



**Medical Education Institute**  
*"Making your dreams a reality"*

# **MEDICAL EDUCATION INSTITUTE**

## **CATALOG**

**January 1 – December 31**

**2014**

**2007 WILSHIRE BOULEVARD SUITE 604, LOS ANGELES, CA 90057**

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# General Information

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 may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370- 7589 or by fax (916) 263-1897

## **MEI MISSION**

Our mission is to offer more opportunities to people who wish to work in the healthcare industry thus improving their socio-economic status by having education in the medical field. MEI is compromise to respond to student's ambition by imparting a thorough systematic educational program by:

- bringing educational resources that will assist students to fulfill their ambition to accomplish goals of learning profound knowledge in chosen career;
- by conveying the strongest confidence in each student through real-world learning and experience;
- Guiding students to follow step-by-step learning process which is designed in most organized and systematized way.

## **MEI OBJECTIVES**

Objectives of MEI are:

- To prepare each student to be at an “employable knowledge” level where they will become employable in the chose career upon graduation;
- To prepare each student to become inspired to continue to grow in the chosen career field;
- To prepare each student to become more competitive to be successful in the chosen career field;
- To enthuse each student to dream the greater success in life.

## **STATE APPROVAL**

Medical Education Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

# General Information & Admissions Policy

## **FACILITY & LEARNING EQUIPMENT**

The MEI campus is located at 2007 Wilshire Blvd. Suite 604, Los Angeles. MEI is located within 4 blocks from Good Samaritan Hospital and San Vincent Hospital. MEI is just minutes away from Downtown Los Angeles, Staple Center, Civic Center and L.A. County Courthouse 1 mile, Federal Building and World Trade Center 1 mile, Pacific Stock Exchange and L.A. Central Library 1 mile, L.A. Convention Center 1 1/4 miles, China Town and Little Tokyo 2 miles, L.A. Greyhound Bus Terminal and Dodger Stadium 2 miles, Union Station 1 1/4 miles, L.A. Coliseum and USC 2 1/2 miles, Pasadena Rose Bowl and Universal Studios 10 miles, Hollywood Bowl 6 miles. Campus has easy access to public transportation with the facility equipped with imaging lab, general-purpose classrooms, student lounge and administrative office all which are well lighted and air-conditioned. Approximated total square footage of school is 1870.

MEI imaging laboratory is equipped with medical supplies to support student learning experiences. Laboratory on campus is equipped with 2-D ultrasound systems each equipped with printer and recording devices. The school library is equipped with current collection of manuals, reference books and periodicals designed to support all course offerings. In addition, the library is equipped with computer stations for private training, tutoring, and researching. The library offers computer services to all students, staff, and faculty of MEI. Library hours are Monday through Friday, 9 a.m. – 10:00 p.m. Library is closed on weekends and holidays.

## **STEPS FOR ENROLLMENT**

- Inquiring applicant is scheduled to visit the school.
- Inquiring applicant must have a personal interview with an admissions advisor.
- While visiting the school applicant receives a tour of the campus, completes an application & admissions advisor explains the steps for enrollment requirements, receives an overview of the programs for which student is qualified.
- Inquiring applicant is scheduled for entrance examination.
- Applicant attends program orientation prior to first day of lecture.

## **CRITERIA FOR ADMISSION**

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply. Each applicant must take an entrance exam to enter the program of study at this institute. Applicants who do not have a high school diploma or GED or a college degree and are beyond the age of compulsory secondary education in California must pass the Wonderlic's Ability-to-Benefit (ATB) test to be considered for admission. Passing score for the Wonderlic's ATB tests are as follows: Quantitative - 210 or greater & Verbal - 200 or higher. The final determination on applicant is based on test results, prior education, motivation, work-experience, placement potential and general aptitude for the chosen program. Each applicant is assessed individually. MEI does not deny admission on the basis of age, race, creed, color, sex or national origin.

## **TRANSFER CREDIT**

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

## **CREDIT FOR PREVIOUS TRAINING OR EXPERIENTIAL LEARNING**

Medical Education Institute 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 Medical Education Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Medical Education Institute is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate 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 Medical Education Institute to determine if your diploma or certificate will transfer

# Student Information

## **PROFESSIONAL CONDUCT OF STUDENT**

An important element of the training at MEI includes the development of professionalism. The high standards maintained in MEI programs prepare each student to meet the highest expectations of employers. MEI expects students to conduct themselves in socially acceptable manner at all times. Students indulging in the following types of misconduct are subject to immediate dismissal:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration or use of institution identification documents with the intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of Federal, State or local law on MEI premises or at MEI sponsored functions.
- MEI views excessive tardies as violation of the professional conduct philosophy that could lead to dismissal. Any violation or transgression will be strictly penalized. MEI reserves the right to make the administrative and educational decisions as to whether the code of conduct had been violated. All cases are reviewed individually.

## **CONFIDENTIALITY OF STUDENT RECORDS**

All student records are kept on file. Files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, school will not release educational records to unauthorized persons without prior written consent from a student, a parent or a legal guardian.

## **PROFESSIONAL DRESS STANDARDS**

Important part of the training at MEI includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, we at MEI have created a “work-like” environment in which our students can grow and develop according to these professional expectations. Learning how to communicate and deal with different situations, coping with frustration, skills to solving problems, disciplining oneself and dressing professionally are just few of the ingredients that go into the makeup of a “professional”. In these areas we have high standards because we are committed to preparing our students for the highest expectations of our employers.

# Student Information

## **STUDENT GRIEVANCE PROCEDURE**

MEI recognizes that the student may have a concern or issue that necessitates a prompt and fair resolution. Complaints are acknowledged on individual basis. If complain is not resolved within a reasonable time frame although report was made in writing to the school administrator and program instructor, then a written complain is reviewed by the school director in school hours.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov))."

Like stated above Complaints not resolved by the school may be forwarded to the State of California Bureau for Private and Postsecondary Education (BPPE) for review. Student may contact the BPPE'S office by mail or telephone. Complaints received by phone will be logged along with a request for a written follow-up; an initial letter speeds up the process. An alternative avenue for filing a Complaint is to utilize the California Department of Consumer Affairs' (DCA) online Complaint Form (<http://www.bppe.ca.gov/enforcement/complaint.shtml>). The DCA will forward the On-line Complaint to the Bureau.

The letter of complaint must contain the following:

- The nature of the problem.
- The approximate date of the problem occurred.
- The names of the individuals involved in the problem.
- Copies of important information regarding the problems.

BPPE Contact Information:  
Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: (888) 370-7589  
FAX: (916) 263-1897

# Student Information

## **HOLIDAYS & OBSERVANCES**

Campus is closed on following Holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

## **STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs 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 or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

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.

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 costs.

There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any 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, or are not enrolled in a residency program, or 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.

# Tuition & Charges

## **TUITION & CHARGES**

Course material and other required support materials are not included in the tuition. Students will need to purchase notebooks, pens, pencils, etc. separately. Books and other support materials purchased from MEI are non-refundable/non-returnable. Tuition and fee costs do not include testing cost for certification, licensure, and credential examinations.

<b>Program</b>	<b>Tuition</b>	<b>Registration</b>	<b>Course Material</b>
Diagnostic Sonography	\$15,100.00	\$75.00	\$825.00
Medical Assistants	\$8,000.00	\$60.00	\$500.00
Adult Echocardiography	\$25,000.00	\$75.00	\$900.00

## **TUITION DISCOUNTS UNDER AGREEMENTS WITH THIRD PARTY FUNDING AGENCIES**

MEI will consider providing bona fide tuition discounts to be applied to the published rates if certain third parties sponsor the prospective student's participation in the program. The term "third party funding agency" describes an entity or agency which will pay for the prospective student's participation in a program or programs offered by MEI. The term "bona fide" means that the tuition discounts represent actual reductions in the tuition that would otherwise be charged. The tuition discounts will only be granted to the prospective student if MEI and the sponsoring third party funding agency can reach an agreement regarding the student's participation in the program and the associated tuition, fees and costs for that program. Tuition discounts offered to prospective students will be bona fide and will be fairly applied.

In the event that such an agreement is reached between MEI and the third party funding agency, the amount of discount to be applied shall be disclosed in full to the prospective student before enrollment. The contents of the disclosure will include: 1) the dollar amount for tuition, registration fee and course material and/or costs incidental to training that the prospective student would pay without the discount; 2) the name and contact information of the third party funding agency who is sponsoring the prospective student; 3) the dollar amount for tuition, registration fee, course material costs and/or costs incidental to training which the third party funding agency agreed to pay on behalf of the prospective student; and 4) if any, remainder of any charges that the student is responsible for after taking into account the amount the third party funding agency has agreed to pay.

The discount disclosures to student shall be made in writing by providing the prospective student with the enrollment agreement reflecting all the information listed in the above paragraph. The discount disclosure shall further be orally disclosed to the prospective student by an MEI enrollment officer by reviewing the above information with the prospective student.

# Cancellation Policy

## BUYER'S RIGHT TO CANCEL

All funds paid will be returned if student is rejected for admission. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session **(first day of classes)**, or the seventh day (calendar days) after enrollment **(seven days from date when enrollment agreement was signed)**, whichever is later.

## CANCELLATION PROCESS

The notice of cancellation shall be in writing and submitted directly to the Administration Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

Cancellation shall occur when the student give written notice of cancellation at Administration Office. Student can do this by mail, hand delivery. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, student will be given two notices of cancellation forms for his/her use if decides to cancel, however, student can use any written notice that he/she may wish. You do not cancel the contract by just not attending classes.

# Withdrawal Policy

## **WITHDRAWAL FROM COURSE**

Students have the right to withdraw from a course of instruction at any time. If student withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the midnight of the fifth business day following the first class you have attended, the school will remit a refund, less a registration fee, within 30 days following the student withdrawal. Students are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which student have not received but for which student have paid, and the denominator of which is the total number of hours of instruction for which student have paid. If student obtain equipment as specified in the enrollment agreement as a separate charge and return it in good condition within 30 days following the date of withdrawal, the school shall refund the charge for the equipment paid by the student. If student fails to return the equipment in good & returnable condition allowing for reasonable wear and tear within the 30-day period, the school may offset against the refund the documented cost to the school of that equipment. Student shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the enrollment agreement. In any event, student will never be charged for more than the equipment charges stated in the enrollment agreement. For a list of these charges, see the first page of the enrollment agreement. If the amount that the student have paid is more than the amount that he/she owes for the time attended, then a refund will be made within 30 days of the official withdrawal. If the amount that the student owes is more than the amount that he/she has already paid, then the student will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

## **DETERMINATION OF WITHDRAWAL FROM SCHOOL**

The withdrawal date shall be the last date of recorded attendance. The determination of withdrawal date would be 14 calendar days from the withdrawal date. Student would be determined to have withdrawn from school on the earliest of:

- The date students notify the MEI office of his/her intent to withdraw.
- The MEI office would be authorized to accept a notification of your intent to withdraw.
- The date the school terminates the student enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The dates the students fail to attend classes for a two-week period.
- The date the student failed to return as scheduled from an approved leave of absence.
- The withdrawal date shall be the last date of recorded attendance.
- The date of the determination of withdrawal will be the scheduled date of return from LOA.

# Refund Policy

## REFUNDS

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed **60 percent or less** of the period of attendance. Once **more than 60 percent** of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A Registration Fees is a **non-refundable item**. Books, supplies and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and other fees. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

## HYPOTHETICAL REFUND EXAMPLE ACCORDING TO STATE PRO-RATA POLICY

Assume that a student, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$75.00 for registration, and \$525.00 (documented cost to the school) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning (due to sanitary reasons) the equipment he/she obtained. The prorated refund to the student would be \$4,250.00 based on the calculation stated below.

# Academic Policy & Information

## **METHOD OF INSTRUCTION**

The quality of education MEI students receive is primarily due to the excellence of the faculty and assistance from the staff. Faculties are carefully selected for their knowledge and experience and their ability to stimulate and develop each student's potential. MEI utilizes ideal equipment as instructional devices to enhance the learning experience of the students. Hands-on training provides students with the experience and the confidence required to broaden their understanding of information processing techniques. The work of all students at MEI is reported in terms of grades. Instructors are required to assign grades for each student registered in the program.

## **GRADE POINT AVERAGE & METHOD OF GRADING**

The grade-point average is determined by dividing the number of grade points earned by the number of course attempted. The total grade points earned for course equals the number of grade points assigned times the number of course. For satisfactory standing, students must maintain a C average (2.0 GPA) in all courses taken at MEI.

Grade is assigned at the completion of each course within each program based on following criteria:

- Attendance – 20%
- Student Participation (professionalism, class participation, home assignments)– 15%
- Quizzes, Midterm Examination, Final Examination – 65%

## **GRADE POINTS**

A = 90-100% (4.0)

B = 80-89% (3.0)

C = 70-79% (2.0)

D = 60-69% (1.0)

F = below 60% (0.0)

I = incomplete (0.0)

W = withdrawal (0.0)

# Academic Policy & Information

## **DEFINITIONS**

The following definitions apply to grades assigned in all courses:

**A** – Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative (4.0).

**B** – Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements (3.0).

**C** – Performance of the student has been at an adequate level, meeting the basic requirements of the course (2.0).

**D** – Performance of the student has been less than adequate, meeting only the minimum requirements (1.0). A grade of “D” must be made up within 1.5 times the normal duration of the program. School will exclude a grade “D” for prior attempts when calculating a student’s GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

**F** – Performance of the student has been such that minimal course requirements have not been met. A grade of “F” must be made up within 1.5 times the normal duration of the program. School will exclude a grade “F” for prior attempts when calculating a student’s GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

**I** – The symbol for “I” for incomplete, please refer to Section Academic Requirements for more information. School will exclude a grade “I” for prior attempts when calculating a student’s GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

**W** – The symbol “W” indicates that the student was permitted to drop from a course/module within a program after the second week of instruction with the approval of the instructor and appropriate campus official. School will exclude a grade “W” for prior attempts when calculating a student’s GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

# Academic Policy & Information

## ACADEMIC REQUIREMENTS

MEI Students must fulfill all of the following requirements:

- Pass all midterms and final exams to earn a grade from each module/course. Failed exams can be retaken with consent from instructor; the exam must be retaken within five-days from the original exam date. A grade of “I” for incomplete will be assigned if failed exams are not retaken within the time allotted and student will be placed on academic probation. It is the student’s responsibility to schedule all make-ups and re-examinations. School will exclude a grade of “I” for prior attempts when calculating a student’s GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).
- Maintain at least 70% attendance in each assigned module/course. Less than 70% attendance can be made-up if arrangement is made with the student services manager and instructor for make-ups to take place within the same module/course. Further arrangements may be made, if necessary, upon individual assessment by student services manager. Grades of “I” for incomplete will be assigned if 70% attendance requirement is not satisfied within the time allotted and student will be placed on academic probation. School will exclude a grade of “I” for prior attempts when calculating a student’s GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).
- Incomplete course work (i.e. quizzes, presentations, projects) must be completed and evaluated in the prescribed time period. Incomplete course work can be made-up if it is due to unforeseen, but fully justified reasons and that there is still a possibility of earning a grade. It is the responsibility of the student to bring pertinent information to attention of the instructor and/or student services manager to determine the remaining course work requirement which must be satisfied to remove or replace a grade of “I” for incomplete. The final grade is assigned when course work is completed and evaluated. An Incomplete result must be made up within 1.5 times the normal duration of the program. School will exclude a grade of “I” for prior attempts when calculating a student’s GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).
- If a grade of D or F is assigned, student must retake that module/course and will be placed on academic probation. School will exclude a grade of “D” or “F” for prior attempts when calculating a student’s GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%). To “repeat-delete”, students must: (1) File a “Repeat/Retake Request Form” with the student services manager, (2) Arrange a repeat schedule, (3) Only repeat course/module for which they received a grade of D or F.
- Students must complete their programs within 1.5 times the normal program length. Students will become ineligible for further financial aid assistance if fails to complete their programs within 1.5 times the normal program length and will be charged additional tuition.
- Achieve cumulative GPA of 2.0 or above at the end of each module/course. If cumulative GPA of 2.0 is not achieved, student will be placed on academic probation. Student must satisfy the problem conditions if placed on academic probation.

# Academic Policy & Information

## **ACADEMIC PROBATION POLICY**

MEI reserves the right to apply academic probation policy to any student who's academic, attendance, and/or conduct standing which does not meet the school's satisfactory standards. Students on academic probation for the total length of the module following the probation announcement must satisfy the problem condition(s) prior to the starting of the subsequent module. The instructor and school director will determine if problem conditions have been satisfied before student is allowed to start subsequent module/course. Student is placed on academic probation if school academic requirements are not satisfied and student is no longer eligible for financial aid while on academic probation.

## **MAKE-UP POLICY**

To make up class work and/or examinations, student must:

1. Have "unforeseen, but fully justifiable" reason(s) and must provide a written explanation.
2. Bring all relevant information for student services manager and instructors to review.
3. Agree to the terms for how and when the make-up will take place.

## **SUSPENSION & DISMISSAL**

MEI reserves the right to suspend or dismiss any student where academic, attendance, conduct standing, and/or a financial obligation does not meet the school standards. Student who have been suspended or dismissed may be reinstated only upon approval of the school director after satisfying the requirements. All suspensions and dismissals are determined on individual basis.

## **REINSTATEMENT POLICY**

Suspended, dismissed or individuals out for personal reasons may be reinstated with an approval from the school director. After student has remained outside of school for at least six (6) months and has taken steps to meeting the SAP requirements in academic, personal, and any other critical situations, student may file *Reinstatement Request* for review. Conditions are determined and reviewed on individual basis. Please submit request in person or via fax to admissions office of MEI.

## **APPEALS**

Student may appeal academic reports or any other reports prepared by the school officials by submitting a written appeal for the director to review. The appeal must state any mitigating circumstances where it will be reviewed by the school director for her decision on matter. Appealing before the school director is the ultimate step in the appeal process and the decision reached by the school director is final.

# Academic Policy & Information

## **MAXIMUM NUMBER PER CLASS & LAB**

Maximum number of student per classroom and laboratory at MEI campus is 12.

## **SPECIAL INSTRUCTIONAL ASSISTANCE & GUIDANCE**

Individuals who have occasional difficulty with study are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Contact the student service department at the school for more information. MEI provides guidance services for students depending on their individual needs. Assistance in program selection and career planning is available at the student service department. Students encountering problem which interferes with their education are encouraged to bring these problems to attention of their instructor or the student service coordinator. MEI recognizes the existence of external factors, which may interfere with study of program, such as physical or substance abuse. For those students trying to deal with substance problem, student service coordinator is available for advising. MEI also offers referral services through local agencies. Key element is that the student must take the initiative to ask for assistance.

## **ATTENDANCE POLICY**

Students are required to attend classes and lab sessions which are scheduled by MEI. A notice is sent if student attendance should drop below the norm. Excessive absences will be considered grounds for dismissal. Excessive absence is defined as missing 30 percent or more of the cumulative hours scheduled to date within a given module/course of study. Note: Student is considered “withdrawn” with 14 consecutive absences (using the calendar days which includes the weekends and holidays) and a notice is sent to the student informing the student status as “withdrawn”.

## **LEAVE OF ABSENCE (LOA)**

MEI recognizes that there may be times when due to extreme circumstances, student may require a leave. In such case MEI director may authorize a LOA up to 180 days and under no circumstances can a LOA be extended beyond 180 days. School recommends that a student may request for a LOA should he/she will be absent for more than 10 consecutive school days. Reasons for a LOA include, but are not limited to:

- Serious student medical problem
- Military duty
- Death of an immediate family member
- Personal - unforeseen, but fully justifiable reason or reasons

Time for approved LOA may be included in the calculation of a student’s maximum program length. If a LOA commences before student completes the program of study, grade of “I” is recorded in student record.

# Career Advising & Information

## **CAREER ADVISING**

MEI maintains Career Advising Center in student service department to better assist graduates in securing employment. Career Advisor acts as liaison between MEI graduates and potential employers. Information in job search technique based on the current need of local business and industries are made available to graduates.

A successful job search is dependent upon a self-confident, well-prepared applicant with pre-planned strategy. MEI is committed in assisting students in these efforts through series of job search and interview technique workshops. Each workshop addresses areas of how to prepare resume, market research techniques, and interview skills. Graduates must have the legal right to accept employment in the United States while those who are not citizens must produce current proof of ability to accept employment, i.e., green card, work permit or letter from INS showing valid "A" number or permanent residency.

## **STUDENT RECORDS RETENTION POLICY**

Adequate and accurate records will be maintained by the school, in accordance with regulations adopted by the bureau, and satisfactory standards shall be enforced relating to attendance, progress, and performance. The school will maintain current records for a period of not less than five years at its principal place of business in California, that are immediately available during normal business hours for inspection and copying by the council or the Attorney General and showing all of the following:(1) The name and addresses, both local and home, of each of its students.(2) The programs of study offered by the institution.(3) The names and addresses of its faculty, together with a record of the educational qualifications of each.(4) The degrees or diplomas and honorary degrees and diplomas granted, the date of granting, together with the curricula upon which the diplomas and degrees were based. The student should contact to administer office in order to get a copy of their student records or transcript.

# Program Information

**Program: Diagnostic Sonography**

**Clock Hours: 1980**

**Admission Requirement:** Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply. In addition, applicant is required to pass MEI entrance exam to be admitted to this program.

**Program Descriptions & Objectives:** The objective of the Diagnostic Sonography program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the occupations and job titles to which the program is represented to lead. Upon successful completion of this program, graduate is awarded a completion certificate. Graduates of this program may assume a responsible position as a member of the health team in a hospital, imaging center, doctor's office, or clinic. Positions may also be available in private practice, industry, or government. Duties may include performing ultrasound scans of the upper abdomen, pelvic region, obstetrics, vascular system, and superficial structures.

**Licensure and Certification:** Although some States require workers in this occupation to be licensed, license is not required in California to work in this profession. However, some graduates of Ultrasound Technology program may be eligible (see ARDMS Exam Prerequisite Chart at [http://www.ardms.org/downloads/Prerequisite\\_Chart.pdf](http://www.ardms.org/downloads/Prerequisite_Chart.pdf) for details) to participate in certification examinations from the American Registry of Diagnostic Medical Sonographer's ("ARDMS"). Although CA State does not require licensure in diagnostic medical Sonography, organizations such as the American Registry for Diagnostic Medical Sonography ("ARDMS") certify the skills and knowledge of Sonographer's through credentialing, including registration. Because registration provides an independent, objective measure of an individual's professional standing, many employers prefer to hire registered Sonographer's. Sonographer's registered by the ARDMS are Registered Diagnostic Medical Sonographer's ("RDMS"). Registration with ARDMS requires passing a general physical principles and instrumentation examination, in addition to passing an exam in a specialty such as obstetric and gynecologic Sonography, abdominal Sonography, or Neurosonography. Sonographer's must complete a required number of continuing education hours to maintain registration with the ARDMS and to stay abreast of technological advancements related to the occupation.

**Occupations:** Diagnostic medical Sonographer's held about 46,000 jobs in 2006. More than half of all Sonographer's jobs were in public and private hospitals. The rest were typically in offices of physicians, medical and diagnostic laboratories, and mobile imaging services. Positions available to graduates of Ultrasound Technology program include entry level ultrasound technician, entry level Sonographer's/scanner, and assistant to ultrasound laboratory technicians (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*).

**Course Description: Medical Terminology, Anatomy, and Physiology (180 clock hrs):** This module is designed to provide students with the basic fundamental knowledge of human anatomy and medical terminology including body organization, cell tissue membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular urinary, reproductive and related pathology. Students will gain knowledge of cross-sectional views of the human body, basic math, and the fundamental knowledge to succeed in the ultrasound technology program.

# Program Information

- Vascular (360 clock hrs): Vascular module will prepare students with an introduction to vascular Sonography. Discussion and lectures topics will be based on vascular anatomy, hemodynamic, special analysis, and cerebral vascular. Students will also be introduced to discussions and lectures of carotid lower venous topics, lower arterial studies topics, normal vs. abnormal pathological conditions, and plethysmography (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Physics & Instrumentation (360 clock hr): In this module students are introduced to the nature and physics of the ultrasound, intersection of human tissues, image formations and display, subject of knobology, and 2D scanning instrumentation and their safety functions. Students will also learn the Doppler and color flow among many other significant topics in this subject area (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Abdomen (360 clock hr): This module is designed to provide students with the basic knowledge of the regional anatomy and terminology as it relates to the abdominal area and small parts. Upon completion of Abdomen module, students will obtain entry level skill necessary to perform abdominal and small parts ultrasound examinations and will be able to recognize organs and normal anatomy and some pathological conditions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- OB/GYN (360 clock hr): This module provides the basics knowledge and skills to perform first, second and third trimester studies; recognize normal vs. abnormal conditions, maternal complications, and fetal assessment. Special gynecological procedures are also discussed in this course. In addition, students are trained to assist Sonographer's to distinguish the normal anatomy and common pathologic conditions vs. commonly known anatomy abnormalities and their conditions. Upon completion of this module students will be able to perform OB/GYN ultrasound examinations at an entry-level competency (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Clinical Externship (360 clock hr): Students participate in a clinical externship where they will gain hands on training. Students are required to be available days and evenings, the externship is part of the students program (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology, Abdomen, OB/GYN, Vascular, and Physics and Instrumentation modules).

## Required Texts:

- Berman, M.C. and Cohen, H.L. Obstetrics and Gynecology, 2nd ed. Philadelphia, PA: Lippincott Williams and Wilkins.
- Curry, R.A. and Tempkin, B.B. Exercises in Sonography: Introduction to Normal Structure and Function, 2nd ed. St. Louis, MO: Saunders.
- Ehrlich, A. and Schroeder, C.L. Medical Terminology for Health Professions, 5th ed. Clifton Park, NY: Thomson Delmar Learning.
- Kawamura, D.M. Abdomen and Superficial Structures, 2nd ed. Philadelphia, PA: Lippincott-Raven Publishers.
- Kremkau, F.W. Diagnostic Ultrasound: Principles and Instruments, 7th ed. Philadelphia, PA: Saunders.
- Tempkin, B.B. Ultrasound Scanning: Principles and Protocols. Philadelphia, PA: Saunders.  
Zwiebel, W.J. and Pellerito, J.S. Introduction to Vascular Sonography, 5th ed. Philadelphia, PA:

# Program Information

## **Program: Medical Assistant**

### **Clock Hours: 420**

**Admission Requirement:** Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply. In addition, applicant is required to pass MEI entrance exam to be admitted to this program.

**Program Descriptions & Objectives:** Medical Assistants are multi-skilled professionals dedicated to assisting in patient care management. This health care professional performs administrative and clinical duties and may manage emergency situations, facilities, and/or personnel. Medical assistants work in physicians' offices, clinics, hospitals and other medical facilities under the supervision of a physician.

**Occupations:** Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually do many different kinds of tasks, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators. Medical assistants should not be confused with physician assistants, who examine, diagnose, and treat patients under the direct supervision of a physician. (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*).

### **Course Description:**

- **EMTP-115 Cardiopulmonary Resuscitation (CPR)(10 Hours):** This course includes didactic and practical skills components. Students will learn techniques for recognizing and treating foreign body airway obstructions and cardiopulmonary arrest. Students will be tested in both written and practical skills abilities, adhering to American Heart Association curriculum for basic life support.
- **MEDA-100 Medical Professional Issues (20 Hours):** Reviews the role and function of the Medical Assistant. This course focuses on the basic concept of the professional practice of medicine and the scope of practice of the Medical Assistant. Students discuss the personal and professional characteristics and legal and ethical standards for Medical Assistants, explore professional and personal therapeutic communication, and address time management and goal setting.
- **MEDA-110 Insurance Billing & Coding (30 Hours):** Explores the medical insurance system and related billing and coding. Students learn how to complete and submit electronic and paper insurance claim forms, perform referrals, and apply the correct procedure and diagnostic codes.
- **MEDA-128 Phlebotomy Essentials (30 Hours):** This course offers skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing and accessioning.

# Program Information

- MEDA-150 Medical Administrative Aspects (40 Hours): Provides an introduction to the administrative skills needed for a medical office. Students learn how to maintain medical records (both paper and electronic), manage appointments, and perform routine office duties. Focuses on the financial aspects of the medical office including accounts payable and accounts receivable. Students examine billing and collection procedures.
- MEDA-155 Patient Care 1 (40 Hours): Introduces basic clinical skills necessary for the Medical Assistant. Aseptic practice for the medical office will be defined, basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied.
- MEDA-160 Medical Terminology (30 Hours): This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building system will be used to learn word parts that are used to construct or analyze new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.
- MEDA-180 Human Body in Health and Disease (30 Hours): Focuses on diseases that are frequently diagnosed and treated in the medical office setting.
- MEDA-240 Clinical Laboratory Diagnostics (50 Hours): The role and function of the professional in the clinical laboratory is introduced. Topics include safety in the laboratory, CLIA government regulations and quality assurance, and microscope procedures and concepts. Students perform procedures in the different departments of the laboratory including specimen collection. Students demonstrate competency in the wide variety of specimen techniques used to collect, process, and test specimens.
- MEDA-250 Pharmacology for Allied Health (30 Hours): Enables the beginning medical professional to understand the foundation and principles of entry level pharmacology. Provides an introduction to the classifications, effects, side effects and adverse reactions for medications.
- MEDA-251 Pharmacology Administration (10 Hours): Students prepare and administer medications via several routes including oral, parenteral (excluding intravenous), transdermal, and inhalation. Emphasis is placed on safe and accurate administration.
- MEDA-255 Patient Care 2 (40 Hours): Focuses on expanding the knowledge and skills in Patient Care 1. More complex and independent procedures performed by the Medical Assistant will be explored. Addresses surgical procedures, physical therapy, principles of radiology, emergency procedures and pulmonary function testing. Includes the performance of an electrocardiogram (EKG).
- MEDA-275 Medical Assistant Externship (60 Hours): Provides the opportunity to apply clinical, laboratory, and administrative skills in a supervised, non-remunerated externship 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 health care professional. Requires current cardiopulmonary resuscitation (CPR) certification (health care provider level).

**Required Texts:** TBA

# Program Information

**Program: Adult Echocardiography**

**Clock Hours: 1980**

**Admission Requirement:** Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply. In addition, applicant is required to pass MEI entrance exam to be admitted to this program.

**Program Descriptions & Objectives:** Adult Echocardiography program offers exceptional clinical didactic education and hands-on practical experiences needed to create a well-rounded, fully competent cardiac sonographer in an environment based on teamwork and mutual respect. Student will have opportunity to train and observe in the field of adult echocardiography including patient management and clinical medicine, ultrasound physics and instrumentation, pathophysiology of cardiovascular diseases and therapeutic measures, 2D & M mode echocardiography, cardiac doppler and color flow echocardiography, advanced techniques in echocardiography and stress echocardiography.

**Licensure and Certification:** Although some States require workers in this occupation to be licensed, license is not required in California to work in this profession. However, some graduates of Echocardiography program may be eligible to participate in certification examinations from two organizations: Cardiovascular Credentialing International (“CCI”) and the American Registry of Diagnostic Medical Sonographers (“ARDMS”). The CCI offers four certifications—Certified Cardiographic Technician (CCT), Registered Cardiac Sonographer (RCS), Registered Vascular Specialist (RVS), and Registered Cardiovascular Invasive Specialist (RCIS). The ARDMS offers Registered Diagnostic Cardiac Sonographer (RDCS) and Registered Vascular Technologist (RVT) credentials. Although these certifications and credentials are not mandated requirements, many employers prefer to hire individuals who will or have acquired one or more of these credentials.

**Occupations:** Positions available to graduates of Echocardiography program include entry level invasive cardiology technician, echocardiographer, vascular sonographer, and/or entry level assistant to ultrasound laboratory technician. Jobs are performed mostly in cardiology departments, offices of physicians (cardiologists), or in medical and diagnostic laboratories/imaging centers (Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2008-09 Edition*, Diagnostic Medical Sonographers).

## **Course Descriptions:**

- **Medical Terminology, Anatomy, and Physiology (180 clock hrs):** This module is designed to provide students with the basic fundamental knowledge of human anatomy and medical terminology including body organization, cell tissue membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular/urinary, reproductive and related pathology. Students will gain knowledge of cross-sectional views of the human body, basic math, and the fundamental knowledge to succeed in the ultrasound technology program.

# Program Information

- **Vascular (360 clock hrs):** Vascular module will prepare students with an introduction to vascular sonography. Discussion and lectures topics will be based on vascular anatomy, hemodynamics, special analysis, and cerebral vascular. Students will also be introduced to discussions and lectures of carotid lower venous topics, lower arterial studies topics, normal vs. abnormal pathological conditions, and plethysmography (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- **Physics & Instrumentation (360 clock hr):** In this module students are introduced to the nature and physics of the ultrasound, intersection of human tissues, image formations and display, subject of knobology, and 2D scanning instrumentation and their safety functions. Students will also learn the Doppler and color flow among many other significant topics in this subject area (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- **Echocardiography 1 (360 clock hr):** This module prepares the students to understand the general study of the echocardiography. It prepares the students to recognize and interpret the following: Coronary Artery Disease, Complications of MI, and Pericardial Diseases. Module will further cover learning how to do ultrasound of the vascular system including carotid arteries, arterial ultrasound of the extremities and venous studies of the lower extremities. The students will be taught how to do Doppler ultrasound including color flow imaging and analysis, and how to evaluate waveforms (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- **Echocardiography 2 (360 clock hr):** This module prepares the students to understand the advanced level of study of the echocardiography. This module prepares the student to recognize and interpret the conditions and symptoms of the Congenital Heart Diseases as well as topics to be further discussed in Echocardiography (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- **Clinical Externship (360 clock hr):** Students participate in a clinical externship where they will gain hands on training. Students are required to be available days and evenings, externship is part of program (Prerequisite: satisfactory completion of Terminology, Anatomy & Physiology, Vascular, Physics and Instrumentation, Echocardiography 1, Echocardiography 2).

## Required Texts:

- Curry, R.A. and Tempkin, B.B. (2004). Exercises in Sonography: Introduction to Normal Structure and Function, 2nd ed. St. Louis, MO: Saunders.
- Ehrlich, A. and Schroeder, C.L. (2005). Medical Terminology for Health Professions, 5th ed. Clifton Park, NY: Thomson Delmar Learning.
- Kremkau, F.W. (2005). Diagnostic Ultrasound: Principles and Instruments, 7th ed. Philadelphia, PA: Saunders.
- Tempkin, B.B. (1999). Ultrasound Scanning: Principles and Protocols. Philadelphia, PA: Saunders.
- Zwiebel, W.J. and Pellerito, J.S. (2005). Introduction to Vascular Sonography, 5th ed. Philadelphia, PA: Elsevier, Inc.
- Clinical Echocardiography
- Echocardiographer's Pocket Reference

# Staff & Faculty

Staff & Faculty	Credential, Professional License, & Membership
Dr. Juan Barros, CEO/President Instructor	<ul style="list-style-type: none"> <li>■ Medical Doctor</li> <li>■ Registered Diagnostic Cardiac Sonographer</li> <li>■ Registered Diagnostic Medical Sonographer</li> <li>■ Registered Vascular Technologist</li> </ul>
Ms. Sonia Tenorio, Office Administrator Admissions Advisor	<ul style="list-style-type: none"> <li>■ National University of Callao Lima Peru, Economy, BA</li> </ul>
Dr. Ruben Grigoryants Student Advisor Career Advisor	<ul style="list-style-type: none"> <li>■ Medical Doctor</li> <li>■ Philosophiae Doctor</li> <li>■ Member of Society of Diagnostic Medical Sonography</li> </ul>
Dr. Santiago Zamudio Instructor	<ul style="list-style-type: none"> <li>■ Medical Doctor, General and Vascular Surgery</li> <li>■ Mentor/lecturer for Surgery Panel of California Hospital Medical Center &amp; Vascular Trauma Call Panel</li> </ul>
Dr. Ronald A. Carlish Instructor	<ul style="list-style-type: none"> <li>■ Medical Doctor, Internal Medicine</li> <li>■ Member of American Board of Internal Medicine &amp; Cardiovascular Diseases</li> <li>■ Fellowship – American College of Physicians</li> <li>■ Fellowship – American College of Cardiology</li> <li>■ Fellowship – Council of Clinical Cardiology</li> </ul>
Dr. Sim Carlisle Hoffman Instructor	<ul style="list-style-type: none"> <li>■ Medical Doctor, General Radiology</li> <li>■ Certified Specialist of Nuclear Medicine</li> <li>■ Diplomate, Diagnostic Radiology, American Board of Radiology</li> <li>■ Diplomate, Physician and Surgeon License, California Medical Board of Quality Assurance</li> </ul>
Mr. Ricardo Zorrilla Instructor	<ul style="list-style-type: none"> <li>■ Associate and Research Professor for Medicine &amp; Nursing programs, Brasilla University, Cayetano Heredia University &amp; San Juan Bautista University, Peru</li> </ul>

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