COLLEGE CATALOG

2012-2013

California Medical College

7851 Mission Center Court, Suite 326

San Diego, CA 92108

(858) 357-8800

www.CMCsandiego.com

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7851 Mission Center Court, Suite 326
San Diego, CA 92108

(858) 357-8800

FAX: (619) 296-9200

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Certificate Programs

EKG Technician

Insurance & Coding Specialist

Nurse Assistant and Home Health Aide Training Program

Pharmacy Technician

Professional Medical Technician

Message from the Medical Director

The foundation of California Medical College began from a simple principle…to help others. We do this by providing a higher educational standard to our students by employing expert clinicians and medical educators to share in the knowledge that they deem valuable and necessary for immediate employment. After all, a degree or certificate is only as good as the skills that accompany it.

We train you to be knowledgeable in relevant medical skills and do not spend time with general education courses or classes that do not translate into real world working skills in your area of study. Our fast-track medical career programs allow you to complete your studies in a short amount of time without impacting your overall future financial situation. Small class sizes, along with free national certification exam preparation, and short-term interest free student loan repayments are just a few of the many advantages our students enjoy. Your complete instruction package includes everything you need to be successful: quality medical education, dedicated instructors, and excellent clinical training opportunities. We even include your textbooks, uniform, and medical equipment in the cost of your tuition.

Our goal is to get you prepared for your new career, certified in several medical specialties (Nurse Assistant, Home Health Aide, Medical Assistant, Medical Office Assistant, EKG Technician, Patient Care Technician, Pharmacy Technician, Insurance and Coding Specialist, and the new title of Professional Medical Technician).

Thank you for choosing CMC and be ready for a challenging and rewarding career in the medical arts. The Administrative Staff and Faculty are here to assist you and are ready to work hard in getting you to your end goal…to be successful and to help others.

Yours in Health,

Barry J. Broomberg, MD

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College Information

About Us

California Medical College was founded by Dr. Barry Broomberg, a renowned La Jolla physician and Mr. Ronald Bendelstein, an educational and financial expert. California Medical College strives to provide students with superior and practical training in a shortened time frame with affordable tuition costs. Medical and Allied health classes are taught by physicians, licensed nurses, experienced practitioners and industry experts. We strive to make it **EASIER** for our student to be successful. With Free Tutoring, Certification and Job Placement Assistance, we offer the Best Value Medical Certification Training Available.

History

California Medical College was initially founded in San Diego in 2005 as the Academy of Medical Assistants to provide quality education and skills for students aspiring to become medical assistants and to meet the hiring demands within the medical community. In 2009, the college changed its name to California Medical College, changed its campus location, and expanded its instruction to include allied health medical training courses preparing students for national certifications as: EKG Technicians, Pharmacy Technicians, Medical Assistants, Office Assistants, and Insurance and Coding Specialists. In 2011, the Nurse Assistant and Home Health Aide training program was added.

Mission Statement

California Medical College is dedicated to providing the highest quality medical certification programs in the shortest amount of time possible for the best value to all students who are committed to improving themselves, their futures, and the lives of others.

California Medical College is a private career school, offering personalized attention. The College prides itself on small class size with the instructor-to-student ratio not exceeding 1:25 in a classroom setting and 1:15 in a lab or clinical setting.

College Facility

California Medical College, 7851 Mission Center Court, Suite 326, San Diego, CA, 92108, is located in Mission Valley, one block south of Friar's Road. The nearest cross street is Mission Center Road. The college is nestled between state highways I-8, I-805 and CA-163.

Didactic program instruction and basic lab skills are held on campus in a classroom setting. In addition to classroom learning, comprehensive lab skills may be conducted in a state-of-the-art physician's office located at 6515 La Jolla Blvd., La Jolla, CA 92037. This allows students to learn and train on medical equipment found in physician offices simulating real-life work experience. Clinical Externship training is offered at various physician offices and medical clinics located throughout San Diego County. Nurse Assistant & Home Health clinical training is held at California approved Skilled Nursing and Assisted Living Facilities. All facilities are compliant with the American with Disabilities Act and meet OSHA regulations and requirements.

There is public transportation available to and from the College via the San Diego Transit System.

There is ample free public parking available for students on public streets near the campus building as well as in the privately owned parking lot in front of the building. Students are encouraged to leave valuables at home and the College will not assume responsibility of any damage to student vehicles or theft of student possessions.

Administration, Staff, and Faculty

California Medical College is proud of its personnel who have richly diverse educational and professional work experience backgrounds which promote positive customer service and enhanced student learning. For additional information, see Administration & Faculty Information Sheet.

Accrediting Agencies and Approvals

California Medical College has applied for national accreditation with the National Accreditation for Colleges and Schools (NACS), and is in "Candidacy Status."

California Medical College is a private institution and is approved to operate by the:

- Department of Consumer Affairs
  Bureau for Private Postsecondary Education (BPPE)
  Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
  Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
  Phone Number: (916) 431-6959
  Toll Free: (888) 370-7589
  FAX Number: (916) 263-1896

California Medical College is an approved partner with the:

- San Diego Workforce Partnership, and is eligible to offer career training through the Workforce Investment Act (WIA) training

- Department of Defense (DoD) - MyCAA

California Medical College has program certification approval by:

- American Society of Phlebotomy Technicians (ASPT) for: EKG Technician

- National Center for Competency Testing (NCCT) for: Medical Assistant, Medical Office Assistant, EKG Technician, Professional Medical Technician, Patient Care Technician, Pharmacy Technician, and Insurance and Coding Specialist

- National Healthcareer Association (NHA) for: Billing and Coding Specialist, Electronic Health Record Specialist, EKG Technician, Medical Administrative Assistant, Patient Care Technician/Patient Care Associate/Nurse Technician, Pharmacy Technician Certification Program

- Pharmacy Technician Certification Board (PTCB) for: Pharmacy Technician

California Medical College has Agency Certification Approval with:

- State of California Department of Public Health Licensing and Certification Program, Aide and Technician Certification Section (ATCS) for: Nurse Assistant and Home Health Aide Training

California Medical College is approved as an Authorized Testing Center for:

■ NCCT ■ NHA ■ ASPT ■ Regional Testing Center for Nurse Assistant Certification

Other Affiliations:

California Medical College is a proud member of:

- **The California Chamber of Commerce**
- **The San Diego Regional Chamber of Commerce**

Admission Information

Admission Policy

Students are accepted only if we believe they will benefit from the training program they have selected. Many factors such as a prospective student's desire, motivation, and ability will be considered before an applicant will be accepted as a student. Eligible students are accepted without regard to gender, national origin, age, sexual orientation, or religion. Applicants under legal age must have written approval from a parent or legal guardian. All applicants must be interviewed prior to acceptance at California Medical College.

All courses are taught in English. Students must be able to read, speak, write and understand English. English abilities will be determined during the interview process.

Students are required to have a high school diploma, GED, or equivalency, or show proof that they are enrolled in a GED program. A high school diploma, GED, or equivalent may be required to take national exams.

Admission Testing

California Medical College does not administer admission entrance examinations to potential or actual students.

International Students

California Medical College does not accept international students at this time.

Transfer Credit

California Medical College has not entered into an articulation or transfer agreement with any other college or university and does not accept transfer credits from other educational facilities.

Graduate Students completing the EKG Technician Certification Program at California Medical College, and who wish to enroll in the Professional Medical Technician Program may be exempt from taking MED103 EKG. Course evaluation and tuition credit will be evaluated by the COO within seven (7) days of student enrollment. Students will be notified in writing of tuition credit approval.

Credit for Previous Training or Experiential Learning

California Medical College does not award credit for previous training at other Colleges or experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Medical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Nurse Assistant and Home Health Aide Training Program, EKG Technician Program, Insurance, Billing & Coding Specialist Program, Pharmacy Technician Program, and Professional Medical Technician Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Medical College to determine if your credits or certificate will transfer.

Non Discrimination Policy

California Medical College encourages diversity and welcomes applications from all minority groups. The College does not discriminate on the basis of religion, color, race, national origin, age, sexual orientation, marital status, gender, or non-disqualifying disability.

Students Seeking Reasonable Accommodations

Information pertaining to an individual's disability is voluntary and confidential. Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known to Administration upon enrollment. Documentation to support the disability must be provided to the College upon enrollment.

Financial Policy

All applicants must complete financial arrangements prior to starting their program. If a student obtains a private loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If applicable, California Medical College will assist students with tuition cost by offering convenient interest-free monthly payment plans.

California Medical College does not participate in federal or state financial aid programs

Schedule of Charges

Students enrolling in California Medical College Programs are charged per program cost. Tuition payment schedules are calculated based upon an interest-free monthly payment plan. The Payment plan is derived from program tuition cost and balance owed and NOT from classroom attendance.

Nurse Assistant and Home Health Aide Training Program: $3,100.00 tuition; 7 month payment plan, with first initial payment of $1,000
EKG Technician Program: $1,850.00 tuition; 9 month payment plan
Insurance & Coding Specialist Program: $4,000.00 tuition; 20 month payment plan
Pharmacy Technician Program: $2,750.00 tuition; 13 month payment plan
Professional Medical Technician Program: $8,000.00 tuition; 36 month payment plan

Hypothetical Example:
Schedule of total charges for the Professional Medical Technician Program:

Total program tuition cost:	…….. $8,000.00
Deduct the $250 Enrollment Fee	..... $250.00
Remaining Tuition owed	..... $7,750.00
Monthly payment plan (36 month plan)	..... $215.27 per month

NOTICE TO THE PUBLIC

California Medical College does not have any pending petition in bankruptcy. California Medical College is not operating as a debtor in possession. California Medical College has not filed a petition within the preceding five years, and does not have or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Court.

Student Tuition Recovery Fund

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following apply:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by a third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF. If you are a California resident, prepaid tuition, paid the STRF assessment, as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

The STRF assessment rate is $2.50 per $1,000 of institutional charges rounded to the nearest thousand dollars from each student.

Grievance Policy/Procedure

Students are encouraged to communicate concerns and grievances to administration and to faculty. Students are encouraged to follow the suggested chain of command:

1. Make an appointment to discuss the matter with your instructor, if applicable. If not resolved, then
2. Make an appointment to discuss the matter with the COO or Director of Nursing. If not resolved, then
3. Make an appointment with the CEO. If not resolved, then
4. Make an appointment with the Medical Director.

A student or any member of the public may file a complaint about this institution with the:

Bureau for Private Postsecondary Education (BPPE)
By calling: (888) 370-7589

OR

By completing a complaint form, which can be obtained on the bureau's website: www.bppe.ca.gov

OR

By contacting the National Accreditation for Colleges and Schools (NACS)
200 Galleria Parkway, Suite 525
Atlanta, Georgia 30339

Telephone: (678) 401-5595

Website: www.nacs-edu.org

General Information

Campus Schedule

The campus is open Monday – Friday and occasional Saturdays. Appointments may be scheduled on Saturday on an individual basis.

Administrative Office Hours

Monday - Thursday	9:00 A.M. – 6:00 P.M.
Friday	9:00 A.M. – 3:00 P.M.
Saturday	Per individual basis

Student Housing

California Medical College does not have dormitory facilities. It is the student's responsibility to seek their own living accommodations while attending their academic program(s). It is suggested that students utilize local internet/newspaper/publication advertising, private advertising, rental agents/agencies or rental companies.

Nearby residential living may include room or apartment rental or private housing rental with costs varying $550 upwards per month. In addition, San Diego offers abundant motel and hotel accommodations.

Personal Property

Personal property is the responsibility of the student. The College disclaims all liability of theft, damage, and destruction of any personal property owned or used by the student. It is suggested that the student leave personal belongings at home.

Program Orientation

Program orientation is conducted on campus and is scheduled by or on the first day of class.

Class Schedule

Class /lab hours vary from 8:00 AM–10:00 PM Monday - Friday, and 9:00 AM–3:00 PM on occasional Weekends, **EXCEPT DURING THE WEEK OF A PUBLIC HOLIDAY.** In this instance, your instructor will let you know your REVISED class schedule. There may be times when classes, workshops and/or field trips are offered during the weekend. The College reserves the right to change meeting days and times as required. In all instances, students will be notified accordingly.

Classes are conducted on campus, which is located at: 7851 Mission Center Court, San Diego, CA 92108 and are offered in a classroom format. Certain classes will be offered in a laboratory or medical clinical setting. Students will be provided specific details regarding any off-campus lab or field trip experience by their instructor. Clinical Externship training is provided at physician offices and medical clinics throughout San Diego County.

Clinical Training and Externship

Nurse Assistant and Home Health Aide clinical training hours are scheduled between Monday – Friday 6:00 AM – 8:00 PM.

Externship hours and days vary with each clinical site. They are generally scheduled Monday – Friday, full-time, during the day. During this training portion of the program, **STUDENTS ARE EXPECTED TO BE FLEXIBLE WITH THEIR HOURS OF AVAILABILITY. If a student is unable/unwilling to accept a clinical assignment when it is available, the student will be placed on a "wait list" and scheduled at a later date. This will postpone the student's Program completion time.**

In addition, clinical training sites may require all students to go through a criminal background and/or drug screen prior to clinical externship scheduling. CMC will absorb the cost of these initial screens.

The College carefully selects clinical training sites based on evaluation of clinical availability, geographical location, and availability of medical training personnel, training hours, and student learning experience. Students must satisfactorily complete their externship assignment and submit verification of completed clinical hours in order to be eligible to complete the program.

Courses

All courses are taught in English. Students must be able to read, speak, and write fluently in English. English abilities will be determined through the College's Admission Interview process.

Student courses will be scheduled so that the student should complete the program requirements on time unless the student fails the course, withdraws from the Program, or is placed on a Leave of Absence (LOA). The College strongly recommends that students arrange their personal schedules around classroom, clinical and externship hours.

Attendance

Student attendance is crucial. The College urges students to make every effort possible to attend their scheduled theory, lab and externship classes. Additionally, tardiness is highly discouraged.

The College understands that unforeseeable emergencies and life situations occur. This may lead to the student withdrawing from the Program. We will make every effort to work with the student. Should this need arise, please contact your instructor as well as Administration immediately.

In Non-nursing classes, students are allowed to miss one (1) class/theory day per month (32 hrs). In extenuating circumstances, students may be given a make-up assignment to complete upon the discretion of the Instructor and Director in lieu of class time. Students may be given a failing grade if more than one theory day is missed. Students are expected to contact their course instructor in anticipation of any absence or lateness. Students are discouraged from missing clinical externship time, as there may not be site availability for rescheduling. Students needing to miss a scheduled clinical day are to call the Externship Coordinator or Director of Student Services **prior to the missed rotation time**. **Students are prohibited from calling their clinical site unless otherwise instructed by the Externship Coordinator or COO.**

Nursing Assistant and Home Health Students will follow the attendance protocols per Department Policy.

Leave of Absence

Students may submit a written request for a Leave of Absence (LOA) to the COO. The leave of absence must include the student's signature, effective dates of leave, and reason for leave of absence. Requests for a leave of absence must be approved by the CEO. Students may be granted a LOA due to medical reasons, military services, or jury duty. Students may not request a LOA extending beyond 120 days. Students who fail to return to class on the scheduled date will be dropped from the program. Students on an approved LOA are financially responsible for their tuition.

Process for Applying for a LOA:

1. Submit LOA in writing to the Chief Operational Officer
2. The COO submits the LOA to the CEO
3. The CEO will approve or deny the request for LOA within three (3) business days
4. Student will be notified of Administrative decision

Suspension and Dismissal

Students are expected to conduct themselves professionally at all times and to follow College protocols and expectations. The College reserves the right to suspend or dismiss any student:

1. Whose conduct is deemed professionally inappropriate
2. Whose conduct is deemed unethical
3. Whose conduct is deemed detrimental to peers, staff, faculty and/or administration
4. Who fails to meet their contracted, financial obligations to the College
5. Who fails to meet attendance policies
6. Who fails to meet academic standards (see Academic Standards)
7. Who fails to meet qualifications for continued training in a specific course/program

Cancellation or Dropping Courses

Students may withdraw from, cancel or drop courses at any time. Cancellations or drops **must be made in writing and submitted to Administration.** Please refer to the Enrollment Agreement for specifics of your enrolled course or program.

Process for Withdrawal, Cancellation or Dropping a Course:

1. Submit intention to withdraw, drop or cancel course in writing to the COO
2. Complete Drop paperwork form and submit to COO or Director of Nursing
3. The COO submits the statement of intent to the CEO
4. The CEO will review the student's Enrollment Agreement
5. The student will be notified in writing of any financial obligation they have to the College as per Program or Course Admissions Agreement

Refund Policy

Applicants are entitled to a full refund for the following:

1. Applicants not accepted by the College
2. The College cancels a course or program before the first day of class
3. Applicant withdraws from the course if notice of cancellation is made through attendance at the first class session, or the seventh (7th) calendar day after enrollment, whichever is later

If the College has given the Applicant any equipment, course materials, text books and/or uniform, the student must return **in new condition** the materials to the College within seven calendar days. If the student fails to return the equipment, course materials, textbooks and/or uniform within the seven day period, the College may keep a portion of the payment they made that is equal to the cost of the material, and refund the difference. The College reserves the right to charge the student for the cost of any item **NOT returned** in new condition.

The College will issue the refund within 30 calendar days after receipt of written cancellation and after receipt of any course materials, text books and/or uniform given to the student, whichever is later.

Students who have completed 60% or less of a Program will be entitled to a pro-rated refund based upon the Total Tuition Cost, divided by the number of class days the student attended, or was scheduled to attend prior to

withdrawal. The current listing of Total Tuition Cost and Program days are listed below. Refund will be issued within thirty (30) calendar days.

EKG Technician Program - $1,850 (16 class meeting days) - **No refund after 10 class days**
Pharmacy Technician Program - $2,750.00 (24 class meeting days) – **No refund after 15 days**
Insurance and Coding Specialist Program - $4,000 – (32 class meeting days) - **No refund after 20 days**
Professional Medical Technician Program: $8,500 - (60 class meeting days) **No refund after 37 days**
Nurse Assistant and Home Health Aide Program: $3,100 – **No refund after 26 class days**

Example: Student Paid $2,750 for Pharmacy Technician Program. Student withdraws from the program on the 11th class meeting day. The student is entitled to receive the following refund as explained below:

(**a**) Days remaining in Program after withdrawal: **13**
(**b**) Daily Cost of Class Attendance: Equals the Total Program Tuition Cost, divided by the number of scheduled class meeting days: $2,750/24 = **$114.58**
(**c**) Daily Cost of Class Attendance multiplied by the Days remaining in Program: (**a**) X (**b**) is: **$1,489.54**
(**d**) Non Refundable Enrollment Fee: **$250.00**

Total Refund: (**c**) – (**d**) is: $1,489.54 - $250.00 would be **$1,239.54**

*Students who complete 10% of the program are entitled to receive 90% Refund
*Students who complete 20% of the program are entitled to receive 80% Refund
*Students who complete 30% of the program are entitled to receive 70% Refund
*Students who complete 40% of the program are entitled to receive 60% Refund
*Students who complete 50% of the program are entitled to receive 50% Refund
*Students who complete 61% or more of the program are entitled to receive 0% Refund

*** <u>Calculations are based upon scheduled class days and not individual student attendance</u>**

Academic Information

School Holidays

There will be no classes held and no business conducted on the following days:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King, Jr. Day	Independence Day	Christmas Day
President's Day	Labor Day	

In addition, the School will be closed two weeks for **Winter Break during December**. Students will be provided a calendar schedule accordingly.

The School, at its discretion may choose to observe certain "non operational" days in which class/and or business may not be conducted. In this instance, notification will be posted.

Graduation / Course Completion

Students who have completed their Program studies and are in an academically and financially "good standing" status with the School may qualify as a graduate candidate. These students will receive a Certificate of Program Completion which will be available in the Administration Office. Official School Transcripts are available to students upon request.

Discrimination Policy

There will be zero tolerance in regards to discrimination of any kind. This includes, and is not limited to written/electronic communications, gestures, and/or verbalizations that reference religion, sexual orientation, age, gender, sex, race, and ethnicity. Consequently, termination from the Program may result.

Harassment/Threats/Abuse

There will be zero tolerance for harassment/threats, and/or abuse of any kind. This includes, and is not limited to written/electronic communications, gestures, and/or verbalizations that reference unwanted sexual, physical and/or psychological behaviors, and violence or threats towards students, faculty or staff. Consequently, termination from the Program may result.

Substance Abuse

There will be zero tolerance for alcohol and/or drug usage. Students suspected of being "under the influence" will be subject to suspension and possible drug/alcohol testing. Termination from the Program may result.

Dress Code

Students are expected to present themselves professionally at all times. Students should practice daily hygiene and be neatly groomed and odor free. If applicable, students are to wear their scrubs while in the classroom,

laboratory, and clinical setting (unless otherwise directed). Shoes are to be white, navy, or black in color; clean, and with a closed back. Hair is to be pulled back from the face and off the neck. YOUR PROGRAM DIRECTOR WILL INFORM YOU OF ANY ADDITIONAL REQUIREMENTS SPECIFIC TO YOUR PROGRAM.

Jewelry should be kept to a minimum and be conservative in nature. No visible body piercings are allowed. Tattoos should be covered if possible. Fingernails should be trimmed to finger length. Neutral or no nail polish is to be worn at clinical sites (per site discretion).

Textbooks, Supplies, Uniforms

Textbooks and handouts are supplied to all students. Students enrolled in the Nurse Assistant and Home Health Aide Training Program or Professional Medical Technician Program will also be given a quality medical kit which includes a cardiac caliber stethoscope and scrub set. Students are expected to furnish incidentals such as notebooks/paper, writing tools, USB drives, etc.

Cell Phones

Cell phones are prohibited in the classroom, lab and clinical site. Students may use cell phones on campus during break or non-class time. Clinical sites will determine if cell phones may be used by students in break rooms and other public areas. Students are expected to follow these policies at all times. Students failing to comply with these expectations may be at risk for suspension and/or termination from the program.

Smoking

Smoking is prohibited in any area on-campus. **Smoking is not allowed during clinical training sites at any time.**

Library and Student Learning Resources

Student multimedia resource tools are located in the Administration Office. This includes, and is not limited to copies of student textbooks, student workbooks, CD-ROMs, Medical Reference Books, Dictionaries, Drug Handbooks, Exam Preparation workbooks, computers, free internet access, virtual simulation software programs, medical periodicals, and medical equipment such as: ECG machines, stethoscopes, sphygmomanometers, etc.

Students and Alumni Students have access to resource tools during operational business hours Monday – Friday. Current Students may request tutorials and/or assistance by making an appointment with their course instructor, DON or COO. Learning resource materials may not leave the premise.

Equipment

California Medical College recognizes the importance of providing its students up-to-date medical equipment used for hands-on training. Therefore, student learning is facilitated using a variety of medical and technical equipment as well as multimedia computer software. Students are trained on-campus as well as in a physician's office utilizing virtual office computer software and programs and medical equipment including: EKG machines, transfer/mobility equipment, ADL equipment, phlebotomy equipment, centrifuges, blood glucometers, microscopes, autoclaves, examination tables, otoscopes, suturing kits, staple removers, specimen collection equipment, etc. used by working professionals in the community.

Student Records

Student academic and financial records are retained on campus in the Administration Office, located at: 7851 Mission Center Court, Suite 326, San Diego, CA 92108; and are maintained in a fireproof, secured, locked cabinet.

Separate financial and academic files will be maintained for each student.

In addition, certain programs may have additional requirements for maintenance of student records.

Academic Records may include and are not limited to: Student course work, exams, quizzes, counseling forms, and any other relevant documentation related to student performance, training attendance and activities, or grievances. Student documentation will be retained in their Academic file for a period of two or more years depending upon the requirements of the training program. Student Course Grades, Copies of Program Certificate(s) and certification training will be maintained for a period of fifty years. Students are able to review their records during business hours, Monday-Friday, but must make an appointment with Administration to do so. Students may not photocopy or remove documentation retained within their records. Students may request photocopies of Program Certificates and/or Final Course Grade Sheets/Student Transcripts.

Financial Records may include and are not limited to: Student Enrollment Forms, Student Contact Information, Photocopies or documentation of financial payment(s) received, copies of High School Graduation Diplomas, GED or equivalent certificates and/or any other academic documentation the enrolling student wishes to submit to the College to retain for their records, Records of Disenrollment/Cancellation, Leave of Absence, or Withdrawal from the Program, and copies of tuition reimbursement.

Academic Standards

California Medical College is dedicated to the academic success of their students. The student's academic progress is closely monitored by their instructor and students are highly encouraged to be proactive in their learning. Students demonstrating academic difficulty are encouraged to seek out remediation services immediately.

Academic Probation

The passing grade for all theory courses is 75% (C). Students will be placed on Academic Probation if their GPA falls below the minimum passing grade of 2.0, or 75% (C). Students placed on Academic Probation will be notified in writing. Students placed on academic probation will meet with their instructor and/or COO or Director of Nursing to identify their difficulties and strategize a positive plan of action. All students in a clinical rotation must retain a minimum of "P" Pass.

Tutoring

Students requiring extra assistance may arrange for tutoring through their instructor or COO or Director of Nursing. Instructional faculty is available for **free** tutorial services. Student Advisement and Tutoring may be available during the day and/or evening on an individually scheduled basis.

In addition, a tutorial class and/or refresher course for Pharmacy Technician, Medical Office Assistant, Insurance and Coding Specialist, EKG Technician, Medical Assistant, and /or Patient Care Technician may be offered at the discretion of administration.

Grading System

California Medical College adheres to a quarter based system for academic credit. All students must maintain a satisfactory grade point average of 75% or "P" in each program course. Grades are not rounded up. Students receiving a failing exam or project grade will be advised of their current status by their instructor in writing. Students receiving a failing course grade are subject to retaking the failed course **at the student's expense**.

RE: Professional Medical Technician Program:
PMT course modules **may be repeated once**. If the student fails the retaken course module, the student will be dropped from the Professional Medical Technician Program. Students must pass all theory/lab courses before continuing on to their clinical externship. Students will receive a "Pass" or "Fail" grade for clinical externship.

RE: Nurse Assistant and Home Health Aide Training Program:
Students must receive a minimum of 75% for Theory, and "P" for lab and clinical. If the student fails any portion of the Program, the student will have to retake the failed component, but may have to retake the FULL PROGRAM depending upon the nature of the failing grade. The Director of Nursing will inform the student of eligibility to repeat failed components. Students must pass all theory/lab before continuing on to their clinical training. Students will receive a "Pass" or "Fail" grade for clinical training.

CMC uses a four point grading system. Letter grades and course GPAs are used for transcripts. The grading system listed below is used for all courses:

Grade	Quality Grade Point	Other	Explanation
A	4.0	AU	Audit
A-	3.7	I	Incomplete
B+	3.4	R	Repeated Course
B	3.0	W	Withdrawal
B-	2.7	WF	Withdraw Failing
C+	2.4	WP	Withdraw Pass
C	2.0	TC	Transfer Credit
C-	1.7		
D+	1.4		
D	1.0		
D-	0.7		
F	0.0		
P	Pass		

Student Code of Conduct: Policy on Academic Dishonesty

Students are expected to conduct themselves professionally, ethically and honestly at all times. **ALL FORMS OF DISHONESTY INCLUDING PLAGIARISM, CHEATING, FORGERY, AND/OR FRAUD WILL NOT BE TOLERATED**. Students will be held accountable for their actions. Dishonest behavior is not acceptable.

Any student participating in unprofessional and or unethical conduct may be subject to dismissal from the Program.

Student Rights and Responsibilities

Students accepted into the Program have rights and responsibilities. These constitute an expected code of professional behavior ethics.

Students have the right:

1. To expect a learning environment that is conducive to learning.
2. To expect a quality educational program.
3. To be objectively evaluated by their instructor.
4. To be treated with dignity and respect.
5. To be able to approach their instructor, COO, or any administrative personnel with concerns, comments, and/or questions without fear of retaliation.

Students have the responsibility:

1. To be respectful of school and clinical externship property.
2. To follow the “chain of command” in an effort to resolve disputes and/or seek guidance.
3. To attend all scheduled classes and clinical rotations.
4. To be punctual for all classes and assigned clinical externships.
5. To report any on-campus or clinical accident or injury to the instructor or COO immediately.
6. To adhere to all HIPAA and OSHA regulations and guidelines.

Refresher Courses / Class Auditing

Graduate students are eligible to audit free of charge any class or course they graduated from. Class auditing is offered at the discretion of the COO. No credits are awarded for refresher courses.

Certification Information

Certification Exams

California Medical College prides itself on delivering high quality instructional programs. Our educational courses are designed to prepare students to take various national certification exams. It is the student's responsibility to study and to prepare for these exams and the College cannot guarantee that students will pass these exams.

Requirements for Program Certification

It is the student's responsibility to understand certification requirements for national certification exams. Students are encouraged to inquire with the appropriate agencies about current certification requirements prior to enrolling in their program.

In addition, a high school diploma, GED, or equivalent may be required to take these exams. Students who have prior felony convictions, violations, or misdemeanors may be denied eligibility to take these exams or be denied certification of exams. California Medical College recommends that prospective students who have any criminal charge(s) pending or prior convictions fully investigate agency requirements prior to enrolling in a program.

National Certification Exams

California Medical College is proud of our national affiliations with the following agencies:

American Society of Phlebotomy Technicians (ASPT)
National Center for Competency Testing (NCCT)
National Healthcareer Association (NHA)
Pharmacy Technician Certification Board (PTCB)

California Medical College Students are eligible to take the following national certification exams upon successful completion of their program studies and meeting all agency requirements:

ECG/EKG Technician

American Society of Phlebotomy Technicians (ASPT): *ECG Technician Certification Exam*
National Center for Competency Testing (NCCT): *National Certified ECG Technician Exam*
National Healthcareer Association (NHA): *National EKG Technician Exam*

Insurance & Coding Specialist

National Center for Competency Testing (NCCT): *National Certified Insurance & Coding Specialist Exam*
National Healthcareer Association (NHA): *National Billing & Coding Specialist Exam*
National Healthcareer Association (NHA): *National Electronic Record Specialist Exam*

Pharmacy Technician

National Healthcareer Association (NHA): *Pharmacy Technician Certification Exam*
Pharmacy Technician Certification Board (PTCB): *Pharmacy Technician Certification Exam*

Professional Medical Technician

National Center for Competency Testing (NCCT): *National Certified ECG Technician Exam*
National Center for Competency Testing (NCCT): *National Certified Medical Assistant Exam*
National Center for Competency Testing (NCCT): *National Certified Medical Office Assistant Exam*
National Center for Competency Testing (NCCT): *National Certified Patient Care Technician Exam*
National Healthcareer Association (NHA): *Medical Administrative Assistant Certification Exam*
National Healthcareer Association (NHA): *Patient Care Technician Patient Care Technician/Nurse Technician Certification Exam*

Program Information

Certificate Programs

Nurse Assistant and Home Health Aide Training Program

The Nurse Assistant Training and Assessment Program was developed to prepare the nurse assistant for certification by the State of California as an entry-level worker on a health care team in a long-term care facility.

The curriculum is structured to provide theory and practical application on skills needed to function as a nurse assistant.

The Home Health Aide Training Program was developed following California Department of Public Health (CDPH) guidelines for the education of nurse assistants to become certified home health aides. This certification allows the home health aide to function as an entry-level worker on a health care team in a home health agency.

The curriculum is structured to provide theory and practical application of knowledge and skill needed to function as a home health aide. This curriculum meets Federal and State training regulations.

The intent of the program is threefold: To promote quality of care in the long-term care or home health care setting, to provide entry-level skills for employment as a nurse assistant or home health aide, and to expand the role of the CNA as a paraprofessional.

The 210 hour combined Program is taught:
Monday - Friday
Theory: 9:00 AM – 1:00 PM
Lab: 8:30 AM – 3:00 PM
Clinical 6:00 AM – 3:30 PM *
* Clinical hours vary per clinical training site and Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
CNA 100	Nurse Assistant Theory and Lab	51	18		69	6.00
CLN 100	Nurse Assistant Clinical			101	101	3.37
HHA 101	Home Health Aide Theory	20			20	2.00
CLN 101	Home Health Aide Clinical			20	20	.67
	Total	**71**	**18**	**121**	**210**	**12.04**

The College will assist students with resume writing and interview skills. However, finding a job is the sole responsibility of the student.

The College does not guarantee job placement.

EKG Technician

This on-campus program teaches the skills needed to gain employment as an ECG/EKG Technician or Telemetry Technician.

The objective of the EKG Technician Course is to provide graduates with the skills and knowledge that will enable them to qualify as an ECG/EKG Technician or Telemetry Technician in a medical facility, physician office, clinic, or rehabilitation center. Students are prepared to take national certification exams upon completion of this extremely comprehensive program.

The 64 hour short Program is taught:
Tuesday and Thursday evening
6:00 PM – 10:00 PM

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
EKT 109	EKG Technician	64			64	6.40
	Total	**64**			**64**	**6.40**

The College will assist students with resume writing and interview skills. However, finding a job is the sole responsibility of the student.

The College does not guarantee job placement.

Insurance and Coding Specialist

This on-campus program teaches the skills needed to gain employment as an entry-level insurance, biller and coder in a medical facility, physician office, clinic, insurance company or office setting.

The objective of the Insurance and Coding Specialist Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in a medical facility, physician office, clinic, insurance company or office setting as well as prepare them for national certifications.

The 128 hour Program is taught:
ICS 116: Tuesday and Thursday evening
6:00 PM – 10:00 PM

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
ICS 116	Claims Processing, Health Care Payers In-patient / Out-Patient Billing	128			128	12.80
	Total	**128**			**128**	**12.80**

The College will assist students with resume writing and interview skills. However, finding a job is the sole responsibility of the student.

The College does not guarantee job placement.

Pharmacy Technician

This on-campus program teaches the skills needed to gain employment as a pharmacy technician in either a hospital or retail setting.

The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare them for national certifications.

A high school diploma, GED, or equivalent may be required to take these exams. Students who have prior felony convictions, violations, or misdemeanors may be denied eligibility to take these exams or be denied certification of exams.

Please refer to the Certification and National Board Exam section of this catalog for further information.

The 96 hour short Program is taught:
Monday and Wednesday evenings
6:00 PM – 10:00 PM

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
PHT 117 A	Pharmacy Fundamentals	32			32	3.20
PHT 117 B	Body Systems	32			32	3.20
PHT 117 C	Classification of Drugs & Basic Sciences	32			32	3.20
	Total	**96**			**96**	**9.60**

The College will assist students with resume writing and interview skills. However, finding a job is the sole responsibility of the student.

The College does not guarantee job placement.

Professional Medical Technician

The objective of the Professional Medical Technician Program is to provide students with the knowledge, skills, and professional work habits pursuant to gaining employment in an entry level position in a medical facility such as a hospital, clinic, rehabilitation facility, physician's office, insurance organization, or research institution.

A high school diploma, GED, or equivalent may be required to take these exams.

Please refer to the Certification and National Board Exam section of this catalog for further information.

The 320 hour Program is taught:
Monday and Wednesday evening
6:00 PM – 10:00 PM
For five modules: MED 100, MED 101, MED 102, MED 103, MED 104

For module: MED 110 /- Clinical Externship days and hours vary. Please refer to the Clinical Externship section of this catalog for further information.

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
MED 100	Medical Terminology	32			32	3.20
MED 101	Medical Assisting	32			32	3.20
MED 102	Anatomy & Physiology	32			32	3.20
MED 103	EKG	32			32	3.20
MED 104	Laboratory Procedures / Injections	32			32	3.20
MED 110	Clinical Externship			160	160	5.33
	Total	**160**		**160**	**320**	**21.33**

The College will assist students with resume writing, interview skills and job placement. However, finding a job is the sole responsibility of the student.

The College does not guarantee job placement.

Summary Program Sheet

Nurse Assistant and Home Health Aide Training Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
CNA 100	Nurse Assistant Theory and Lab	51	18		69	6.00
CLN 100	Nurse Assistant Clinical			101	101	3.37
HHA 101	Home Health Aide Theory	20			20	2.00
CLN 101	Home Health Aide Clinical			20	20	.67
	Total	**71**	**18**	**121**	**210**	**12.04**

Professional Medical Technician Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
MED 100	Medical Terminology	32			32	3.20
MED 101	Medical Assisting	32			32	3.20
MED 102	Anatomy & Physiology	32			32	3.20
MED 103	EKG	32			32	3.20
MED 104	Laboratory Procedures / Injections	32			32	3.20
MED 110	Clinical Externship			160	160	5.33
	Total	**160**		**160**	**320**	**21.33**

Insurance & Coding Specialist Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
ICS 116	Claims Processing, Health Care Payers, In-patient Billing, Out-patient Billing	128			128	12.80
	Total	**128**			**128**	**12.80**

Pharmacy Technician Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
PHT 117 A	Pharmacy Fundamentals & Advanced Pharmacology	32			32	3.20
PHT 117 B	Body Systems	32			32	3.20
PHT 117 C	Classification of Drugs & Basic Sciences	32			32	3.20
	Total	**96**			**96**	**9.60**

EKG Technician

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours	Quarter Credit Hours
EKT 109	EKG Technician	64			64	6.40
	Total	**64**			**64**	**6.40**

Distance Education

At this time California Medical College does not offer distance education learning and only offers campus based training.

Occupational Outcomes

ECG/EKG Technician

Medical Facility – In-patient/Out-patient:
- Cardiac Patient Technician/Assistant
- Customer Service Agent
- EKG Technician
- Telemetry Technician

Medical Office:
- Cardiac Patient Technician/Assistant
- Customer Service Agent
- EKG Technician

Insurance & Coding Specialist

Medical Facility:
- Customer Service Agent
- Insurance Billing Agent
- Insurance Claims Processor
- Medical Billing Clerk
- Medical Collections
- Medical Insurance Coder
- Medical Insurance Specialist
- Medical Office Book Keeper
- Medical Office Record Keeper
- Patient Accounts Representative

Medical Office:
- Billing Agent
- Billing Specialist
- Claims Examiner
- Collections Agent
- Customer Service Agent

Pharmacy Technician

Medical Facility – In-patient/Out-patient:
- Pharmacy Technician

Pharmacy:
- Pharmacy Technician

Professional Medical Technician

Medical Facility – In-patient/Out-patient:
- Administrative Assistant
- Cardiac Patient Technician/Assistant
- Customer Service Agent
- Data Entry Clerk
- EKG Technician
- File Clerk
- Laboratory Assistant
- Medical Assistant
- Medical Office Assistant
- Medical Records Clerk
- Unit Clerk/Secretary

Medical Office:
- Administrative Assistant
- Back / Front Office Assistant
- Back /Front Office Manager
- Cardiac Patient Technician/Assistant
- Customer Service Agent
- EKG Technician
- Medical Data Entry Clerk
- Medical Office Manager
- Office Receptionist

Nurse Assistant

Medical Facility – In-patient/Out-patient
- Certified Nursing Assistant: Long-Term Care
- Certified Nursing Assistant: Acute Care
- Home Care Aide

Home Health Aide

Home Health Agency or Registry
- Certified Home Health Aide – Home Health Agency, Health Care Registry
- School Health Clerk

Course Descriptions

Professional Medical Technician

MED 100
Medical Terminology
Quarter Credit Units: 3.20

This course provides the student with the building blocks of basic medical terminology. Such understanding will facilitate learning of scientific and medical principles encountered during more advanced career preparation. The relationship of word parts to their anatomical counterparts will be studied. Rules for combining word parts into complete medical terms will be stressed. Accurate pronunciation and spelling of word parts and complete terms will be emphasized throughout the course.
This course will focus on the many components of a medical term and how to break down a medical term by simply knowing the meaning of the prefix or suffix. By learning the individual parts of a medical word, you will not need to memorize hundreds of complex medical terms and their definitions.

MED 101
Medical Assisting
Quarter Credit Units: 3.20

An instructional course that prepares individuals to support physicians by providing assistance during patient examinations, treatment administration and monitoring; by keeping patient and related health record information; and by performing clinical, administrative and laboratory duties.

This course prepares individuals to perform routine clerical and reception duties in patient care and within a health care facility. Class includes instruction in receiving and directing patients, transcribing medical records, medical records management, preparation of forms, appointment scheduling, client billing/collections and insurance.

MED 102
Anatomy & Physiology
Quarter Credit Units: 3.20

Those entering various healthcare fields will find this Anatomy and Physiology course to be extremely beneficial. Course Goals include the following: 1) Be able to identify the major body systems and understand what each body system does, 2) Be able to relate how each body system works, 3) is able to identify and explain major cells, tissues, and organs, and 4) Be able to identify the explain functions of central muscles and bones.

Class lessons will cover the following topics: Introduction to Anatomy and Physiology, Chemistry Basics, Cells (Foundation of Life), Tissue (Different Types and Functions), The Integumentary System, The Skeletal System, The Muscular System, The Nervous System, The Sensory System, The Endocrine System, The Cardiovascular System, The Lymphatic System, The Respiratory System, The Digestive System, The Urinary System, and The Reproductive System.

MED 103
EKG
Quarter Credit Units: 3.20

This comprehensive ECG/EKG Technician course prepares students to function as ECG/EKG Technicians and to take the National Center for Competency Testing (NCCT) exam. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

ECG/EKG Technicians are responsible for performing electrocardiogram tests in order to monitor and record electrical impulses transmitted by the heart. These tests include basic EKGs, Holter Monitoring

ECG/EKG Technicians are responsible for performing electrocardiogram tests in order to monitor and record electrical impulses transmitted by the heart. These tests include basic EKGs, Holter Monitoring (portable EKG which records activity for 24 - 48 hours), 12 lead placement and stress tests (treadmill). They assist a physician in diagnosing and treating cardiac and blood vessel irregularities. EKG Technicians work in physician offices, hospitals, clinics, and other health care facilities and organizations. EKG Technicians also work for insurance companies to establish health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially.

In the combined theory and clinical experience, all needed skills to perform and complete a 12 lead electrocardiogram are taught and applied. Portable EKG machines are tools of the remarkable progress in technology and medical procedures and require an intense study of the electrical activity of the cardiovascular system, circulatory system, and respiratory system. Detecting and determining abnormalities while performing an EKG is a necessary and needed skill. The study of EKG techniques and applications include the following breakdown in theory:

1. Basic anatomy and physiology of the vascular and respiratory systems and the study of their functions.
2. Ventricle and arterial placement in the body cavity and correlation of these with lead placement.
3. EKG lead placement and monitoring of T Waves and Rhythm sections.
4. Proper placement of EKG readings on mounted boards for Physician analysis and diagnosis.

MED 104
Laboratory Procedures / Injections
Quarter Credit Units: 3.20

Students in this course will learn about the clinical laboratory and the associated safety and regulatory guidelines. Students will explore basic microbiology and hematology, and practice using a microscope. Students will learn proper procedures for specimen collecting, processing, and testing. Students will perform venipuncture and capillary puncture. Principles of infection control, asepsis, and sterilization will also be covered. In addition students will perform intradermal, subcutaneous, and intramuscular injections.

MED 110
Clinical Externship
Quarter Credit Units: 5.33

During the externship phase of training, the student will experience various aspects of working in the actual field that they have trained for. The externship will provide the student with the opportunity to experience and participate in the duties typical to a real work place setting. Instruction centers on observing experienced

personnel, as well as, participating in actual procedures under close supervision of trained professionals. A minimum of 160 clinical hours must be completed for this portion of training.

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level healthcare professional.

Final course emphasis is geared towards preparing the students for national certification exams with NHA and/or NCCT for Medical Assistant, Medical Office Assistant, EKG Technician, Patient Care Technician or Insurance and Coding Specialist.

Pharmacy Technician Program

PHT 117 A, PHT 117 B, PHT 117 C
Pharmacy Fundamentals, Body Systems, Classification of Drugs & Basic Sciences
Quarter Credit Units: 9.60

This course is designed for the student wishing to enter the pharmacy field. The role and responsibilities of the Pharmacy tech will be emphasized. Instruction will include history of medicine and pharmacy, laws and ethics, HIPAA guidelines, relevant terminology, conversions and drug calculations, pharmacy literature, body systems and the use of medications used to treat common conditions that afflict these systems, chemistry and microbiology, safety procedures, pharmacy stocking, and repackaging and compounding medications.

In addition, students will be taught major drug classifications, the use of vitamins and minerals and basic concepts of alternative and complementary medical treatments such as the use of herbal remedies and psychopharmacology.

Final course emphasis is geared towards preparing the students for national certification exams for the Pharmacy Technician Certification Board (PTCB) and National Healthcareer Association (NHA).

EKG Technician Program

EKT 109
EKG Technician
Quarter Credit Units: 6.40

This comprehensive EKG Technician course prepares students to function as ECG/EKG Technicians and to take the American Society of Phlebotomy Technicians (ASPT) exam, the National Center for Competency Testing (NCCT) exam, and/or the National Healthcareer Association (NHA) certification exam. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

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hospitals, clinics, and other health care facilities and organizations. EKG Technicians also work for insurance companies to establish health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially.

In the combined theory and clinical experience, all needed skills to perform and complete a 12 lead electrocardiogram are taught and applied. Portable EKG machines are tools of the remarkable progress in technology and medical procedures and require an intense study of the electrical activity of the cardiovascular system, circulatory system, and respiratory system. Detecting and determining abnormalities while performing an EKG is a necessary and needed skill. The study of EKG techniques and applications include the following breakdown in theory:

1. Basic anatomy and physiology of the vascular and respiratory systems and the study of their functions.
2. Ventricle and arterial placement in the body cavity and correlation of these with lead placement.
3. EKG lead placement and monitoring of T Waves and Rhythm sections.
4. Proper placement of EKG readings on mounted boards for Physician analysis and diagnosis.

Insurance and Coding Specialist Program

ICS 116 Insurance and Coding Specialist
Quarter Credit Units: 12.80

This multi-dimensional program encompasses fundamental skills necessary in the billing and collection of healthcare fees. It includes the assessment of patient records using detailed healthcare coding systems. Other specific skills include computer applications, medical terminology, anatomy, and professional development. Medical terminology and anatomy will be taught throughout the program.

Claims Processing, Health Care Payers, In-Patient/Out-Patient Billing and Coding:

Claims Processing:
This topic concentrates on providing students with an understanding of the basic types of medical insurance programs available in today's health care system such as HMOs, PPOs, IPAs and Managed Care. It also acquaints students with billing formats using the universal claim form and provides the skills necessary to master the basic aspects of medical insurance billing. Payment collections, overdue accounts receivable, and current reimbursement methodologies and compliance will also be covered.

Health Care Payers:
This topic concentrates on types of insurance payers, knowing how to recognize different types of payers, how to process payer claims and emphasizes rules and regulations, policies and procedures of the various major payers such as Medicare, Medical, the "Blue Programs", Tricare and Worker's Comp.

In-patient Billing and Coding:
Students learn how to abstract medical information from patient records. Students will learn how to use the Physician's Current Procedural Terminology (CPT), Health Care Procedure Coding System (HCPCS), and International Classification of Diseases (ICD-9-CM) volumes 1, 2 for medical insurance and coding. Students will learn the process for coding surgeries, laboratory tests/diagnostics, anesthesia, radiology procedures, pathology, and other medical services.

Out-patient Billing and Coding:
Students will develop ancillary billing and coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Students will use the Physician's Current Procedural Terminology (CPT), Health Care Procedure Coding System (HCPCS), and International Classification of Diseases (ICD-9-CM) volumes 1, 2, 3 for medical insurance and coding.

Final course emphasis is geared towards preparing the students for national certification exams for the Insurance and Coding Specialist with the National Center for Competency Testing (NCCT) and National Healthcareer Association (NHA).

Nurse Assistant and Home Health Aide Training Program

CNA 100, CLN 100, HHA 101, CLN 101:

The course is designed for candidates seeking nurse assistant certification in California. This four part curriculum meets all federal and State training requirements.

CNA 100
Nurse Assistant Theory and Lab
Quarter Credit Units: 6.00

This California State approved NATAP Curriculum provides 51 hours of theory and 18 hours lab skills training. Curriculum content include: Introduction to Nurse Assistant, Patient Rights, Communication Skills, Safe Environment, Body Mechanics, Principles of Asepsis, Observation and Charting, Resident Care Skills, Resident Care Procedures, Vital Signs, Rehabilitation and Restorative Care, Emergency Procedures, Death and Dying, Nutrition, Weights and Measures, and Long Term-Care Resident.

CLN 100
Nurse Assistant Clinical
Quarter Credit Units: 3.37

The California State approved program provides 101 clinical hours of supervised clinical skills training in a Skilled Nursing Facility (SNF).

HHA 101
Home Health Aide Theory
Quarter Credit Units: 2.00

This California State approved Home Health Aide Curriculum provides 20 hours of theory that include: Introduction to Aide and Agency Role, Interpretation of Medical and Social Needs of Clients, Personal Care Services, Nutrition, and Cleaning and Care Tasks in the Home.

CLN 101
Home Health Aide Clinical:
Quarter Credit Units: .67

The California State approved program provides 40 clinical hours of supervised clinical skills training in a Long Term Care Facility or Assisted Living Facility.

Final course emphasis is geared towards preparing the students for taking the National Nurse Aide Assessment Program (NNAAP) Examination (Californian Certification Exam for Nurse Assistants).

Optional On-campus Learning Class

CPR / First Aid/ Basic Life Support (BLS) for Health Care Providers:

Basic Life Support Health Care Provider- American Heart Association

During this portion of the student's training, the lifesaving training class covers adult, child and infant resuscitation for one and two rescuers, foreign body obstruction, use of a bag-valve mask device, and use of an AED. Text book is provided.

This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.

AS A PROSPECTIVE STUDENT YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

ANY QUESTIONS A STUDENT MAY HAVE REGARDING THIS CATALOG THAT HAVE NOT BEEN SATISFACTORILY ANSWERED BY THE INSTITUTION MY BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION AT:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589
FAX Number: (916) 263-1896
www.bppe.ca.gov

Students may also contact:

NATIONAL ACCREDITATION FOR COLLEGES AND SCHOOLS
200 Galleria Parkway, Suite 525
Atlanta, GA 30339
Phone Number: (678) 401-5595
FAX Number: (678) 302-7000
www.NACS-edu.org