

Medical Science Institute

Main Campus

5542 North Figueroa St.

Los Angeles, CA 90042

Ph: 323-478-0517 Fx: 323-259-1007

Website: www.medscienceinstitute.com

**SCHOOL
CATALOG**

2014 - 2015

TABLE OF CONTENTS

| | |
|---|-------|
| Our Mission | 3 |
| MSI Background Information | 3 |
| Business Hours of Operation | 3 |
| Locations | 3 |
| Classes Locations | 4 |
| Class Schedule | 4 |
| Facilities | 4 |
| Equal Opportunity & Non-Discrimination Policy | 4 |
| Smoking Policy | 5 |
| Fee Changes | 5 |
| Student Services | 5 |
| Assessment of Student Academic Achievement | 5 |
| Holiday Calendar | 6 |
| Resource Center | 6 |
| Admissions Policy | 6 |
| Enrollment Procedure | 7 |
| Tuition Fee | 7 |
| STRF | 8 |
| Placement Preparation & Assistance | 8 |
| Graduation Requirements | 9 |
| Grading Standards | 9 |
| Attendance Policy | 9 |
| Student's Rights | 10 |
| Grievance Procedure | 11 |
| Code of Student Conduct | 11 |
| Dismissal, Suspension, and Readmission | 12 |
| Leave of Absence Policy | 12 |
| Definition of Satisfactory Academic progress | 12 |
| Retention of Student's Record | 13 |
| Refund Policy | 13-14 |
| Student Records and Rights of Privacy | 14 |
| Drug Free Policy | 14-15 |
| Student Financing Options | 15 |
| Make-Up work | 15 |
| Program Changes | 15 |
| Catalog Inserts | 16 |
| Liability Disclaimer | 16 |
| Administrative Policies | 16 |
| Academic and Attendance policy | 16 |
| Retaking a Program | 17 |
| Transferability of Credits and Credential | 17 |
| Bankruptcy Statement | 17 |
| Staff | 18 |
| Faculty | 19 |
| Program | 20-32 |

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.

Our Mission Statement

Medical Science Institutes mission is to assist students successfully transition into their chosen career by providing guidance and education. We educate students through careful and continuous training to help them achieve their professional dreams. We aim to empower students to sustain career focused employment in an ever changing economy. Assisting our students to become qualified entry-level professionals and advance in their careers in order to better serve our communities is MSI's goal.

Disclosures

Medical Science Institute is a private (non-accredited) institution and is approved by Bureau for Private Postsecondary Education (BPPE). MSI is affiliated with Medical Clinic, Dental Clinic and Clinical Laboratory to provide excellent training in Medical and Dental field.

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying the fact. MSI offers its graduates a certificate and / or diploma verifying completion of the program study.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with our Admission Representatives prior to enrolling. Also, we highly recommend the students "audit" the class that they may want to enroll in.

Background Information

Medical Science Institute is collaborating with faculty of Board certified physicians, certified physicians Assistants, Dentist and Doctors of Philosophy (Ph.D.) who have served the community of Highland Park, East Los Angeles, Paramount, Montebello and surrounding neighborhood in Medical and Dental field since 1981.

Our Faculty and Staff are members of Board of Director (Governing Body), Directors, members of several Committies at several hospitals, medical clinics, nursing homes and other healthcare facilities to give efficient & state of the art medical attention to those in need. Our Faculty members are involved with several community groups and understand the need of this community.

Medical Science Institute is proud to have joined hands with these professionals and is committed to changing lives, and preparing our students for a rewarding career in the Medical Field.

Business Hours of Operation

Offices at MSI are open from 9:00 AM to 7:00 PM Monday thru Friday, and 9:00 AM to 1:00 PM on Saturdays by appointment only. For Sunday classes, our campuses will be accesible, however, office staff will not be available.

Locations

Medical Science Institute has four campuses.

Main Campus: 5542 N. Figueroa St., Los Angeles, CA 90042.

Other Branches: 16660 Paramount Blvd. Ste 100 Paramount, Ca 90723.

101 E. Beverly Blvd. Ste. 102 Montebello, CA 90640.

443 S. Soto Street Los Angeles, Ca 90033

Classes Locations

- 5542 N. Figueroa Street Los Angeles, Ca 90042 (Main Campus) (All programs)
- 16660 Paramount Blvd. Ste. 100 Paramount, Ca 90723 (Phlebotomy & EKG,EMR)
- 101 E. Beverly Blvd. Ste. 102 Montebello, Ca 90640 (Phlebotomy & EKG,EMR)
- 443 S. Soto Street Los Angeles, Ca 90033 (Phlebotomy & EKG,EMR, MA, CMA)

Class & Laboratory Schedule

Classes are convened at various times to accommodate most students schedules:

- | | | |
|---------------------|---------------------|-----------------------|
| • Morning Classes | 9:00 am to 1:00 pm | Monday through Friday |
| • Morning Classes | 8:30 am to 1:30 pm | Monday through Friday |
| • Afternoon Classes | 1:30 pm to 5:30 pm | Monday through Friday |
| • Evening Classes | 6:00 pm to 10:00 pm | Monday through Friday |
| • Evening Classes | 6:00 pm to 10:15 pm | Monday through Friday |
| • Weekend Class | 9:00 am to 5:00 pm | Monday through Friday |

If a holiday falls on a regularly scheduled class day, that class time and course work must be made up during the current module. For a complete list of the schedule holidays, please see the Holiday Calendar.

Should a student want “another perspective” or a “refresher” before testing, they may “sit-in” the same class that is being presented during a different timeslot. MSI Computers, Library and Laboratory are available during normal business hours.

Facilities

The Campus maintain Administration, Admissions, Education, Registrar and Library.

Class rooms, library and laboratories are available to our students feature the following characteristics:

- The Facility meets the applicable city fire, sanity and occupancy codes.
- Computers, Library and Laboratory are available during normal business hours.
- The main focus of the library is the resource of the Internet. All computers in the classrooms utilize a DSL connection to the Internet. Students are encourages to take advantage of this opportunity at anytime during regular campus hours.

Equal Opportunity & Non-Discrimination Policy

Medical Science Institute does not discriminate in admissions, consulting, education, training or any other activity on the basis of race, color, gender, sexual orientation, age, national origin or heritage, or upon any handicapped or medical condition. All applicants are interviewed and evaluated on the basis of their capability of completing successfully their training in the field of study.

Smoking Policy

Medical Science Institute provides its students with a smoke-free environment and smoking is not permitted anywhere inside MSI facility.

Fee Changes

MSI reserves the right to make fee adjustments as needed. These fee changes do not affect students already enrolled in a program of study.

Student Services

Medical Science Institute strives to support the students' educational pursuits by providing various resources:

- Open, free laboratory and library time during regular campus hours, subject to space availability.
- Consulting sessions for our students in coping skills such as life, career development, budget and personal financial planning skills, academic, consulting and tutoring.
- Each student's progress is monitored during his or her program of study. Assessment of progress will be discussed if any academic or attendance issues arise. If necessary, students will be advised of any recommended modifications and/or adjustments needed.
- Career planning services are available to the students during their educational process. MSI encourages its students to take advantage of these services during the program of their study.
- Practice examinations related to the student's program of study.
- DSL access to the Internet during regular campus hours.
- Training in Interview skills
- Assistance in the preparation of resumes.
- Job Placement Assistance upon the students' completion of the coursework.

The program offered by MSI is a NON- RESIDENTIAL program and does not provide or have no responsibility to find or assist a student in any housing information.

Assessment of Student Academic, Institution Records & Students Achievement

The faculty and Staff of Medical Science Institute are committed to continuous improvement of student academic achievement. To further this goal, academic departments will conduct regular activities to assess the knowledge and standard of Institution policies, abilities of the students

and their achievement. Result of assessment activities will be used to plan for continual improvement of college operations.

Holiday Calendar

MSI will be closed on the following Holidays listed below and may also be closed on additional days at its discretion.

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

Resource Center

Our resource center has a wide collection of books, journals, and discs of audio and video on topics related to the educational programs we offer. It also offers Internet connection and a comprehensive virtual library with resources available for students' projects and instructors use. This center will be open during the normal hours of operation, from 9:00 AM to 7:00 PM Monday thru Friday, and Weekends from 9:00 AM to 5:00 PM. Availability of library resources operates on a first-come first-serve basis, with a maximum time frame of 2 hours when there are students waiting.

Admissions Policy

Admissions Criteria

All applicants must meet with an Admission Representative for an assessment interview. During this interview the candidate's previous background will be evaluated to establish the best coursework for the student to pursue which is commensurate with the student's goals.

The applicant must be a HIGH SCHOOL graduate or the equivalent, be 18 years (or have parental consent), and be able to meet financial commitments to legally attend a school. To register, students must provide a copy of their High School diploma or GED. Students may not start classes until their High School Diploma or GED has been received by the school. Documentation in languages other than English, must be duly translated and certified to be equivalent to a US High School diploma.

In rare instances when a prospective student who is a high school graduate is not able to provide documentation to verify high school completion or equivalency due to circumstances beyond their control. (e.g. loss of records due to fire or flood, inability to obtain records, etc.), he/ she must fill out a High School Completion Self Certification Form attesting that he / she obtained a high school diploma or its equivalent and stating the reasons why documentation thereof cannot be provided, take the Wonderlic Basic Skills Test and achieve a minimum score of 200 in the verbal part and 210 in the quantitative part of the test to be able to enroll.

Enrollment Procedure

A personal interview with an Admissions Representative is necessary in order to register and enroll in any training program. The Admission Department is regularly open during normal business hours. The enrollment process consists of the following steps:

- Complete a Welcome to MSI questionnaire.
- A personal interview with an Admissions Representative who will provide a recap of programs, a copy of the catalog, and the determination of the program of training desired by the applicant.
- Complete and sign enrollment agreement and any other admission paperwork.
- Director of Admissions must give final approval.

This agreement is for the course or educational service _____

Title and description

Total hours _____ **Includes** _____ **didactic hours** and _____
clinical hours.

Start date: _____ **Scheduled Completion Date:** _____.

Tuition fee and charges

The following is the total amount that student is obligated to pay for the program of instruction and all other services and facilities furnished or made available to the student by MSI, including the tuition fee and books.

| | | | |
|---|---------------------------|-----------------------------|--------------------------|
| Tuition | \$ _____ | In resident housing | \$ _____ |
| Registration | \$ _____ (Non Refundable) | Tutoring | \$ _____ |
| Equipment | \$ _____ | Assessment fees | |
| | | For transfer credits | \$ _____ |
| Lab Supplies or kits | \$ _____ | Student Tuition | |
| | | Recovery Fund fee | \$ _____ (NonRefundable) |
| Text Books and other media | \$ _____ | Any other charge or fee | \$ _____ |
| Uniform or other special protective clothing | \$ _____ | Miscellaneous Charges | \$ _____ |
| | | <u>TOTAL CHARGES</u> | \$ _____ |

THE TOTAL AMOUNT FOR ALL FEES, CHARGES AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THE COURSE OR EDUCATIONAL SERVICE IS: \$ _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ _____

Student Signature

STRF

*You must pay the state-imposed the Student fee 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 of 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 other payer unless you have a separate agreement to repay the third party.

*You are not eligible for protection from the STRF are not required to pay the STRF fee 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.

Any Questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to:

The Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca 95833

Mailing Address: P.O. Box 98018
West Sacramento, Ca 95798

Phone Number: 916-431-6959

Toll Free: (888) 370-7589

Fax Number: 916- 263-1897

Internet Address: bppve@dca.ca.gov

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 website www.bppe.ca.gov

Placement Preparation & Assistance

Medical Science Institute provides employment assistance to all its graduates. The Career Center provides career development workshops to assist students in resume writing, interview techniques and job search skills.

Employment assistance includes:

- Career development
- Direct job referrals matching MSI graduates with entry-level job openings in a trained field.
- Internship/Externship Programs
- Volunteer Program
- Follow-Up and assistance if necessary after hire

Please Note: Medical Science Institute does not guarantee employment.

Graduation Requirements

A student is considered to be a graduate when they have completed all modules of their prescribed coursework and have met the following additional requirements:

- An overall academic grade of 70% or higher.
- The completion of a mid-term and final exam for each of their program modules.
- An absentee rate of less than 30%.(except Phlebotomy)
- The completion of all placement seminars.
- All financial agreements with the school have been adhered to.

Upon meeting all requirements for graduation, students shall receive either a Certificate of Completion, or Diploma, depending on their selected program of study.

Grading Standards

- Basis for Grade Evaluation

| <u>CRITERIA</u> | <u>PERCENTAGE CONTRIBUTION</u> |
|-----------------|--------------------------------|
| FINAL | 30 |
| MIDTERM | 20 |
| QUIZZES | 30 |
| PROFESSIONALISM | 10 |
| PARTICIPATION | 10 |

- Grade Evaluation

| <u>PERCENTAGE</u> | <u>MEANING</u> | <u>GRADE</u> | <u>GPA</u> |
|-------------------|----------------|--------------|------------|
| 90 – 100 | Excellent | A | 4 |
| 80 – 89 | Good | B | 3 |
| 70 – 79 | Average | C | 2 |
| 60 – 69 | Below Average | D | 1 |
| 59 – Below | Unsatisfactory | F | |
| | Incomplete | I | |

Attendance Policy

- Attendance is mandatory and will be taken at every class.
- It is the responsibility of the student to contact the school if he/she will be absent.
- A tardy is defined as arriving to class more than 15 minutes late or leaving class early.
- If more than 3 unexcused class sessions are missed, the student is subject to school intervention and possible attendance warning and probation that could lead to dismissal.
- Each instructor will check the attendance of students enrolled in their class on a daily basis. This information is recorded on the student's grade and attendance sheet.
- The Director of Education and/or School Registrar or designee will meet with the student regarding reasons for poor academics, attendance, or conduct. Documentation of the meeting results will be placed in the student's file.
- Students are responsible for obtaining missed instruction and assignments from other students or the instructor. The instructor does not assume responsibility for this.

- The school requires documentation after 3 consecutive absences and the student is required to make up all the missed class time.
- Special circumstances (such as documented extended illness or death in the family) will be recorded. If it appears that further absences will not occur, students will not be required to make up any missed days, unless it is necessary to improve the GPA or acquire vital information that was missed.

Student's Rights

- A student may cancel a contract with Medical Science Institute without any penalty or obligations, on the first class session or the seventh day after enrollment, whichever is later. As described in the Notice of Cancellation form that each student receives upon enrollment.
- If the written Cancellation notice is mailed to MSI, the postmark cannot be later than the fifth business day after the first class session of attendance for the class being canceled. The cancellation notice should be mailed to:

**The Registrar's office
 Medical Science Institute
 5542 N. Figueroa Street
 Los Angeles, Ca 90042**

After the end of cancellation period noted above, a student may withdraw from their program and receive a proportional refund for the part of the program not taken. In the unlikely event the MSI ceases to do business for any reason, a student may be entitled to a refund. The student would then contact the Department of Consumer Affairs or an explanation of his/ her rights at :

Department of Consumer Affairs
 Consumer Information Division
 1625 North Market Blvd, Suite N 112
 Sacramento, Ca 95834
 800-952-5210
bppve@dca.ca.gov

Grievance Procedure

We are very proud of our instructional programs, our instructors, our facility and the percentage of the students who complete their programs and gain their certification and diploma in their chosen fields. However, if, for any reason, any students encounters difficulties or has a grievance, they do have recourse. This recourse procedure will start with a verbal communication with the Instructor. If there is no resolution to the student's concern, he/she may proceed to contact the Director of Education or Director of Admissions who will try to find a solution to the problem. If these are not able to find satisfactory solution, the student may contact the School Director. If the student is not satisfied with the solution, he/she may appeal in writing and the school will appoint an Academic Committee composed of no less than three School Officials to revise the decision. The Committee's decision is final. MSI is very proactive in resolving any issues, concerns or challenges of its students. The MSI is very proactive in resolving any issues, concerns or challenges of its students. However, if there is no solution to the student's problem within a reasonable time frame, he / she may contact:

Department of Consumer Affairs
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, Ca 95898
888-370-7589
www.bppe.ca.gov

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. Suite 302
Arlington, VA 22210
703-247-4212
www.accsc.org

Code of Student Conduct

- Students should dress and conduct themselves in a manner normally acceptable in the "corporate casual" environment. This also includes proper hygiene.
- Any student who is caught cheating will receive a FAILING grade on the exam being taken, and will be referred to the School Director or Management designee for disciplinary action.
- Any student conduct, poor attendance or scholastic performance that tend to reflect unfavorably in a generally acceptable college or business environment is subject, at the sole discretion of the school, to cancellation/termination of his or her contract.
- Any of the following action may be cause for dismissal and/or notice to the authorities:
 1. Cheating or use of other student's materials for grading purposes
 2. Unauthorized use or distribution of copyrighted material.
 3. Deliberate destruction of property belonging to another.
 4. Intoxication or substance abuse, including use or possession of alcohol or any illegal drug on campus.
 5. Disruptive or intimidating behavior that interferes with the pursuit of learning by others.

6. Blatant disrespect toward staff, instructors or other students.
7. Inability to meet attendance, and/or conduct requirements.

Dismissal, Suspension & Readmission

- The School Director or Management designee and the instructor of the student in question will discuss the circumstances of any dismissal or suspension action.
- Students desiring to re-enter a voluntary withdrawal must submit a written request to the School Director or Management designee for readmission.

Leave of Absence Policy

When a student undergoes special extenuating circumstances that prevent him / her from attending classes regular, he/ she may request a Leave of Absence. LOA's may be granted in more than one occasion, but the maximum total period for all LOA's combined may not exceed 180 days within a 12 month period . LOA requests must be filed in writing before the Registrar, must indicate a reason for the request, and must express a clear commitment by the student to return to classes by the end of the approved Leave of Absence . Failure to return timely may lead to dismissal. All LOA requests must be approved in writing by the appropriate MSI official. Only in rare circumstances may MSI grant a leave of absense without a prior written request. In this case, MSI must document its decision and collect the corresponding written request at a later date. If the student is a Title IV, HEA program loan receiptent, the Registrar must explain to the student, prior to granting leave of absense, the effects that the student's failure to return may have on his/ her loan reymment terms.

Definition of Satisfactory Academic progress

The school regularly monitors students' progress to assure that all students are progressing at a rate that will allow them to successfully complete their program of the study within the maximum allowable time frame.

The maximum time frame in which a student must complete his/ her program is period equal to 1.5 times the normal length of time required to complete the program for which the student is enrolled. Example: A program of 48 weeks in length must be completed within a maximum time frame of 72 weeks. Periods for the approved leave of absence are not counted towards the maximum time frame of the program. All periods of attendance are counted towards the maximum time frame.

All students at MSI are required to meet, atleast , the minimum academic requirement of 70% of final grade and minimum 70 % of over all attendance.

Students not meeting requirements set forth in this section will be placed on academic probation for a period of time. The Registrar will notify the student in writing that it has been determinated that he / she is not meeting Satisfactory Academic Progress, and that he/she has been placed on probation. The Registrar's determination that a student is not meeting Satisfactory Academic Progress may be appealed in writing by the student within five days of the date of probation notice. The appeal must be directed to the Vice President of Operations, who will then call a panel composed of Eductaion Coordinator, The School Director and the Vice President of Operations to review the case within five calendar days. The panel's determination is final.

Probation could be imposed on a student due to poor attendance and/ or poor academic performance. Probation lasts for 30 days in which the student is closely monitored and assisted for improvement by the Instructor, the Education Coordinator and the Registrar. In the event a student is unable to improve his/ her attendance and / or academic performance, he / she may be dismissed. MSI's decision to dismiss a student may be appealed following the same procedure described above. Should the student improve his / her performance to the level required by MSI, the Registrar will provide the student with a written notice that re-establishes that he / she is making satisfactory progress.

Retention of Students Records

Students Records

The Office of the Registrar maintains official record of academic work completed by each student. Support documents for the academic records are kept for five (5) years after the student graduates or date of last enrollment. After five years, it is assumed that the student accepts the accuracy of his/her records each semester. Discrepancies in the academic record should be reported to the Registrar immediately. When a degree/ diploma has been certified by the Office of the Registrar, a student's academic record may not be altered except in those cases where a procedural or clerical error has occurred.

Students Transcript:

The Registrar Office maintains permanently the official transcript of every student who attends MSI. The transcript is a copy of the student's academic record and contains the signature of the Registrar. The transcript includes courses waived, courses attempted and completed, courses and credits transferred, credits awarded for experiential learning, credit hours, GPA points, Medical Science Institute grade point average, current program and major, associate degrees, certificates of achievement, and certificates of completion awarded at the College.

Students may request that a copy of the official transcript be given or mailed to any party by submitting a written request to Medical Science Institute. Transcript requests require 3-5 working days to process, and a fee is charged for each transcript. A hold may be applied to the release of the transcript of any student or former student who has indebtedness to the College.

Refund Policy

Student is entitled to a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Refund is divided in three categories as follows:

- 1 .Cancellation
- 2.Withdrawal/Dismissal
- 3.Drop

Cancellation:

STUDENT'S RIGHT TO CANCEL

Student has the RIGHT TO CANCEL and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Student will receive a full refund minus Registration fee. A business day means a day on which the student is scheduled to attend a class session. Cancellation shall occur when a student gives a written notice of cancellation by mail, hand-delivered or emailed. If the student has received any books, uniforms, equipment or other materials, these items must be returned to the school within 10 days following the date of notice of cancellation. If the student fails to return any books, uniforms, equipment or other materials in good condition within 10-day

period, the school may deduct its cost from any refund that may be due to the student. Once the student has paid for and received any of the above, they become her/his property and the school has no further obligation in that regard. If the student cancels the agreement, MSI will refund within 30 days from the date of the notice of cancellation received any money that the student paid minus registration fee, and any deduction for any books, uniforms, equipment and other materials not returned in good condition.

Withdrawal/Dismissal:

The student has the right to withdraw and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student withdraws or is dismissed from the program before the period allowed for cancellation, which is the first class session, or the seventh day after enrollment, whichever is later, the school will refund all money paid minus registration fee of \$100.00. If a student withdraws after the cancellation period, then the student is obligated to pay only for the portion of the program completed until the last date of attendance. The last day of attendance is considered to be the very last day when the student was physically present at school, and therefore marked "P" or "T" in the corresponding attendance roster. If the student has paid more than the amount that he/she owes for the attended program, then the refund will be made within 30 days of withdrawal. If the amount that the student is obliged to pay to the school is more than the amount that he/she has already paid, then the student will need to make payment arrangements to pay the balance.

Withdrawal/Dismissal Date is the date the student gives a notice of withdrawal to the school or the date the school dismisses the student.

Drop:

In the event, a student does not obtain approved leave of absence (LOA) and is not attending the school classes for 21 consecutive calendar days excluding the school approved scheduled breaks or holidays, he/she will be considered as dropped. A status change and refund calculation will be performed. The last day of attendance is considered to be the very last day when the student was physically present at school, and therefore marked "P" or "T" in the corresponding attendance roster.

Drop Date would be 21 days after the last day of the student class attendance

Student Records and Rights of Privacy

Medical Science Institute complies with the "Family Education Rights and Privacy Act of 1974". This act provides for a student being able to review his/her student records, including his/her grades, attendance and any other records associated with him/her being a student at the school. A student wishing to review his/her records must make a written request to the Registrar. MSI will keep academic records at the place of business in California. MSI reserves the right to withhold transcripts, Certificates of Completion, Diplomas, and grades in the event of unpaid tuition/ other fees or un-fulfillment of all the graduation requirements.

Drug-Free Policy

MSI is committed to a drug-free environment for all students and employees. No student or employee of MSI may use, possess, sell or distribute alcohol or other illegal controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events,

except drugs prescribed by a physician. Any person exhibiting behavior, conduct or personal/physical characteristics indicative of having used or consumed alcohol or other substances shall be prohibited from entering school grounds or school-sponsored events.

To the extent allowed by local, state and federal laws; MSI will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include suspension or even expulsion.

Various public and private organizations that provide professional counseling regarding drug addiction and rehabilitation are listed below:

LOS ANGELES COUNTY

| | |
|-------------------------------------|--------------|
| Alcoholics Anonymous | 626-914-1861 |
| Women's & Children's Crisis Hotline | 562-945-3939 |
| Suicide Hotline (24hours) | 800-255-6111 |

Tarzana Treatment Centers Medical Detoxification
18646 Oxnard St.
Tarzana, Ca 91356
800-996-1051

Student Financing Options (maybe in the future)

Investing in quality for the future may be one the most important decisions a student will ever make. At MSI, the Financial Aid Office looks forward to helping students explore the **many** financing opportunities available to them in the future.

The Financial Aid Department administers federal student aid programs designed to assist students who are unable to meet the cost of education. These programs include Federal Pell Grant, and the Family Federal Educational Loan Programs, which includes Stafford's and PLUS Loans. For default management purposes, Medical Science Institute allows students to borrow the amounts needed to cover tuition costs only.

If a student obtains a loan for an educational program, he/she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Additionally, if a student receives federal financial aid funds, he/she is entitled to a refund of the monies not paid from federal student financial aid program funds. MSI does not participate in Federal and State Financial aid program.

Make-Up Work

Any work that is missed due to an absence from class must be made up before the end of the module. Students will need to speak with their instructor regarding any missed work. All make up work policies are at the instructor's discretion.

Catalog Inserts

From time to time, inserts are placed in the catalog covering specific areas such as tuition, and facility fees, faculty and staff, or other items subject to change. These inserts will be clearly marked with an effective date, and will govern student enrolling during the effective period.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive Ste 400

Sacramento, Ca 95833

Ph: 888-370-7589 Fax: 916-263-1897

www.bppe.ca.gov

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 website **www.bppe.ca.gov**

Liability Disclaimer

Medical Science Institute is not liable, or responsible for the loss of any personal property, or damage to any personal property, or for any personal injury which may occur while the student is attending MSI.

Administrative Policies

Due to changing needs of industry, MSI reserves the right to make changes in administrative policy, curriculum, program content and any other changes deemed necessary. Should program content, material, or schedule changes occur during the period of agreement, there will be no extra expense for tuition for current students.

Academic Probation / Dismissal

Academic Standing

The following provisions apply to all undergraduates. Graduate and professional students with scholarship deficiencies are subject to action at the discretion of the Division of Graduate Studies.

A. Academic Probation

An undergraduate student is placed on academic probation if one of the following occurs:

- (1) The student's semester grade point average is less than 2.0, or
- (2) The student's cumulative grade point average is less than 2.0.

Probation Status: Academic review occurs at the end of each academic semester. When a student is placed on academic probation, MSI notifies the student, and the student's transcript states "Academic Probation" for the affected semester. While on academic probation, the student is under the supervision of his/her School or advising unit.

B. Academic Dismissal

An undergraduate student is subject to academic dismissal from MSI if one of the following occurs:

- (1) The student has been on academic probation for two or more semesters and the student's cumulative grade point average is less than 2.0, or
- (2) The student's semester grade point average is less than 1.5 and the student's cumulative grade point average is less than 2.0.

Academic Dismissal Appeals: A student not previously on probation who earns a semester grade point average below 1.5 is offered the opportunity to appeal dismissal. The student who is subject to academic dismissal and does not complete the appeal process as prescribed is automatically dismissed. The student

whose appeal is approved returns on probation and is under the supervision of the appropriate School or advising unit.

Dismissal Status: When a student is academically dismissed, the university notifies the student, and the student's official transcript states "Academic Dismissal" for the affected semester.

Note: A student who is academically dismissed may return after fulfilling readmission requirements.

Retaking a Program

All fully-paid students have the option to retake a previously uncompleted course or make use of any student services related to that course at no charge for a term of one year after completion of that course or graduation from the program in which that course is offered, provided that the school is still offering such course as part of any of its regular programs. This option does not extend to receiving new textbooks, and classroom materials. However, it should be understood that the same rules of attendance (70% minimum) apply when retaking a course as they do when a student is sitting in for the first time. Any student wishing to join a course must see the Registrar, and School Director. In a case where a student receives a Fail or "F" grade in a particular module, he/she may have the opportunity to increase his/her grade and GPA by retaking this same module at a later time. The student is required to maintain the minimum standards of attendance and academic expectations.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

"The transferability of credits you earned at Medical Science Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in:

- Electrocardiogram (EKG) Technician
- Electronic Health Record Specialist (EHR/EMR)
- Medical Administrative Assistant
- Clinical Medical Assistant
- Dental Administrative Assistant
- Medical Laboratory Assistant
- Phlebotomy (classes will start upon approval from Laboratory field services)
- Medical Assistant

Is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at the institution are not accepted at the institution to which you may 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 Science Institute to determine if your (credits or degree, diploma or certificate) will transfer"

Bankruptcy Statement

MSI states that the Institution has no pending bankruptcy petition, is not operating as debtor in possession and has not filed a petition within the preceding 5 years.

Faculty & Staff

The following professionals are some of Medical Science Institute staff and faculty members:

Staff

Madhu B. Bansal, Ph.D.

Campus Director

CEO

Director of Financial Aid

Director of Education

Program Director

Employer

Maneesh Bansal, M.D.

Chief Financial Officer

Christina Hernandez, M.D.

Director of Education

Jagan N. Bansal, M.D.

Program Director

Nora Ramirez, CPT1

Chief Operating Officer

Coordinator

Administrator

Michelle Bradley

Registrar

Career & Placement Director

Coordinator

Director of Admission

Faculty

Norvelle A. Harris, M.D.

*Pathologist
Laboratory Director*

Mervat Bakhoun , DDS

Dentist

Madhu B. Bansal, Ph.D.

*CEO/ Lab Manager Ashley Clinical Diagnostic Laboratory, Inc.
Former Assistant professor
at King Drew Medical Center*

Christina Hernandez, M.D.

*Diplomat of Family Practice
CEO, Pico Rivera Medical Center
Board Member, Associated **Hispanic**
Physicians of Southern California*

James Stewart, CLS

*Former Instructor at Bryman College
for Medical Technician*

Maneesh A. Bansal, M.D.

*Diplomat of Internal Medicine
Director of Norwalk Community Hospital*

Jagan N. Bansal, M.D.

*Diplomat of Internal Medicine
Diplomat of Pulmonary Medicine
Diplomat of Geriatric Medicine
Director of Promise Hospital*

Letty Ramos, CPT1, MA

*Phlebotomy Instructor
Certified Phlebotomy Tech
Medical Assistant*

Tania Becerra, CPT1

Phlebotomy Instructor

Rosa Smith, CPT1, CNA, MA

*Certified Phlebotomy Tech,
Certified Nursing Aide, Medical Assistant*

Jesus Reyes, Jr., CPT1, EKG Tech, MA

*Certified Phlebotomy Tech, EKG Technician,
Medical Assistant*

Nora Ramirez Bustillo, MA,CPT1

Medical Assistant, Certified Phlebotomy Tech,

Miguel A. Moran, PA.C.

Physician Assistant Certified

Gerardo Ramirez, CPT1

Certified Phlebotomy Tech

Oswaldo Franco, PA.C.

Physician Assistant Certified

Veronica Garcia, DA

Dental Assistant

Electrocardiograph Technician (EKG)

| | |
|--------------------------|--|
| <i>Summary</i> | EKG is a complete and fast-paced course designed to provide instruction in Electrodiography testing procedures used in detecting heart disease and other cardiovascular disorders. This course provides instruction in operation and troubleshooting an EKG unit, placing leads utilizing 12 lead EKG, using and understanding of EKG grid paper, recognizing normal and abnormal EKG patterns in all 12 leads and plotting EKG axis. The students will also learn to operate the Holter Monitoring, and stress test. |
| <i>Total Hours</i> | Total Hours <u>60</u> include Didactic hours <u>50</u> and Clinical hours <u>10</u> <i>(Depending on availability)</i> |
| <i>Type of Award</i> | Diploma |
| <i>Length of Program</i> | <u>60</u> Hours <u>6</u> weeks and <u>1/4</u> day for weekend (Saturday only 8 hrs/ saturday) <u>12</u> weeks and <u>1/2</u> day (once a week) (4 hrs / day) <u>6</u> weeks and <u>1/4</u> day (twice a week) (4 hrs / day) <u>3</u> weeks and <u>1/4</u> days (four times a week) (4 hrs / day) |
| <i>Required Course</i> | <ul style="list-style-type: none"> • ANATOMY AND PHYSIOLOGY • BASIC ELECTROPHYSIOLOGY • SINUS MECHANISMS • ATRIAL RHYTHMS • JUNCTIONAL RHYTHMS • VENTRICULAR RHYTHMS • INTRODUCTION TO THE 12-LEAD ECG RHYTHMS |
| <i>Target Occupation</i> | EKG Technician. |
| <i>Certification</i> | |

Electronic Health Record Specialist

| | |
|---------------------------------|--|
| <i>Summary</i> | Electronic Medical records training, you can learn more about the growing area of healthcare administration: Electronic Health Records (EHR). This EHR course will teach you how to work with computerized health records systems, which can expand your employment opportunities in the healthcare field. Our electronic medical records training can help you gain understanding of electronic medical records through hands-on practical experience. |
| <i>Total Hours</i> | Total Hours <u>60</u> include Didactic hours <u>50</u> and Clinical hours <u>10</u> <i>(Depending on availability)</i> |
| <i>Type of Award</i> | Diploma |
| <i>Length of Program</i> | <u>60</u> Hours <u>6</u> weeks and <u>1/4</u> day for weekend (Saturday only 8 hrs/ saturday) <u>12</u> weeks and <u>1/2</u> day (once a week) (4 hrs / day) <u>6</u> weeks and <u>1/4</u> day (twice a week) (4 hrs / day) <u>3</u> weeks and <u>1/4</u> days (four times a week) (4 hrs / day) |
| <i>Required Course</i> | <ul style="list-style-type: none"> • Introduction to Electronic Health Records • Overview of Electronic Health Records Software • Privacy, Confidentiality, and Security • Transitioning from Paper Charts to Electronic Health Records • Administrative Use of the Electronic Health Record • Using the Electronic Health Rec • Clinical Use of the Electronic Health Record for Reimbursement • Health Promotion, Patient Education, and Clinical Decision Support • The Personal Health Record |
| <i>Target Occupation</i> | Electronic Health Record Specialist |
| <i>Certification</i> | |

Medical Administrative Assistant

| | |
|---------------------------------|--|
| <p><i>Summary</i></p> | <p>This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Administrative Medical Assistants, Medical Secretary and Medical Records Clerk, are all position in great demand. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain administrative medical assistant position in the health care field.</p> |
| <p><i>Total Hours</i></p> | <p>Total Hours <u>180</u> include Didactic hours <u>120</u> and Clinical hours <u>60</u>. (<i>Depending on availability</i>)</p> |
| <p><i>Type of Award</i></p> | <p>Diploma</p> |
| <p><i>Length of Program</i></p> | <p><u>180</u> Hours</p> <p><u>15</u> weeks and <u>0</u> day for weekend (Saturday only 8 hrs/ saturday)</p> <p><u>30</u> weeks (once a week) (4 hrs / day)</p> <p><u>15</u> weeks and <u>0</u> day (twice a week) (4 hrs / day)</p> <p><u>11</u> weeks and <u>1/2</u> day (four times a week) (4 hrs / day)</p> |
| <p><i>Required Course</i></p> | <ul style="list-style-type: none"> • Becoming a Successful Student • The Healthcare Industry • The Medical Assisting Profession • Professional Behavior in the Workplace • Interpersonal Skills and Human Behavior • Medicine and Ethics • Medicine and Law • Computer Concepts • Telephone Techniques • Scheduling Appointments • Patient Reception and Processing |

| | |
|--------------------------|--|
| | <ul style="list-style-type: none"> • Office Environment and Daily Operations • Written Communications and Mail Processing • The Paper Medical Record • The Electronic Medical Record • Health Information Management • Privacy in the Physician’s Office • Basics of Diagnostic Coding • Basics of Procedural Coding • Basics of Health Insurance • The Health Insurance Claim Form • Professional Fees, Billing, and Collecting • Banking Services and Procedures • Financial and Practice Management • Medical Practice Management and Human Resources • Medical Practice Marketing and Customer Service • Infection Control • Patient Assessment |
| <i>Target Occupation</i> | Administrative Medical Assistants Medical Secretary Medical Records Clerk |
| <i>Certification</i> | |

Clinical Medical Assistant

| | |
|---------------------------------|--|
| <i>Summary</i> | This program prepares you for an exciting career working alongside primary healthcare providers to provide “hands on” patient care. Clinical medical assistants (CMAs) prepare and assist the patient for examination by using a broad set of skills and knowledge. Medical assistants assist physicians with procedures, perform basic lab tests, administer basic medications, implement treatments, and explain basic care to patients. |
| <i>Total Hours</i> | Total Hours <u>440</u> include Didactic hours <u>320</u> and Clinical hours <u>120</u> . <i>(Depending on availability)</i> |
| <i>Type of Award</i> | Diploma |
| <i>Length of Program</i> | <u>320</u> Hours + Clinical hours (variable times) <u>40</u> weeks and <u>0</u> day for weekend (Saturday only 8 hrs/ day) <u>80</u> weeks (once a week) (4 hrs / day) <u>40</u> weeks and <u>0</u> day (twice a week) (4 hrs / day) <u>20</u> weeks and <u>0</u> day (four times a week) (4 hrs / day) |
| <i>Required Course</i> | <ul style="list-style-type: none"> • Infection Control • Patient Assessment • Patient Education • Nutrition and Health Promotion • Vital Signs • Assisting with the Primary Physical Examination • Principles of Pharmacology • Pharmacology Math • Administering Medications • Emergency Preparedness and Assisting with Medical Emergencies • Assisting in Ophthalmology and Otolaryngology • Assisting in Dermatology • Assisting in Gastroenterology • Assisting in Urology and Male Reproduction • Assisting in Obstetrics and Gynecology • Assisting in Pediatrics • Assisting in Orthopedic Medicine • Assisting in Neurology and Mental Health |

| | |
|--------------------------|--|
| | <ul style="list-style-type: none"> • Assisting in Endocrinology • Assisting in Pulmonary Medicine • Assisting in Cardiology • Assisting in Geriatrics • Principles of Electrocardiography • Assisting with Diagnostic Imaging • Assisting in the Clinical Laboratory • Assisting in the Analysis of Urine • Assisting in Phlebotomy • Assisting in the Analysis of Blood • Assisting in Microbiology and Immunology • Surgical Supplies and Instruments • Surgical Asepsis and Assisting with Surgical Procedures • Career Development and Life Skills |
| <i>Target Occupation</i> | Clinical Medical Assistants |
| <i>Certification</i> | |

Dental Administrative Assistant

| | |
|---------------------------------|--|
| <i>Summary</i> | This course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Dental Administrative Assistant, Medical Secretary and Medical Records Clerk, are all positions in great demand. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. This program is intended to provide students with a well-rounded introduction to dental administration so that a student can gain the necessary skills required to obtain Dental administrative assistant position in the health care field. |
| <i>Total Hours</i> | Total Hours <u>180</u> include Didactic hours <u>120</u> and Clinical hours <u>60</u> . <i>(Depending on availability)</i> |
| <i>Type of Award</i> | Diploma |
| <i>Length of Program</i> | <u>180</u> Hours <u>15</u> weeks and <u>0</u> day for weekend (Saturday only 8 hrs/ saturday) <u>30</u> weeks (once a week) (4 hrs / day) <u>15</u> weeks and <u>0</u> day (twice a week) (4 hrs / day) <u>11</u> weeks and <u>1/2</u> day (four times a week) (4 hrs / day) |
| <i>Required Course</i> | <ul style="list-style-type: none"> • Introduction to the Dental Profession • Communication Skills: Principles and Practices • Managing Dental Office Systems • Managing Dental Office Finances • Managing your Career |
| <i>Target Occupation</i> | Dental Administrative Assistant Dental Records Clerk |
| <i>Certification</i> | |

Medical Laboratory Assistant

| | |
|---------------------------------|---|
| <i>Summary</i> | Medical Lab Assistants are trained in all aspects of medical laboratory procedures and protocols including; phlebotomy, specimen processing, quality control and regulations. Medical Lab Assistants assist other laboratory personnel, doctors & staff and patients. This course is designed to train, in the basics skills necessary to perform laboratory functions and tasks and to be efficient and effective health care team members. |
| <i>Total Hours</i> | Total Hours <u>180</u> include Didactic hours <u>120</u> and Clinical hours <u>60</u> . <i>(Depending on availability)</i> |
| <i>Type of Award</i> | Diploma |
| <i>Length of Program</i> | <u>180</u> Hours <u>15</u> weeks and <u>0</u> day for weekend (Saturday only 8 hrs/ saturday) <u>30</u> weeks (once a week) (4 hrs / day) <u>15</u> weeks and <u>0</u> day (twice a week) (4 hrs / day) <u>11</u> weeks and <u>1/2</u> day (four times a week) (4 hrs / day) |
| <i>Required Course</i> | <ul style="list-style-type: none"> • Fundamentals of the Clinical Laboratory • Safety in the Clinical Laboratory • Phlebotomy: Collecting and Processing Blood • Systems of Measurement, Laboratory equipment, and Reagents • Basic and New Techniques in the Clinical Laboratory • Quality Assessment and Quality Control in the Clinical Laboratory • Laboratory Information Systems and Automation • Introduction to Clinical Chemistry • Principles and Practice of Clinical Hematology • Renal Physiology and Urinalysis • Examination of Body Fluids and Miscellaneous Specimens • Introduction to Microbiology |
| <i>Target Occupation</i> | Medical lab Assistant |
| <i>Certification</i> | |

Phlebotomy

| | |
|--------------------------|--|
| <i>Summary</i> | The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing |
| <i>Total Hours</i> | Total Hours <u>80</u> include Didactic hours <u>40</u> and Clinical hours <u>40</u> . <i>(Depending on availability)</i> |
| <i>Type of Award</i> | Diploma |
| <i>Length of Program</i> | <u>80</u> Hours <u>5</u> weeks for weekend (Saturday only 8 hrs/ saturday) <u>10</u> weeks (once a week) (4 hrs / day) <u>5</u> weeks (twice a week) (4 hrs / day) <u>2</u> weeks and <u>2</u> days (four times a week) (4 hrs / day) |
| <i>Required Course</i> | <ul style="list-style-type: none"> • Infection Control, Universal Precautions and Safety • Medical Terminology and Anatomy and Physiology of Body System • Proper Identification of patient and specimen, and the Importance of accuracy in overall patient care • Proper selection and preparation of skin puncture site selection including selection of antiseptics • Blood collection equipment, types of tubes and additives • Post puncture care • Appropriate disposal of sharps, needles and waste • Advance Infectious disease control and biohazard • Anti Coagulation Theory • Pre analytical Sources of error in specimen collection • Anatomical Site selection and patient preparation • Risk factors and appropriate responses to complications which may |

| | |
|--------------------------|---|
| | <p>arise from phlebotomy</p> <ul style="list-style-type: none"> • Recognition of problems with test requisitions, specimen transport, processing and corrective action • Basic concepts of communication, interpersonal relations, Stress management, ethics and legal issues related to blood collection • Quality assurance in phlebotomy to provide accurate Reliable laboratory test results |
| <i>Target Occupation</i> | Phlebotomy Technician |
| <i>Certification</i> | |

Medical Assistant

| | |
|--------------------------|--|
| <i>Summary</i> | This course prepares students to function effectively in many of the administrative, clerical and clinical positions in the health care industry. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects and patient care. Medical assistants also assist physicians with procedures, perform basic lab tests, administer basic medications, implement treatments, and explain basic care to patients. |
| <i>Total Hours</i> | Total Hours <u>900</u> include Didactic hours <u>720</u> and Clinical hours <u>180</u> . (<i>Depending on availability</i>) |
| <i>Type of Award</i> | Diploma |
| <i>Length of Program</i> | <u>900</u> Hours <u>90</u> weeks for weekend (Saturday only 8 hrs/ saturday) <u>180</u> weeks (once a week) (4 hrs / day) <u>90</u> weeks (twice a week) (4 hrs / day) <u>45</u> weeks (four times a week) (4 hrs / day) |
| <i>Required Course</i> | <ul style="list-style-type: none"> • Becoming a Successful Student • The Healthcare Industry • The Medical Assisting Profession • Professional Behavior in the Workplace • Interpersonal Skills and Human Behavior • Medicine and Ethics • Medicine and Law • Computer Concepts • Telephone Techniques • Scheduling Appointments • Patient Reception and Processing • Office Environment and Daily Operations • Written Communications and Mail Processing • The Paper Medical Record • The Electronic Medical Record • Health Information Management • Privacy in the Physician’s Office • Basics of Diagnostic Coding • Basics of Procedural Coding |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Basics of Health Insurance • The Health Insurance Claim Form • Professional Fees, Billing, and Collecting • Banking Services and Procedures • Financial and Practice Management • Medical Practice Management and Human Resources • Medical Practice Marketing and Customer Service • Infection Control • Patient Assessment • Patient Education • Nutrition and Health Promotion • Vital Signs • Assisting with the Primary Physical Examination • Principles of Pharmacology • Pharmacology Math • Administering Medications • Emergency Preparedness and Assisting with Medical Emergencies • Assisting in Ophthalmology and Otolaryngology • Assisting in Dermatology • Assisting in Gastroenterology • Assisting in Urology and Male Reproduction • Assisting in Obstetrics and Gynecology • Assisting in Pediatrics • Assisting in Orthopedic Medicine • Assisting in Neurology and Mental Health • Assisting in Endocrinology • Assisting in Pulmonary Medicine • Assisting in Cardiology • Assisting in Geriatrics • Principles of Electrocardiography • Assisting with Diagnostic Imaging • Assisting in the Clinical Laboratory • Assisting in the Analysis of Urine • Assisting in Phlebotomy • Assisting in the Analysis of Blood • Assisting in Microbiology and Immunology • Surgical Supplies and Instruments • Surgical Asepsis and Assisting with Surgical Procedures • Career Development and Life Skills |
|--|---|

| | |
|--------------------------|--|
| | |
| <i>Target Occupation</i> | Medical Assistant in Hospital, Urgent Care, Physician office, Nursing Homes, Convalescent Homes. |
| <i>Certification</i> | |

Medical Billing and Coding

| | |
|--------------------------|---|
| <i>Summary</i> | Our Billing and Coding program will be broken down as follows. First, the laws, regulations and code of ethics that all workers in the medical profession must adhere too. Second, the basic medical terminology and procedures, and the "language" you'll need to speak to get by in the medical world. Finally, the courses will cover different medical procedures and the coding and billing practices associated with them. Registering and recording patient information. Some procedures will be: Verifying patient insurance, referrals and pre-authorization Recording transactions, processing payments, and managing patient accounts Billing, coding, and reporting insurance claims Collecting payments from patients and insurance companies. |
| <i>Total Hours</i> | Total Hours <u>180</u> include Didactic hours <u>100</u> and Clinical hours <u>80</u> |
| <i>Type of Award</i> | Diploma |
| <i>Length of Program</i> | <u>100</u> Hours didactic 80 hours clinical (hours/ time depends on availability) 12 weeks and 1/2 day for weekend (8 hrs/ saturday) 25 weeks (once a week) (4 hrs / day) 12 weeks and 2 1/2 day (twice a week) (4 hrs / day) 6 weeks and 1/2 day (four times a week) (4 hrs / day) |
| <i>Required Course</i> | <ul style="list-style-type: none"> • Medical Terminology • Anatomy and Physiology • Diagnostic Coding: International Classification of Diseases, Ninth Revision, Clinical Modification (ICD9-CM),1 • Service and Procedural Coding: Current Procedural terminology (CPT) • Understanding Insurance Policies • Medicare and Medicaid • Insurance Claim Forms • Accounts Receivable • Legal Issues |
| <i>Target Occupation</i> | Billing and Coding |
| <i>Certification</i> | |