

**Emerald Healthcare Careers Institute  
2751 E. Chapman Ave. Suite 101  
Fullerton, CA 92831  
Office: (818) 438-6666**

**Catalog of Courses  
January 1, 2016 to December 31, 2016**

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## **Institutional Mission and Objectives**

The mission of Emerald Healthcare Careers is to support all students in achieving their full educational potential in an environment of academic excellence. The institution will provide access to quality educational programs, focusing on student success within a climate of integrity and respect. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as professionals in the healthcare field, empowering individuals with professional skills to achieve higher levels in career excellence in their chosen specialty. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The objective of Emerald Healthcare Careers is to develop professional qualities in each of our students. To teach those subject areas which are most needed and emphasize those most needed for success and to provide hands-on instruction that will enable each student to progress as rapidly as capability permits.

## **Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

## **Instructional Location**

Emerald Healthcare Careers Institute  
2751 E. Chapman Ave. Suite 101  
Fullerton, CA 92831  
Office: (818) 438-6666

## **BPPE Approval**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with 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.

## **Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## Review Documents

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.

## Description of the Facilities & Type of Equipment

The institution is located at 2751 E. Chapman Ave Suite 101, Fullerton, CA 92831 with over 600 sq feet in an air conditioned, two story modern facility that is accessible to all public transportation. For each program of study at Emerald Healthcare Careers Institute equipment and supplies are provided that are sufficient to meet the educational needs of the students and include the following:

### Versatile Medical Assistant Program

Desks	Chairs	Whiteboards	Markers	Pens
Pencils	Erasers	Paper	Textbooks	Computers
TV monitor.	Examination tables	Human anatomy charts and posters	Human body model	Human skeleton model
Heart model	EKG machine	Cetrifuge	Microscope	Autoclave
Snellen chart for vision testing	Percussion o0r reflex hammer Otoscope Stethoscope	Urine dip test strips	Glucoses test strips	Masks and gloves
Thermometers	Bloodpressure meter	Scales	Syringes	Cotton balls
Alcohol swabs	Blood test tubes	Penlights	Exam gowns	Biohazard waste containers

## Library Resources

Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance. Questions

- Premium Online Course – <http://thePoint.iww.com>
- Accrediting Bureau of health Education Schools – <http://www.abhes.org>
- American Health Information Management Association – <http://www.ahima.org>
- American Medical technologies – <http://www.amt1.com>
- American Board of Medical Specialists – <http://www.abms.org>
- American Academy of Pediatrics – [www.aap.org](http://www.aap.org)
- American Heart Association – [www.americanheart.org](http://www.americanheart.org)
- Food and Drug Association – [www.fda.org](http://www.fda.org)
- National Center for Complementary and Alternative Medicine – [www.nccam.nih.gov](http://www.nccam.nih.gov)
- CDC – [www.cdc.gov](http://www.cdc.gov)
- OSHA – [www.osha.gov](http://www.osha.gov)
- US Department of Justice/Americans with Disabilities Act – [www.usdoj.gov/ada](http://www.usdoj.gov/ada)
- Medical Dictionary – [www.medical-dictionary.com](http://www.medical-dictionary.com)
- U.S. Department of Health and Human Services – [www.ealthfinder.gov](http://www.ealthfinder.gov)
- Medical Resources New and Reconditioned Equipment – [www.medicalresources.com](http://www.medicalresources.com)
- The Physician’s Desk Reference – [www.pdr.net](http://www.pdr.net)

- MedlinePlus, National Institutes of Health – <http://medlineplus.gov/>
- MedicineNet – [www.medicinenet.com](http://www.medicinenet.com)
- American Society of Radiologic Technologists –<http://www.asrt.org>
- American Red Cross – [www.redcross.org](http://www.redcross.org)
- National Safety Council –[www.nsc.org](http://www.nsc.org)
- National Women’s Health Information Center – <http://www.womenshealth.gov>
- National Center for HIV,STD and TB Prevention –<http://www.cdc.gov>
- American Cancer Association – <http://www.cancer.org>
- Centers for Medicare and Medicaid Services –<http://www.cms.hhs.gov>

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 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897

### **Complaints**

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (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).

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Emerald Healthcare Careers Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Emerald Healthcare Careers Institute to determine if your certificate will transfer.” Admissions Policies & Recognition of Credits

1. Student must have graduated from high school, or earned a GED or equivalent.
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
4. This institution has not entered into an articulation or transfer agreement with any other institution.

### **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

### **Language Proficiency**

The following apply to students for whom English is not their primary language and will be taught in English.

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at

an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

### **Language of Instruction**

Instructions will be given in no language other than English.

### **English as a Second Language Instruction**

This institution does not provide ESL instruction.

### **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

### **STRF Disclosure**

#### **Student Tuition Recovery Fund Disclosures.**

"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."

"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 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:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. 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.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

Emerald Healthcare Careers Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Emerald Healthcare Careers Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this

institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed seventy five dollars. (\$75)

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 2751 E. Chapman Ave. Suite 101, Fullerton, CA 92831 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

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.

### **Refund Policy**

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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#400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov)., toll free telephone number (888) 370-7589 or by fax (916) 263-1897

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).

### **Policies and Procedures Regarding Financial Aid**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Financial Aid Disclosures**

If a student obtains a loan to pay for an educational program, the student will have to repay to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

### **Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a traditional A, B, C, D, F system

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

90% to 100%	= A	4 Grade Points
80% to 89%	= B	3 Grade Points
70% to 79%	= C	2 Grade Points
0 to 69%	= F	0 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

### **Attendance Policy – All Programs**

Students are required to attend 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a

student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor

### **Nurse Assistant Program**

All students must complete all required theory and clinical hours to graduate. Whenever possible the Instructor must approve all absences in advance. Approval for all absences is at the Instructor's discretion. In order to meet the criteria for attendance and the specific course objectives, students must arrange make up time of missed hours with the Instructor for all instructor approved absences.

Make up theory hours can include case studies, independent study, written examination, attendance at seminars or workshops, auto tutorial laboratory and research reports. Make up clinical hours can include performance evaluation(s) in skills laboratory or additional time in the clinical area with clients.

Student must complete 160 hours of theory/clinical hours in order to be eligible to take the CNA State exam. Student must pass both parts of the State exam (written and skills) in order to receive State certification.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Emerald Healthcare Careers Institute  
2751 E. Chapman Ave. Suite 101, Fullerton, CA 92831

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

### **Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

Emerald Healthcare Careers Institute  
2751 E. Chapman Ave. Suite 101, Fullerton, CA 92831

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

## **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Emerald Healthcare Careers Institute  
2751 E. Chapman Ave. Suite 101, Fullerton, CA 92831

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

## **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **Placement Services**

This institution does not provide placement assistance.

## **Student Housing**

**This institution has no responsibility to find or assist a student in funding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to

the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

**Professions – Requirements for Eligibility for Licensure**

No requirement for licensure exists for Medical Assistants

**Charges: Tuition & Fees**

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee *	STRF*	Books & Materials	Total Program Charges
The Versatile Medical Assistant	\$2,400	\$75	\$0	\$160	\$2,635

\*Registration Fees are non refundable

\*STRF Fees are non refundable

Program Name	
The Versatile Medical Assistant	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$2,635
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$2,635

**Faculty**

**Angela Kodzhanyan**

Certificate of Phlebotomy Technician November 2007  
 Medical Assistant/ Cardiac Technician/CPR September 2005

**Shushan Manukyan, Ph.D.**

Certificate of Phlebotomy Technician – CPT1 August 2011  
 Diploma Medical Assisting / Cardiac Technician September 2011  
 California Certified Medical Assistant January 2015  
 Ph.D, Biochemistry 1994 National Academy of Sciences, Institute of Biochemistry, Yerevan, Armenia

## Programs

<b>Name of Program</b>	<b>The Versatile Medical Assistant</b>
<b>Program Description</b>	This program prepares the student in a wide variety of skills in the health care industry. Included are those skills that prepare the student to perform appropriate administrative and clinical duties and laboratory procedures. Additionally, the program includes components in the basics of Coding and Billing, the basics of Pharmacology and medical assisting for specific specialists
<b>Program Mission</b>	The mission of this program is to provide high quality healthcare assistant training that prepare the student for the ever changing healthcare environment.
<b>Program Objectives</b>	At the completion of the program, the graduate will be equipped to provide competent care or medical office assistance. The graduate will understand the importance of ethical standards and cooperative relationships with members of the medical team with whom they will be working.
<b>Total Clock Hours</b>	720 hours
<b>Is an Externship or Internship Required?</b>	Yes
<b>Graduation Requirements</b>	To complete this program a student must complete all prescribed courses and achieve a minimum score of 70% on all course work.
<b>Final Tests or Exams</b>	Yes. Students are evaluated through written and performance assessments.

Module	Module Description & Objectives	Hours
Anatomy and Physiology I	<p>The fundamentals of anatomy, physiology and medical terminology associated with digestive, cardiovascular, respiratory, blood forming, lymphatic and nervous systems are introduced to students. Emphasis is on spelling, pronunciation, and the meaning of medical terms. Students are introduced to the relevant Greek and Latin derivatives. The structural organization of the human body is identified.</p> <p><b>Learning Objectives</b></p> <ul style="list-style-type: none"> <li>• The objective of this course is for students to correctly and accurately use medical language in its proper context to meet workplace standards which include pronunciation, spelling, and defining.</li> <li>• The students will also be able to identify the position of anatomical parts of the human body.</li> <li>• Specific objectives are to locate and name the body's anatomical structure, define terms that apply to the structural organization of the body, and to identify the body cavities and recognize organs contained in those cavities.</li> </ul>	60 hours
Anatomy and Physiology II	<p>This course is a continuation of Anatomy and Physiology I. This course concentrates on the special senses, muscular, skeletal, endocrine, urinary, female and male reproductive systems and mental health.</p> <p><b>Learning Objectives</b></p> <p>Upon successful completion of this course, the learner have reliably demonstrated the ability to:</p>	60 hours

	<ul style="list-style-type: none"> <li>• Identify and describe anatomical terms, physiology, pathology and diagnostic tests for the following: Digestive system, Urinary system, Female and male reproductive systems, Nervous system, including senses Eyes and ears , Cardiovascular system, Respiratory system, Blood system, Lymphatic and immune systems , Musculoskeletal system, Endocrine system</li> <li>• Define and spell correctly the common disorders, diagnostic tests, and abbreviations pertaining to the above body systems.</li> <li>• The student will be able to name the organs of the special senses and their location and describe the function of the special senses.</li> </ul>	
Clinical Medical Assisting	<p>Exploring the medical office assistant's role in performing basic clinic procedures: Taking and charting vital signs Assisting the physician with physical examinations Assembling equipment, Explaining collection of specimens for external evaluation to the patient: The student will learn to collect and test specimens including:, basic urinalysis, pregnancy testing, Hemocult testing and slide preparation and blood glucose testing and the proper use of sterilization and disinfection of equipment.</p> <p><b>Learning Objectives</b>  Use the Snellen chart, complete eye chart testing and chart results.  Use the correct technique for taking blood pressure and how to correct errors when taking blood pressure  Prepare for the care of laboratory specimens for laboratory testing.  Preparation of the examining room for, physical examinations, other procedures, and sterile tray for minor surgery Information on a percentile chart for boys and girls *</p> <p><b>Demonstrate:</b> Preparation of the examining room for, physical examinations, other procedures, blood glucose testing, recording information on a percentile chart for boys and girls and procedures for the gynecologic patient and the obstetric patient</p> <p><b>Discuss:</b> Prevention of cross contamination, medical and surgical asepsis and sterilization techniques Preparation of children for, examination, tests and procedures, and current immunization schedule recommendations Identify: Surgical instruments and tests and procedures used for children</p>	60 hours
Medical Office Procedures	<p>Prepares the students for, and emphasizes the following • Reception duties, such as telephone etiquette, booking appointments, filing, mail processing • Maintaining patient confidentiality • Adhering to Health Association Code of Ethics • Medical supply ordering • Patient record management (clinic and hospital) • Requisitions • Handling medical emergencies • Maintaining legal aspects of medicine • Interpersonal skills • Stress management</p> <p>Learning Objectives</p> <ul style="list-style-type: none"> <li>• Demonstrate proficiency in medical office etiquette</li> <li>• Apply appropriate procedures for the beginning and ending</li> </ul>	60 hours

	<p>of the work day</p> <ul style="list-style-type: none"> <li>• Identify time management principles</li> <li>• Describe scheduling guidelines</li> <li>• Recognize office policies and protocols for handling appointments</li> <li>• Demonstrate scheduling of patient admissions and/or procedures</li> <li>• Identify critical information required for scheduling patient's admissions and/or procedures</li> <li>• Demonstrate organizing a patient medical record</li> <li>• Identify systems for organizing medical records</li> <li>• Describe various types of content maintained in a patient's medical record</li> <li>• Demonstrate documentation of patient care (CAAHEP IV.P.IV.8)**</li> <li>• Demonstrate documentation of patient education (CAAHEP IV.P.IV.9)**</li> <li>• Compare and Contrast various filing methods</li> <li>• Identify types of records common to the healthcare setting</li> </ul>	
<p>Medical Coding and Billing</p>	<p>This module is designed to prepare the student in the basics of medical coding and billing which is useful in many healthcare position including Admitting Clerk, Medical Biller, Claims Processor and Medical Front Office. The student will learn third-party payer billing, state and federal rules and regulations, compliance issues, HIPAA, patient record keeping, patient registration, and scheduling. Students will review reimbursement methodologies, fee schedule reimbursement and charge-master issues, along with an introduction to CPT-4 and ICD-9 coding systems.</p> <p>This CPT coding course begins at the basic level, where students will gain an understanding and foundation of CPT-4 coding, then progress into evaluation, management, and surgery sections, followed by all other organ and body systems.</p> <p>This ICD-9 coding course, starts with the format and convention behind the International Classification of Diseases, then builds upon these coding fundamentals until the student can code complex diagnoses from the medical record documentation.</p> <p>Learning Objectives</p> <ul style="list-style-type: none"> <li>• Articulate the procedure for converting a term for a medical disease or procedure to its numerical identifier using the most recent revision of the ICD-CM.</li> <li>• Summarize the limitations of the alphabetical listing to identify as numerical code of medical diseases and procedures when using the most recent revision of the ICD-CM.</li> <li>• Describe the most recent revision of the ICD-CM procedural cautions when using the alphabetical list to identify a specific numerical code.</li> </ul>	<p>100 hours</p>

	<ul style="list-style-type: none"> <li>Describe the numerical code for a disease or procedure in each of the major classification categories of the most recent revision of the ICD-CM</li> <li>Demonstrate the use of the most recent revision of the ICD-CM to convert a n</li> </ul>	
Electronic Health Records	<p>Through practical, hands-on learning activities, students will learn how to scan, import and convert health information into specialized applications. Students will learn to review electronic health records for timeliness, completeness, accuracy, and appropriateness. Additionally, this course emphasizes the need for strict adherence to patient confidentiality laws, authorized release of information, and data security.</p> <p><b>Learning Objectives</b></p> <ul style="list-style-type: none"> <li>Upon successful completion of this course, the student will have reliably demonstrated the ability to</li> <li>use a specialized computer billing program to enter practitioner and patient information,</li> <li>bill for services to: private insurers, produce printed day sheets and verify entries,</li> <li>book patient appointments online, and</li> <li>use other features of software, as appropriate.</li> </ul>	40 hours
Basics of Pharmacology	<p>Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.</p> <p><b>Learning Objectives</b></p> <ul style="list-style-type: none"> <li>Dosage Calculation</li> <li>Demonstrate knowledge of basic math computations.</li> <li>Apply mathematical computations to solve equations.</li> <li>Identify measurement systems. (CAAHEP II.C.II.3)**</li> <li>Define basic units of measurement in metric and household systems.</li> <li>Establish metric equivalents that are most frequently used in the medical field.</li> <li>Compute conversions among measurement systems. (CAAHEP II.C.II.5)**</li> <li>Identify both abbreviations and symbols used in calculating medication dosages.</li> <li>Calculate medication dosages using proportional method.</li> <li>Calculate medication dosages using a formulaic method.</li> <li>Calculate pediatric medication dosages by various rules.</li> </ul>	40 hours
Medical Law and Ethics	<p>Introduces the basic concept of Medical Assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the Medical Assistant's role as an agent of the physician. Provides the student with knowledge of</p>	40 hours



	<p>medical jurisprudence and the essentials of professional behavior.</p> <p><b>Learning Objectives</b></p> <ul style="list-style-type: none"> <li>• Compare and contrast physician and Medical Assistant roles in terms of standard of care</li> <li>• Interpret the issues of confidentiality as it applies to the Medical Assistant</li> <li>• Describe the implications of HIPAA for the Medical Assistant in various legal settings</li> <li>• Summarize the Patient Bill of Rights</li> <li>• Discuss liability, professional, personal injury, and third party insurance</li> <li>• Compare criminal and civil law as it applies to the practicing Medical Assistant</li> <li>• Give examples of tort law as it would apply to a Medical Assistant</li> <li>• Explain how the following impact the Medical Assistant's practice and give examples of the following: negligence, malpractice, statute of limitations, Good Samaritan Acts, Uniform Anatomical Gift Act, living will, advance directives, and medical durable power of attorney.</li> </ul>	
Lab practice - Injections and Venipuncture	<p>The course prepares students to assist the physician in the clinic, outpatient office and ambulatory health care settings. Responsibilities include administration of medications, phlebotomy, and aiding in diagnostic tests and procedures commonly performed in the medical office.</p> <p><b>Learning Objectives</b></p> <ul style="list-style-type: none"> <li>• Demonstrate venipuncture and skin puncture technique</li> <li>• Demonstrate compliance with Universal Standards and Precautions based on OSHA guidelines</li> <li>• Perform CLIA- waived laboratory tests</li> <li>• Label and handle all biologic specimens</li> <li>• Use equipment including calibration, maintenance and troubleshooting</li> <li>• Demonstrate quality assurance and quality control procedures.</li> </ul>	40 hours
Assisting Derm/Gast/Neuro specialists	<p>This module designed to introduce students how to assist to different specialty doctors. Gives practical guidelines about care of the patients, instruments and tools used during the examinations and basic knowledge of diseases and conditions in Dermatology, Gastroenterology and Neurology.</p> <p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>• Explain common diagnostic tests and procedures for these specialties</li> <li>• Prepare the patient for examinations, tests and procedures</li> <li>• Assist dermatologist, gastroenterologist and neurologist during their examinations and procedures</li> <li>• Demonstrate ability to instruct patients about posttest and post procedure care</li> </ul>	40 hours

	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of common disorders of skin, alimentary tract and accessory organs, explains main diseases of nervous system</li> <li>• List potential complications of spinal injury</li> <li>• Explain the purpose of various diagnostic procedures for these specialists</li> <li>•</li> </ul>	
Assisting GYN/OB and Urology specialists	<p>This course introduces main GYN/OB and Urology diseases and discusses the role of medical assistant during the examinations, tests and procedures. Provides knowledge about common diseases of urinary system, male and female reproductive systems. Instructs about performing of selected tests and procedures when assisting urologist and GYN/OB.</p> <p><b>Learning objectives:</b></p> <ul style="list-style-type: none"> <li>• Prepare examination rooms for GYN/OB and urologist</li> <li>• Assist during the tests and procedures</li> <li>• List and describe disorders of urinary system and male reproductive system, common gynecologic and obstetric disorders</li> <li>• Describe and explain the purpose of various diagnostic procedures associated with the urinary system, female and male reproductive system</li> <li>• Be able to instruct the patient on the breast self-examination</li> <li>• Assist with the pelvic examination and Pap-smear</li> <li>• Assist with colposcopy and cervical biopsy</li> </ul>	40 hours
Assisting Pediatrics	<p>The course prepares students to assist pediatrician during different types of visits. Provide information about psychological aspects of child care, obtaining and recording history and anthropometric measurements. Responsibilities also include administering medications and vaccinations.</p> <p><b>Learning objectives:</b></p> <ul style="list-style-type: none"> <li>• List safety precautions in pediatric office</li> <li>• Explain differences between well-child and sick-child visits</li> <li>• List types and schedules of immunizations, identify sites for each injection used on child and infant</li> <li>• Describe the role of the parent during the office visit and care.</li> <li>• Discuss names, symptoms, and treatments for common pediatric illnesses</li> <li>• Describes the feelings that child may have during an office visit</li> </ul>	40 hours
Assisting Diagnostic/Orthopedics specialists	<p>This module introduces the basics of diagnostic imaging, patient positioning, radiation safety, contrast medium examinations and teleradiology. Students will learn how to assist during radiology imaging, how to calm patients' fears and how to handle and store radiographic films. Also the basics of Orthopedics will be covered in this module. Students will learn about main spinal curvatures, the common disorders of musculoskeletal system, diagnostic procedures in orthopedics and the principles in assisting with</p>	40 hours

	<p>orthopedist.</p> <p><b>Learning objectives:</b></p> <ul style="list-style-type: none"> <li>• Explain the theory and function of different radiological equipment</li> <li>• Describe the routine and contrast media, computed tomography, sonography, magnetic resonance and mammography</li> <li>• Explain the role of medical assistant in radiological procedure</li> <li>• Describe different types of fractures, common musculoskeletal disorders</li> <li>• Identify different types of musculoskeletal diagnostic procedures</li> <li>• Discuss the role of medical assistant in caring patients with musculoskeletal disorders</li> <li>• Describes various types of ambulatory aids</li> </ul>	
Externship	<p>This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills, functioning in the work environment, communication, and following directions.</p> <p><b>Learning Objectives</b></p> <ul style="list-style-type: none"> <li>• Demonstrate scheduling appointments</li> <li>• Perform billing procedures</li> <li>• Use the computer</li> <li>• Demonstrate telephone skills</li> <li>• Demonstrate use and maintenance of office equipment</li> <li>• Demonstrate competent assistance with history and physical exams</li> <li>• Perform electrocardiography (EKG)</li> <li>• Demonstrate administration of injections</li> <li>• Perform venipuncture procedures 2 Rev Fall 2013</li> <li>• Perform waived laboratory procedures</li> <li>• Demonstrate emergency skills</li> <li>• Integrate relating effectively with health team members and patients.</li> <li>• Integrate appropriately communication with health team members and patients</li> <li>• Demonstrate following instructions as directed by supervisory staff</li> <li>• Display demonstration of empathy in communicating with patients, family and staff</li> <li>• Display application of active listening skills</li> <li>• Display use of appropriate body language and of the nonverbal skills in communicating with patients, family and</li> </ul>	60 hours

	<p>staff</p> <ul style="list-style-type: none"><li>• Display demonstration of awareness of the territorial boundaries of the person with whom communicating</li><li>• Display demonstration of sensitivity appropriate to the message delivered</li><li>• Display demonstration of awareness of how an individual's personal appearance affects anticipated responses</li><li>• Display demonstration of recognition of the patient's level of understanding in communications</li><li>• Display analysis of communications in providing appropriate responses/feedback</li><li>• Display recognition of and protection of personal boundaries in communicating with others</li><li>• Display demonstration of respect for individual diversity, incorporating awareness of one's own biases in areas including gender, race, religion, age, and economic status</li></ul>	
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