

# Hawaii Institute of Healthcare & Training Services (HIHTS)

## PHLEBOTOMY TECHNICIAN COURSE

PO Box 395

Hilo HI 96721

Tel: (808) 933-1295/1266 Fax (808) 933-2722

email: [hihts@live.com](mailto:hihts@live.com) website: [www.hihts.us](http://www.hihts.us)

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### APPLICATION FORM

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Birthday \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell \_\_\_\_\_ Work) \_\_\_\_\_

Email Address (please print:) \_\_\_\_\_

18 years age or older? Yes  No

US Citizen? Yes  No  Green Card? Yes  No

Have you ever been convicted of a crime or had traffic violation (s) by any court? Yes  No

If Yes, please explain nature of the incident and current status on space provided below:

\_\_\_\_\_  
\_\_\_\_\_

If applicable, will you be able to provide letters from your probation officer? \_\_\_\_\_

If applicable, will you be able to provide at least three (3) letters of recommendation? \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

How did you hear about Hawaii Institute Healthcare & Training Services \_\_\_\_\_



Agency Sponsored? Yes  No

Contact Person \_\_\_\_\_

Name of Agency \_\_\_\_\_

Phone Number \_\_\_\_\_

Tuition Fee: \$1,000.00 w/Externship

Tuition Fee: \$750.00 w/o Externship

**NON REFUNDABLE REGISTRATION: \$250.00**

Optional:

Review Class for the national exams: \$75.00

NHA Certification Exam and study guide: \$190.00

### STUDENT AGREEMENT

I agree to release and hold harmless, Hawaii Institute Healthcare & Training Services, its staff and clients who provides my training and clinical practice from any accidents or misconduct that arises during the period of my training.

I certify that all statements made here on this application are true to the best of my knowledge and agree to pay all tuition costs.

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Student's Name (Printed)

Signature

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Date

### FOR STUDENTS WITH EXTERNSHIP

I understand that externship requirements should be submitted to H I H T S one month before externship begins and due to the facility's limited schedule for externship, re-scheduling is strictly not allowed. Externship time cannot be refunded for "no show" on the designated dates. The only excused absences will be:

- a) Providing a doctor's note when sick
- b) Death in family

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Student Name (printed)

Signature

### CONSENT FOR VIDEO OR PHOTOGRAPHY:

I give consent to use any video or photography on HIHTS website to promote any and all classes. (If signature is not provided, consent is not given)

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Student's signature over printed name

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Date

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### PHYSICAL EXAMINATION FORM

Name: \_\_\_\_\_ Sex: F  M  Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email (please print:) \_\_\_\_\_

Any serious illness? Yes  No

If YES, please explain \_\_\_\_\_

Any Surgery or Injury? Yes  No

If YES, please explain \_\_\_\_\_

Have you received treatment or counseling for alcohol, drug related or emotional problems?

Yes  No  If YES, please specify \_\_\_\_\_

Do you have any type of handicap which limits function? \_\_\_\_\_

Are you able to lift fifty pounds? Yes  No

#### Results of PPD

1<sup>st</sup> Step Date Taken: \_\_\_\_\_ Date Read: \_\_\_\_\_  
Results: \_\_\_\_\_ Results: \_\_\_\_\_

2<sup>nd</sup> Step Date Taken: \_\_\_\_\_ Date Read: \_\_\_\_\_  
Results: \_\_\_\_\_ Results: \_\_\_\_\_

#### Chest X-Ray if Positive PPD

Date: \_\_\_\_\_ Results: \_\_\_\_\_

Attending Physician: \_\_\_\_\_ Date: \_\_\_\_\_

**PHYSICAL EXAMINATION VERIFICATION**  
**(To be completed by Physician )**

Significant Medical History pertinent to the student's ability to participate in the Phlebotomy Technician Course:

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Are there medications which may affect the student's mental or physical performance?

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Current complaints affecting the student's ability in the Phlebotomy Technician Course?

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I have examined \_\_\_\_\_, and have found him/her not to have any communicable disease or any health condition that is hazardous to him/her self, patients, visitors or anybody.

He/she is physically and emotionally fit for the Phlebotomy Technician Course and/or employment.

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Physician's Name (Print)

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Physician's Signature

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Date

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I, \_\_\_\_\_, (student name) give permission to release this health information to Hawaii Institute Healthcare & Training Services.

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Student

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Signature

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Date

**CONFIDENTIAL**

**REQUEST FOR STATE AND FEDERAL CRIMINAL HISTORY RECORD CHECKS**

Criminal history records checks for federal and state convictions are periodically conducted as a required of all persons providing services to and/or receiving clinical/instruction from Kaiser Permanente. Information requested here is needed to make determinations as to whether any conviction has a bearing on your fitness to provide services or eligibility to receive clinical instruction at KP. Convictions, other than those noted on the application will not automatically disqualify you, however, a suitability investigation maybe conducted depending on when the conviction occurred and the type of conviction.

As a general rule, individuals with a conviction that bears a relationship to the position and/or service area, that falls within the past 10 years (excluding periods of incarceration), may render you unsuitable. Also, certain convictions such as an assault on a patient are automatic grounds for disqualification. During this suitability investigation period, you may not at the discretion of the training facility be allowed to perform clinical instruction until the investigation is completed.

**PART I FULL DISCLOSURE**

Have you ever been convicted of a violation of law? Yes  No

Note: In answering this question, you must report all convictions. **DO NOT** report the following:

1. Arrests not followed by convictions
2. Convictions which were annulled or expunged
3. Offenses for which you were tried as a minor

If you answer YES to the question above, use this space to provide the dates, nature and circumstances of the conviction, the sentence imposed and its current status and any other relevant information you wish to provide.

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**PART II PERSONAL DATA**

FULL NAME \_\_\_\_\_

(please include any alias (es), Former names, maiden name)

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Social Security No: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_ Gender: FEMALE  MALE

**ACKNOWLEDGE OF RELEASE:**

I certify that information provided in PARTS I AND II of this form is true and correct. I understand that providing my social security number is voluntary and to be used for clinical instruction purposes. I also consent to criminal history record checks, which may include fingerprinting. I understand that any consideration for clinical instruction is contingent and/or omission of my conviction information in PART I of this form, I acknowledge that such action would deem me unsuitable for clinical instruction at the clinical facility.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## DRUG SCREENING AUTHORIZATION FORM

I UNDERSTAND THAT CLINICAL FACILITY (\_\_\_\_\_) THROUGH HAWAII INSTITUTE OF HEALTHCARE AND TRAINING SERVICES (HIHTS), HAS A POLICY THAT ANY PERSON WANTING TO BE CONSIDERED FOR CLINICAL INSTRUCTION WILL BE TESTED FOR THE PRESENCE OF DRUGS.

1. I agree to present myself at the appointed time at the testing laboratory designated and identify myself with valid picture identification (i.e., Hawaii Driver's License, State Identification Card, Passport or Military Identification Card.)
2. I authorize the testing laboratory to take from me the required specimen for testing.
3. I understand that the specimen will be tested to determine the presence of drugs, using a chain of custody procedure to ensure the integrity of the specimen and its identification.
4. I understand that my specimen will be tested for the following drugs: Amphetamines, Marijuana, PCP, Benzodiazepines, Barbiturates, Methadone, and Propoxyphene.
5. I understand that over-the-counter- medications or prescribed drugs may result in a positive test results.
6. I understand that a copy of the results of this testing will be forwarded to the Training program and the clinical facility for review. Clinical Facility may rescind Clinical instructions if the results indicate the presence of any illegal, dangerous, or unauthorized drugs in my system.
7. I understand that if I do not agree with the results of the drug test, I may request a re-test (using the same sample) by contacting the Medical Review Officer (MRO) within three (3) working days of being notified of the test results.
8. I understand that if I am accepted for clinical instruction, I will abide by the Drug Free Workplace Policy.

I agree to release Hawaii Institute of Healthcare & Training Services (HIHTS) and its affiliates, Kaiser Permanente from any and all liability or responsibility related to the administration of testing, testing procedures, or any act or missions arising there from or related thereto.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Hawaii Institute Healthcare & Training Services (HIHTS)  
Phlebotomy Technician Training Program**

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**ADMISSION REQUIREMENTS (class only)**

- Eighteen (18) years of age or older
- High school graduate or G E D
- Physical Examination Form
- TB clearance, 2 steps or CXR
- Application forms (completed)
- Enrollment Agreement
- Pre-registration fee (non-refundable)

**IMMUNIZATIONS or HEALTH RECORDS: (obtained throughout the course if doing externship)**

- TDP (tetanus/diphtheria/pertussis) – within past 10 years
- TB clearance, 2 steps or CXR
- Hepatitis B series (3 shots, only 1 shot required for class)
- Measles
- Mumps
- Rubella
- Varicella (chickenpox)
- Boosters/Titers accepted
- CPR / FIRST AID Certificate

**OTHER REQUIREMENTS:**

1. Scrub uniform
2. White Shoes
3. Notebook/Pen/Pencil

**REQUIREMENTS NEEDED - prior to Externship**

- Criminal History and Record Check (may include fingerprinting) /Drug Testing – by facility
- Requirements needs to be turned in one month prior to externship dates

**TUITION/Payment Option Plans:**

***HIHTS offers a 5% discount if tuition is paid in full.***

**SCHEDULE OF CHARGES W/EXTERNSHIP:**

\$250.00 Non-Refundable Pre-Registration

\$375.00 1<sup>st</sup> Week of Class

\$375.00 2<sup>nd</sup> Week of Class

**Total cost: \$1,000.00**

**SCHEDULE OF CHARGES W/O EXTERNSHIP**

\$250.00 Non-Refundable Pre-Registration

\$250.00 1<sup>st</sup> Week of Class

\$250.00 2<sup>nd</sup> Week of Class

**Total cost: \$750.00**

**Schedule of charges for Class w/o Externship & National Exam**

\$250.00 Non refundable Pre-Registration

\$250.00 (First week of the course)

\$250.00 (2<sup>nd</sup> week of the course)

\$75.00 (Review Classes to be paid before finals)

\$190.00 National exam and study guide (to be paid before finals)

**Total Cost: \$1,015.00**

**Schedule of Charges for Class/w Externship/Review/National Exam**

\$250.00 Non refundable Pre-Registration

\$375.00 First week of the course

\$375.00 2<sup>nd</sup> week of the course

\$75.00 (Review classes to be paid before finals)

\$190.00 to be paid prior to test date

**TOTAL: \$1,265.00**

**TUITION DISCLAIMER:**

Failure to pay may result in cancellation of registration or suspension of class. Only cash, checks, and credit cards are accepted. Checks payable to: **Hawaii Institute Healthcare & Training Services (HIHTS.)**

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_