul style="list-style-type: none"> • Must have visual perception • Must have sufficient observational skills necessary for correct patient care • Communicate in English verbally and written. 	<ul style="list-style-type: none"> • Student must be able to speak, hear, and observe patients in order to obtain identification of the patient. • Must understand and be able to communicate clearly with written or verbal skills using the English language.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Health/Memory	<ul style="list-style-type: none"> • Student must possess immunity to certain diseases • Student must be in good general health without dependencies on addictive substances • Must have good short term and long-term memorization skills 	<ul style="list-style-type: none"> • Student must complete the verified credential requirements for the phlebotomy program. • Student must pass the background check and drug screen that is set up in verified credentials. • Must be free of communicable diseases and chemical dependence. • Must maintain good hygiene, including clean uniforms and being free from strong odors, pleasant or otherwise. • Must be able to memorize groups of information pertaining to the profession of phlebotomy.

Technical Standards for Enrollment in the Phlebotomy Program

PLEASE COMPLETE THIS FORM AND UPLOAD INTO VERIFIED CREDENTIALS.

READ CAREFULLY AND **CHECK ALL THAT APPLY.**

_____ I understand the expectations, as explained on the previous page, must be met in order to participate in and successful completion of the **PHLEBOTOMY** program.

_____ Upon admission to the program, I received a copy of the Technical Standards and they have been explained to me.

_____ I would like to further discuss the standards checked below.

A. _____ Sensory/Motor Ability

B. _____ Observation

C. _____ Communication Skills

D. _____ Reasoning and Intellectual Skills

E. _____ Professional, Behavioral and Social Characteristics

QUESTIONS OR COMMENTS: (If additional information, attach another page.)

PRINT NAME: _____

STUDENT SIGNATURE: _____ **DATE:** _____

If Student is a Minor:

Parent/Guardian Name: _____

PARENT/GUARDIAN SIGNATURE _____ **DATE:** _____



Confidentiality Agreement

Students in the Washburn Tech Health Care Programs work with medical records of actual patients in health care facilities and in the classroom. Students may receive direct or indirect information about current or former patients from other employees, other students, or faculty. Any information, whether written, oral or in electronic format, having any relevance to patient care, is strictly confidential and is to be maintained in a secure manner. It is imperative that confidentiality of the patients' records be maintained for legal and ethical reasons, including confirmation that a patient is receiving treatment.

Pertaining to Student Confidentiality

1. A student file will be kept electronically in verified credentials and/or in our administrative office for the purpose of reference as well as having personal information on hand in the event of an emergency. Student records and personal information will be kept in strict confidence by all faculty and staff.
2. All clinical evaluation forms shared internally will be kept in strict confidence by all faculty and staff.

Pertaining to Classroom and Clinical Patient Information/Confidentiality

1. Students agree to keep all patient/client information confidential according to HIPAA Privacy laws.
2. Students who breach patient confidentiality in any manner, where sufficient evidence exists, may be dismissed from the clinical education site and from my program of study.

By signing below, I acknowledge that I have read and understand the foregoing statement on the confidentiality of medical records. In consideration of and as a condition precedent to, I hereby agree to maintain the confidentiality of all patient information of which I may be made aware as a student in my program of study.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if student is a minor)

Washburn University

Phlebotomy Program

Required Qualifications for Your Program

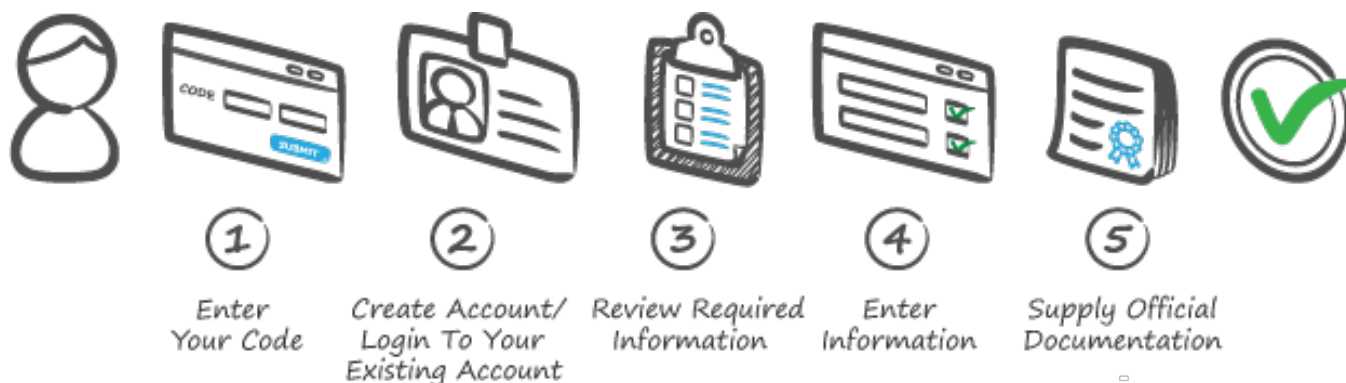
TIME SENSITIVE

DO NOT DELAY

ATTENTION Students:

We've partnered with Verified Credentials, Inc. to help you supply the required qualifications for your program. To get started, carefully follow the instruction below:

How it Works:



IMPORTANT – Use the CODE below to get started:

Program:	Code:
Background Check & Additional Requirements – Phlebotomy Program	JJDDF-42333

GET STARTED NOW at:

<http://scholar.verifiedcredentials.com/washburn>

For Best Results - Use a **laptop** or **desktop computer** to complete this process.