



Medical Assistant-Registered Credential/License and HIV/Aids Training Requirements

Step 1- Determining Applicable Staff by Definition (per WAC 246-827-0100)

- If employee meets the following definition, nothing further is needed (they are not required to complete the HIV/Aids training and MA-Registered application for credential).

A person employed by a health care practitioner or facility is not practicing as a medical assistant if he or she only performs the following tasks:

- (1) Accounting;
- (2) Insurance reimbursement;
- (3) Maintaining medication and immunization records;
- (4) Obtaining and recording patient history;
- (5) Preparing and maintaining examination and treatment areas;
- (6) Reception;
- (7) Scheduling;
- (8) Telephone and in person screening limited to intake and gathering of information; or
- (9) Similar administrative tasks.

- If employee meets the following definition, continue on to Step 2 below.

Medical Assistant- Registered (MA-R or MR) - The MA-R credential is required for any staff meeting the following definition: "A person shall obtain a medical assistant credential from WA State DOH secretary in order to practice as a medical assistant. Practice as a medical assistant means the person assists a health care practitioner by providing direct patient health care including treatment, self-care education, and administration of medication."

Step 2 – Completing online HIV Aids Training Course & Certification

- If previously completed an HIV Aids Training Course (must have record of the Course completion and certification), you can skip Step 2 and go directly to Step 3.
- If HIV Aids Training Course and Certification has not been completed, complete steps outlined below:
 - 1) Click link to HIV course: <https://www.onlineregistrationcenter.com/register.asp?m=330&c=191>
 - 2) On registration page, enter your name, YOUR personal e-mail address, doctor's name (**Dr. Charles J Clayton**), his AOA ID# (**080674**), and practice information. **Use the email bvc@bellevuevisionclinic.com for the office email.** Once complete, click **REGISTER**.
 - 3) On the registration confirmation page, there is a link for AOA doctors to access a free HIV training course at the **Cardea Website**. Click the link and **create a user name and password**. Write down both, then click **SUBMIT**.
 - 4) You will receive an e-mail confirmation and instructions how to access the course.
 - 5) After you create a user name and password, you will be directed to the page with the course and begin Module 1 (click on **START THE COURSE**). Users can exit and re-enter the course at any time (remember where you paused in the course), using the link provided in the e-mail confirmation. **You should NOT create a new user name and password when you re-enter the course.**

- 6) After completing the course, you will be able to request a certificate of completion by entering your name and e-mail address. The certificate of completion will be automatically generated by the system (within a few minutes). **Print out the certificate, since you will need to submit a copy with your MA-Registered Credential application and endorsement.**
- 7) Once you have completed the HIV training and printed a copy of your course certification, you will then move on to Step 3, completing the WA State Dept of Health MA- Registered Credential Application.

Step 3 – Completing Medical Assistant- Registered Credential Application

- [Complete the linked WA State DOH's Medical Assistant-Registered Application and Practitioner Endorsement.](#) Please print clearly in blue or black ink.
- Once you have completed and signed the application (and included a copy of your HIV course certificate), please give the application back to the office manager.
- The office manager will then:
 - Have Dr. Clayton sign the MA-Registered Healthcare Practitioner Endorsement
 - Obtain a check from the accounting manager for your MA-R Application Fees
 - Then mail everything to: WA Dept of Health PO Box 1099 Olympia, WA 98057
- The Department of Health will process and review your application. Your MA-Registered Credential License is typically processed within 45-60 days of receipt. A copy of your MA-Registered Credential is kept in your BVC Personnel file, for auditing and reporting needs.

Additional Information for your Reference

- The MA-Registered credential is **valid up to 2 years**, but may expire earlier since it **renews on employee's birthday**.
- **BVC will pay for your renewal fees or reimburse you** (must provide copy of paid receipt as well as a copy of your new MA-R credential).
- Per WAC 246-827-0320 **MA-Reg Credential termination**: “The medical assistant-registered credential **terminates** when medical assistant-registered separates employment with the endorsing health care practitioner, clinic or group practice. The medical assistant-registered shall notify the department within thirty days of separation of employment. **A person shall submit a new initial medical assistant-registered application upon new or additional employment.**
- **If you have any additional questions, you can ask the Bellevue Vision Clinic office manager, or contact the WA State Dept of Health's Medical Assistant Credentialing office at (360)236-4700.**