



## CATALOG 2018-2019

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**"I certify that the information contained in this catalog is true and correct in content and policy."**

**Dr. Nand Panjwani/Director**

# TABLE OF CONTENTS

	Page
<b>GENERAL INFORMATION</b>	
Introduction.....	2
The Mission .....	2
Institutional Advisory Board Members .....	2
The Faculty .....	3
<b>INSTITUTIONAL POLICIES:</b>	
Enrollment Requirements .....	4
Financial Aid Information .....	4-5
Grade Scale.....	5
Standards of Progress.....	5-6
Calculation of Grade Averages.....	6
Graduation Requirements.....	6
Probation .....	6
Attendance .....	6-7
Leave of Absence.....	7
Class Cuts/ Tardiness/ Make- Ups.....	7
Dress Code .....	7
Device Policy.....	7-8
Conduct/ Dismissal .....	8
Refund Policy .....	9-16
Obtaining Tuition Refund.....	17
Payment .....	18
Description of Office Space .....	18
Credit Granting.....	18
Certification Exam.....	19
Registration of School.....	19
Program/ Course Descriptions.....	20-31
Gainful Employment .....	32-33
School Holiday Calendar.....	34
Complaint Procedure.....	35
Grievance Procedures.....	36
Catalog Disclaimer.....	36
Cancellations .....	37
Withdrawal.....	37
Transfer between Programs.....	37
Placement Activities.....	37-38
Procedure for Reporting Accidents.....	38
Emergency Plans.....	38-39

# INTRODUCTION

In 1997 Dr. Nand Panjwani opened the New York Medical Career Training Center. His love and dedication for the medical field inspired him to provide training to people who are willing to dedicate themselves to the medical field. Dr. Panjwani believes he must provide quality training to his students in order for him to be successful. To accomplish this, Dr. Nand consistently evaluates the Medical Curriculum with industry specialists, rewrites the curriculum and hires qualified industry individuals to teach at the school.

## THE MISSION

The New York Medical Career Training Center's Mission is to provide the skills necessary for graduates to be placed in Medical Assistant as well as other medical fields offered by the school. The school's role in achieving this mission is to keep current with employer expectations, and maintain those expectations based on academic standards.

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## INSTITUTIONAL ADVISORY BOARD MEMBERS

Dr. Qazi Haider, MD, Metropolitan Comprehensive Med:  
Dr. Nand Panjwani, , New York Medical Career Training Center  
Dr. Dr.M Aslam MD East Meadow  
Sohaila Qurabanzada, Manager, EMPIRE MEDICAL SERVICES  
Dr. Altaf Essani , ARDMS CEO Vital Sono Imaging  
Dr. Mubasher Mirza, ARDMS  
Dr. Ayub M Hussain, ARDMS  
Dr.Azhar Qureshi

# T HE FACULTY

## OFFICE STAFF

QUEENS CAMPUS	MANHATTAN CAMPUS	LONG ISLAND CAMPUS
<b>MRS. WIJANTI PANJWANI</b> Director <a href="mailto:vijpanjwani@gmail.com">vijpanjwani@gmail.com</a>	<b>DR. NAND PANJWANI</b> Director <a href="mailto:nandpanjwani@nymedtraining.com">nandpanjwani@nymedtraining.com</a>	<b>DR. BALAJI JANGAN</b> Director
<b>GUANGZHEN XIAO (CARTER)</b> Financial Aid Director <a href="mailto:gz@nymedtraining.com">gz@nymedtraining.com</a>	<b>GUANGZHEN XIAO (CARTER)</b> Financial Aid Agent <a href="mailto:gz@nymedtraining.com">gz@nymedtraining.com</a>	<b>GUANGZHEN XIAO (CARTER)</b> Financial Aid Agent <a href="mailto:gz@nymedtraining.com">gz@nymedtraining.com</a>
<b>Enrollment Agents</b> Wijanti Panjwani <b>Office Staff</b> Yeshe Chode & Sangay Namgay	<b>Enrollment Agents</b> Sindhu Perchani <b>Office Staff</b> Seema Gyawali & Zohria Ghaznavi	<b>Enrollment Agents</b> Dr. Balaji Jangan <b>Office Staff</b> Mina M. Beharovic

## INSTRUCTORS

### **DR. AYUB M. HUSSAIN ARDMS:**

Program Director (Manhattan) &  
Diagnostic Medical Sonographer Instructor

### **DR. IKHTEYAR UDDIN ARDMS:**

Program Director (Flushing) & Diagnostic Medical  
Sonographer Instructor

### **DR. GOLAM MOSTAFA:**

Diagnostic Medical Sonographer Instructor

### **DR. MUBASHER MIRZA:**

Diagnostic Medical Sonographer Instructor

### **DR. AZHAR QURESHI**

Medical Assistant & Pharmacy Tech. Instructor

### **DR. ANDRADE ALBERT :**

Medical Assistant & Pharmacy Tech. Instructor

### **DR. CHARLES PHILP:**

Medical Assistant Instructor

### **DR. BALAJI JANGAN**

Medical Assistant Instructor

### **KAZIM NAQVI:**

Dialysis Technician Instructor

### **RAJESH HANDA PH.D**

Medical Billing, Medical Billing and MOA

### **NISHA D. BROWNE**

Dialysis Technician Instructor

### **DR. A. F. VARSALLY:**

Dialysis Technician Instructor

### **DR. AFIFI SANA**

EKG & Phlebotomy Instructor

### **DR. KAZI AHMED**

EKG & Phlebotomy Instructor

### **MS. LETHA COVINGTON LPN**

Nurse Aide/Assistant Instructor

### **LISA M. SANTIAGO:**

Nurse Aide/Assistant Instructor

### **LENNOX RODNEY, R.N:**

Nurse Aide/Assistant Instructor

### **KEITH WILLIAMS, R.N:**

Nurse Aide/Assistant and Internship Instructor

## INSTITUTION POLICIES

### ENROLLMENT:

The *Entrance Requirements* for The New York Medical Career Training Center are:

- High School Diploma or General Education Diploma (GED) or higher College Degree. If a student does not have a H.S. Diploma, GED or higher College Degree, the student is required to take the Ability to Benefit exam (offered for free at the school) and score a passing grade.
- Social Security Card
- Valid Picture ID

### FINANCIAL AID INFORMATION:

- **Financial Aid is only available for the Medical Assistant and the Diagnostic Medical Sonographer programs to those who qualify. Financial Aid School Code #041337**
- New York Medical Career Training Center administers its financial aid program in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.
- It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved and all necessary documentation must be completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis, therefore, depending on the length of the program it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.
- This grant programs is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

### FINANCIAL AID REQUIREMENTS:

- High School Diploma or GED or a foreign country high school diploma (must be in English or translated into English) ((requirement for **Medical Assistant**)
- Associates Degree in the Medical Field or Bachelor's/ higher in any field (requirement for **Diagnostic Medical Sonographer**)
- Valid Social Security Card
- Valid Photo ID
- Proof of Citizenship
- Further requirements see financial aid representative or visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### **FEDERAL STAFFORD LOANS**

Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need-based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

### **FEDERAL PARENT PLUS**

The Federal Parent PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check is required and either or both parents may borrow through this program. Repayment begins within

GRADING CHART			
GPA	GRADE	NUMERICAL EQUIVALENT	PROGRESS
4.00	A	97-100	Excellent
3.67	A-	95-96	
3.33	B+	91-94	
3.00	B	87-90	Above Average
2.67	B-	84-86	
2.33	C+	81-83	
2.00	C	77-80	Below Average, But passing
1.67	C-	74-76	Failure
1.00	D	65-73	Failure
0.00	F	0-64	Failure
0.00	I		Incomplete

### **STANDARDS OF PROGRESS:**

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained. Students are issued a numerical grade for each program/ course. The numerical grade is based upon student performance for a combination of classroom work, quizzes, tests, projects and homework assignments. The numerical value of each of these factors varies from program/ course to program/ course and is provided to each student at the start of each program/ course. All classroom work, quizzes, tests, projects and homework assigned during the program/ course must be completed before the student begins the next program/ course. A numerical grade of "0" is given for work not completed by the end of the program/ course and is averaged into the program/ course grade, unless the incomplete work is the result of a leave of absence (refer to leave of absence). A final progress report will be given to student at the end of the program/ course. The final grade will indicate if the student passed or failed the class. A student, who receives a final grade of "C -" "D" or "F", will have to repeat the program/ course. If the program/ course is not a pre-requisite of the next quarter program/ courses, the student may have the option, with the approval of the Education Director, of taking the failed program/ course along with the next term program/ courses. This applies, if the school is able to do so schedule wise. A student that repeats a failed program/ course must pay all program/ course costs. Upon returning, if a student fails a program/ course due to special conditions, interruption due to emergency, or a leave of absence, the student may repeat the program/ course free of charge. The student must inform the Education Director, in writing, of the reason for the interruption, as

well as get approval as described under the Leave of Absence Policy (see Leave of Absence). The only fees a student may be charged are book fees if new books are needed for the repeated program/ course. Students who fail two or more programs/ courses per term will be placed on probation. A student must pass each program/ course in the curriculum with a minimum grade of 77%, “C”, in order to continue in the program and qualify for graduation. The required G.P.A. for graduates is 2.00. A student scoring below that should speak to the Education Director to seek tutoring and general academic counseling during the subsequent program/ courses.

#### **CALCULATION OF GRADE AVERAGES:**

The cumulative program grade is calculated by multiplying the numerical grades received for each program/ course by the number of hours for that program/ course. The result is the number of quality points earned for that program/ course. The quality points for every program/ course are added together and divided by the total number of hours earned to determine the cumulative grade point average.

#### **GRADUATION REQUIREMENTS:**

The level of student performance expected by the school is based on the job performance level expected by employers. To graduate, a student must complete all program/ courses, including projects and exams, with grades specified under the Grading Policy. Students will be able to graduate with a certificate if a cumulative grade point average of at least a 2.0 and satisfactory attendance has been achieved.

#### **PROBATION:**

A student will be placed on probation if they do not maintain minimum grade requirements and/or has excessive absence as described under the attendance section, and/or who fail two or more program/ courses per term. A student will be placed on probation if at the end of any term the student’s cumulative G.P.A. has fallen below a 2.0 on a 4-point scale. The student will then have the following term to regain a 2.0 or higher cumulative G.P.A. If at the end of the second consecutive term the student’s G.P.A. is still below a 2.0 New York Medical Career Training Center has the right to dismiss the student for unsatisfactory progress. The only exceptions will be made for extenuating circumstances with approval from the School Director.

#### **ATTENDANCE:**

- A student will be placed on probation if at the end of any term they have completed less than 90% of their scheduled hours within their academic program. Once on probation, a student will have the following term to improve their attendance above 90% of the scheduled hours. If at the end of the second consecutive term a student is still below the 90% threshold, New York Medical Career Training Center has the right to dismiss the student for unsatisfactory progress.
- The student will be responsible for all fees, unless the Education Director has noted extenuating circumstances and approves a waiver of program/ course fees. Reasons for absences, methods of correction, and extenuating circumstances will be documented and signed by both the student and the Education Director. When applicable, documented proof of reason may be requested. The school reserves the right to authenticate such documents when necessary.
- Diagnostic Medical Sonographer, Medical Assistant, and Pharmacy Technician students are responsible to submit their signed clinical time sheet and the Nurse/Aid Assistant teacher submits documentation of the 30-hour internship. Nurse/Aid Assistant, Pharmacy Technician, Medical Assistant and Diagnostic Medical Sonographer students are required to complete 100% of their clinical hours. Students will not be considered to have



completed their clinical externships until the site supervisor has certified all required attendance hours. It is the responsibility of the student to provide the school with a timesheet signed by the clinical site supervisor documenting clinical hours completed for a week no later than Monday of the following week.

#### **LEAVE OF ABSENCE:**

The following conditions may be considered for leave of absence: medical (including pregnancy), family care (including unexpected loss of childcare and medical care of family), military duty, and jury duty. Any student who must take a leave of absence may do so, by submitting letter stating why the student needs to take a leave of absence, to the school administrative. Also, when applicable, and as requested by the administrative, the student wishing to take the leave of absence must submit documented proof for said emergency. Upon meeting these requirements, the school administrative will then decide whether the student may or may not take a leave of absence. Both the administrative and student will document and sign all approvals, disapprovals or solutions. The student will receive a copy for their records as well. A student will not be allowed to take a leave of absence for more than two consecutive or non-consecutive terms per curriculum length. A student who takes a leave of absence during any program/ course term where the grade of the program/ course will be affected will receive an incomplete grade of "I" for such program/ courses. Once a student retakes the program/ course, the new program/ course grade will replace the incomplete "I" grade. The total time requested off must not exceed 180 days (cumulative) in a calendar period.

#### **CLASS CUTS/ TARDINESS/ MAKE-UPS:**

All Students are responsible for all program/ course work missed due to class cuts or absence. A make-up will consist of a minimum of one class hour of instruction (50 minutes). For the Nurse Aide/ Assistant program a make-up will consist of a minimum of one class hour of instruction (60 minutes). A student wishing to make up hours must attend a supervised class with an instructor. In this class they must participate in the current lesson, or work on a make-up assignment as assigned by the instructor. The instructor of the supervised class will initial a makeup sheet. A student cannot make up hours in advance in anticipation of absences. Excessive absences will cause the student to be placed on probation (see probation policy).

#### **DRESS CODE:**

While attending classes at New York Medical Career Training Center, students are required to dress in a professional manner. Students who violate the dress or behavior code will not be permitted to attend or remain in the class, laboratory or clinical experience and an absence will be recorded.

- Nurse Aide/ Assistant: White Scrubs.
- Medical Assistant: Navy Blue Scrubs.
- EKG, Phlebotomy & Patient Care Technician: Burgundy Scrubs
- Pharmacy Technician: Sky Blue.
- Dialysis Technician: Surgical Green scrubs.
- Diagnostic Medical Sonographer: Sky Blue scrubs.

#### **DEVICE POLICY:**

Personal, on-campus use of audio and image recording equipment must have the written authorization of the school President or Director of Education. In addition, it is required that any authorized person secure the approval of the person they are recording prior to use of the device(s). The equipment/device(s) include, but are not limited to: cell phone cameras, digital and still cameras, motion picture cameras, video cameras, analog and digital tape recorders, solid state digital recording devices or any device capable of recording sound and/or image. Use of audio and image recording devices for personal use without authorization are considered



intrusions to academic, management, and student communities. No person is to charge their devices at the institute. Violation of this policy may be cause for disciplinary action up to and including dismissal from school.

**CONDUCT/ DISMISSAL:**

A student must conduct themselves in a professional manner at all times. There is absolutely no profanity allowed at any time, or any place on or near the school premises. A student may not verbally or physically threaten or commit violent act(s) or crime(s) against any person, be they instructor, student, employee, or visitor. Based on the circumstances of the situation of misconduct, a student will either; be asked to leave the school for a day, placed on probation for a term, or dismissed permanently by the school. In cases of violent acts or crimes committed, The New York Medical Career Training Center has the right to pursue and prosecute the student(s) and or person(s) involved, to the fullest extent of the law. A student/person, who is asked to leave the premises of the school and refuses to do so voluntarily, will be escorted off the premises. The New York Medical Career Training Center will apply these methods to ensure safety for everyone and to create an atmosphere where education is the primary goal. Academic dismissal will be based on student's academic progress and attendance as described under attendance, conduct, and probation policies. A student who is dismissed has the right to appeal to the Education Director, if they feel that their situation merits individual attention due to unusual circumstances that contributed to their failure of a program/ course. The student must write to the Education Director stating the reason for the appeal. The letter must state; 1) the unusual circumstances the student feels caused the failure, and 2) what they have done or plan to do to alleviate the problems they have had in academic performance. The Education Director may request additional information or documentation in support of the student's request. The performance of a student appealing an academic dismissal is reviewed by the Academic Board. The Academic Board is composed of the student's instructor, a senior faculty member and the Education Director. Every area of the student's performance is explored, and a decision concerning the request is made at the end of the review. The Academic Board has the final decision on student performance issues and may implement conditions for the student's continuation in the program/ course.

**REFUND POLICY:**

Refunds owed on a student account will be paid directly to the Student. Refunds, when due, are made without requiring a request from the student.

The institution shall have a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:

- a. The institution's refund policy must be published in the catalog and be uniformly administered.
- b. Refunds, when due, must be made without requiring a request from the student.
- c. Refunds, when due, shall be made within 30 days:
  - (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. If a written notification is not submitted to the institution in a timely manner then there can be a delay on the refund or
  - (2) from the date the institution terminates the student or determines withdrawal by the student.
- d. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.
- e. All refunds will be issued via check: Tuitions and fees can be received via check, credit card, cash, and/or money order but refunds will only be issued via check.
- f. The institution must comply with the refund policies adopted by the Council of Occupational Education (COE).

As referenced in item "f" above, the refund policy adopted by the Council of Occupational Education is as stated below:

1. Refunds for Classes Canceled by the Institution:

If tuition and fees are collected prior to the start date of a program and the institution cancels the class, 100 % of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected prior to the start date of classes and the student does not begin classes or withdraw on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 30 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution:

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction:

Institutions engaging in programs which are short-term must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

5. Refunds for Withdrawal After Class Commences:

1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less:

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

- I. After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90 % of the tuition.
- II. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition..
- III. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition.
- IV. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

2) Refund Policies for Programs Obligating Students for Periods beyond Twelve Months:

Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section 1) above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (1) above. Deviations from the requirements of this policy as stated above are permitted if (1) mandated by an institution's licensing agency or a public institution's governing board and (2) accepted by the Commission.

**Term Refund Policy:**

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for
  - A. the non-refundable registration fee plus
  - B. the cost of any textbooks or supplies accepted plus
  - C. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

a. First Term

If termination Occurs	School may keep
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After the fifth week	100%

b. Subsequent Terms

If termination Occurs	School may keep
During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the fourth week	100%

3. The student refund may be more than that stated above if the accrediting agency or Federal refund policy results in a greater refund.

### **Quarter Refund Policy:**

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter the student will be liable for:
  - A. the non-refundable registration fee plus
  - B. the cost of any textbooks or supplies accepted plus
  - C. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

c. First Quarter

If termination Occurs	School may keep
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the forth week	100%

d. Subsequent Terms

If termination Occurs	School may keep
During the first week	25%
During the second week	50%
During the third week	75%
During the fourth week	100%

3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

**Mini Refund Policy:**

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee
2. Thereafter, a student will be liable for
  - A. the non-refundable registration fee plus
  - B. the cost of any textbooks or supplies accepted plus
  - C. tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If termination Occurs	School may keep
0 – 15% of the program	0%
16 – 30% of the program	25%
31 – 45% of the program	50%
46 – 60% of the program	75%
After 60% of the program	100%

3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

## **WEEKLY TUITION LIABILITY CHARTS**

The following charts explain the amount of tuition refund a student would receive if they withdraw or is dismissed during a specific week of their program. The amounts shown are based on the student paying their tuition in full at the beginning of their program. Any funds returned to Title IV programs to the student or on behalf of the student will reduce the refund by that amount.

<b>Diagnostic Medical Sonographer -2250 Clock Hours</b> 12.5 Weeks per Quarter for 75 wks, 6 Quarters. \$4166.67 per Quarter			
<b>1<sup>st</sup> Quarter</b>		<b>Subsequent Quarters</b>	
Week 1	\$4,166.67	Week 1	\$3,125.00
Week 2	\$3,125.00	Week 2	\$2,083.34
Week 3	\$2,083.34	Week 3	\$1,041.67
Week 4	\$1,041.67	Week 4-12.5	\$0.00
Week 5-12.5	\$0.00		

<b>Medical Assistant-900 Clock Hours</b> 18 Weeks per Term for 36 wks, 2 Terms. \$4,950.00 per Term			
<b>1<sup>st</sup> Term</b>		<b>Subsequent Term</b>	
Week 1	\$4,950.00	Week 1	\$3,960.00
Week 2	\$3,960.00	Week 2	\$3,217.50
Week 3	\$3,217.50	Week 3	\$2,475.00
Week 4	\$2,475.00	Week 4	\$1,485.00
Week 5	\$1,485.00	Week 5-18	\$0.00
Week 6-18	\$0.00		



<b>Dialysis Technician -135 Clcok Hours</b> Mini Refund Policy	
0 – 20.25 Hours	\$1,500.00
20.25 – 40.5 Hours	\$1,125.00
40.5 - 60.75 Hours	\$750.00
60.75 – 81.00 Hours	\$375.00
81.00 – 135 Hours	\$0.00

<b>Pharmacy Technician -250 Clock Hours</b> (10 Weeks) 1 Quarter of 10 weeks. \$999.00 per Quarter	
<b>1<sup>st</sup> Quarter</b>	<b>Subsequent Quarters</b>
Week 1            \$999.00	Week 1            \$749.25
Week 2            \$749.25	Week 2            \$499.50
Week 3            \$499.50	Week 3            \$249.75
Week 4            \$249.75	Week 4-10        \$0.00
Week 5-10        \$0.00	

<b>Nurse/Aid Assistant -125 Clcok Hours</b> Mini Refund Policy	
0 – 18.75 Hours	\$699.00
18.75 – 37.5 Hours	\$524.25
37.5 – 56.25 Hours	\$349.50
56.25 – 75.00 Hours	\$174.75
75.00 – 125 Hours	\$0.00

<b>EKG Technician -45 Clcok Hours</b> Mini Refund Policy	
0 – 6.75 Hours	\$450.00
6.75 – 13.5 Hours	\$337.50
13.5 – 20.25 Hours	\$225.00
20.25 – 27.00 Hours	\$112.50
27.00 – 45 Hours	\$0.00

<b>Phlebotomy Technician -45 Clcok Hours</b>
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Mini Refund Policy	
0 – 6.75 Hours	\$450.00
6.75 – 13.5 Hours	\$337.50
13.5 – 20.25 Hours	\$225.00
20.25 – 27.00 Hours	\$112.50
27.00 – 45 Hours	\$0.00

<b>Patient Care Technician -72 Clcok Hours</b> Mini Refund Policy	
0 – 10.80 Hours	\$699.00
10.80 – 21.6 Hours	\$524.25
21.6 – 32.40 Hours	\$349.50
32.40 – 43.20 Hours	\$174.75
43.20 – 72 Hours	\$0.00

<b>EKG &amp; Phlebotomy -90 Clcok Hours</b> Mini Refund Policy	
0 – 13.50 Hours	\$699.00
13.50 – 27.00 Hours	\$524.25
27.00 – 40.50 Hours	\$349.50
40.50 – 67.50 Hours	\$174.75
67.50 – 90 Hours	\$0.00

<b>Medical Billing -60 Clcok Hours</b> Mini Refund Policy	
0 – 9.00 Hours	\$699.00
9.00 – 18.00 Hours	\$524.25
18.00 – 27.00 Hours	\$349.50
27.00 – 36.00 Hours	\$174.75
36.00 – 60.00 Hours	\$0.00

<b>Medical Office Administration -90 Clcok Hours</b> Mini Refund Policy	
0 – 13.50 Hours	\$999.00
13.50 – 27.00 Hours	\$749.25
27.00 – 40.50 Hours	\$499.50
40.50 – 67.50 Hours	\$249.75
67.50 – 90 Hours	\$0.00

## **OBTAINING TUITION REFUND:**

New York Medical Career Training Center's institutional refund policy in accordance with the accrediting agency and state education department policies is expressed as a schedule of revised institutional charges incurred by students who withdraw, based on the length of time they remain enrolled or the consumption of services. The refund policy is entirely the purview of Bursar's office. Bursar's Office is responsible for developing, updating, and distributing the policy to all offices and students. New York Medical Career Training Center includes the institutional refund policy as a part in the Enrollment Agreement form which applies to all NEW YORK MEDICAL CAREER TRAINING CENTER students.

A student (or in the case of student under legal age, his/her parent or legal guardian) who cancels within 7 days of signing the enrollment agreement receives 100% refund all money paid including the registration fees. A student (or in the case of student under legal age, his/her parent or legal guardian) who cancels after 7 days of signing the enrollment agreement, but prior to beginning classes, receives a 100% refund of all monies paid except the registration fees.

All refunds based on the above policy are calculated by the Bursars Office manually. All refunds due to student shall be made within 30 days of formal cancellation by the student or formal dismissal by the school. The student is notified of the results of the refund calculation and notified of his/her liabilities in writing.

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If the school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Educational Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision, New York State Education Department, located at 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, NY 10001 or telephone (212) 643-4760. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

## **P**AYMENT:

Payments are accepted via cash, credit card (MasterCard or Visa), money order, checks and/or grants. The school offers payment plans according to schedule and the program/course.

## **D**ESCRPTION OF OFFICE SPACE:

### **QUEENS CAMPUS**

The New York Medical Career Training Center is located at 36-09 Main Street, on the 5<sup>th</sup> Floor Flushing, NY 11354. The current office space has nine rooms; 1 Classroom with computers for the computer application program/ courses, 4 total classrooms, for lecture or medical lab with all the necessary medical equipment for the medical program/ courses, 1 Administrative office where all the administrative personnel sits, 1 records office where all the records and documents of the students are maintained, 1 director's office and 1 media room where all study materials are available for the students. Our Mission Statement is located in the Administrative Office, to the right of the admissions counter. The First Aid kit can be found at the front desk and can be accessed under the supervision of an administrator.

The New York Medical Career Training Center has an Extended Classroom located at 36-09 Main Street 8<sup>th</sup> Floor Flushing NY 11354. The extended classroom has 2 classrooms and 1 medical lab.

### **MANHATTAN CAMPUS**

The New York Medical Career Training Center is located at 500 8<sup>th</sup> Avenue Suite 5N New York, NY 10018. The current office space has seventeen rooms; 2 Computer Rooms, 6 Skill Rooms, 6 Theory Rooms, 1 Administrative Office, 1 Director's Room and 1 Server Room. The First Aid kit can be found at the front desk and can be accessed under the supervision of an administrator.

### **LONG ISLAND CAMPUS**

The New York Medical Career Training Center is located at 711, #C, 2nd Floor, Stewart Ave. Garden City, NY 11530. The current office space has seven rooms; 1 Computer Room, 2 Skill Rooms, 1 Theory Room, 1 Lunch Room, 1 Director's Room and 1 Class Room. The First Aid kit can be found at the front desk and can be accessed under the supervision of an administrator.

## **C**REDIT GRANTING POLICY FOR PREVIOUS EDUCATION AND TRAINING:

Credit for training received prior to attending The New York Medical Career Training Center can be used as transfer credit towards completion of the Medical Assistant and Diagnostic Medical Sonographer program. All credit transferring must be reviewed by the director to be approved.

## **C**ERTIFICATION EXAM:

Students for Nurse Aide/Assistant program are required to be certified by The New State Department of Health by become a Certified Nurse Aide/ Assistant.

Students of Medical Assistant program are encouraged to take the RMA exam given by American Medical Technologists (AMT).

Students of Diagnostic Medical Sonographer program are encouraged to take the American Registry for Diagnostic Medical Sonography (ARDMS) exam.

Students of Dialysis Technician program are encouraged to take The Board of Nephrology Examiners Nursing and Technology (BONENT) Certification Exam

Student of all other program/ courses are encouraged to take Certifications exams given by MedCA.

## **R**EGISTRATION OF SCHOOL:

The New York Medical Career Training Center is licensed by The New York State Education Department.

## PROGRAM/ COURSE DESCRIPTIONS:

### **DIAGNOSTIC MEDICAL SONOGRAPHER**

Total Program Hours: 2250

Externship Hours: 810

Class Hours: 1440

<b>Program Total Hours</b>	<b>2,250</b>
<b>School Tuition</b>	<b>\$25,000.00</b>
<b>Books Fee</b>	<b>\$1,500.00</b>
<b>Registration Fee</b>	<b>\$100.00</b>
<b>Total</b>	<b>\$26,600.00</b>

#### **MEDICAL TERMINOLOGY**

**45 Hours**

Medical Terminology is a study of the basic structure of medical words, including prefixes, suffixes, word roots, combining forms, singulars and plurals. The student will be able to recognize, spell, pronounce and define medical words by combining prefixes, suffixes, and roots.

#### **ANATOMY AND PHYSIOLOGY**

**120 Hours**

This course reviews the normal anatomy and physiology of the human body and then expands those concepts in the context of the sonographic appearance, including cross-sectional anatomy and physiology of abdominal, vascular and obstetrical and gynecological structures. Among the main goals of the course is to provide structured information and guidelines for adequate quality scanning procedures.

#### **PATIENT CARE TECHNIQUES, INCL. CPR**

**90 Hours**

Introduction in patient care skills applied to the role of a Sonographer in an imaging department. An exploration of nursing care skills, scanning ergonomics, patient confidentiality, and communication skills with hospital personnel as applied to all areas of sonography.

#### **PHYSICS AND INSTRUMENTATION**

**135 Hours**

This course is designed to cover a broad range of physics topics. As these topics are applied to various problem situations, the student will develop critical thinking skills and through the use of group activities which the student will enhance cooperative attitudes. Topics include computer technologies, math calculations, mechanics, measurement, heat, fluid, and gas laws, as well as, atomic and nuclear physics, electromagnetic, light and sound.

#### **ABDOMENAL SONOGRAPHY**

**200 Hours**

Examines the clinical applications within the specialty of abdominal sonography including interpretation of normal and abnormal sonographic patterns, pathology, related clinical signs and symptoms, normal variants and clinical laboratory tests. Includes laboratory sessions on basic scanning techniques and protocols.

#### **MALE PELVIC SONOGRAPHY**

**45 Hours**

The course teaches scanning techniques, basic scanning protocols and normal characteristics for the evaluation of the reproductive organs and development as well as abnormal/small parts. Student will be able to recognize transducer cleaning/preparation, image orientation scan plane, and transducer plane, the ultrasound appearance of the pathologies, the imaging characteristics of common seen pathology associated with testes and scrotum, the imaging characteristics of common seen pathology associated with prostate and the imaging characteristics of common seen pathology associated with musculoskeletal system.

#### **NECK (THYROID AND PARA THYROID) SONOGRAPHY**

**45 Hours**

The course teaches to recognize transducer cleaning/preparation, image orientation scan plane, and transducer plane, the ultrasound appearance of the pathologies and the imaging characteristics of common seen pathology associated with thyroid and parathyroid.

### **BREAST SONOGRAPHY**

**45 Hours**

The course consists of describing scanning techniques, basic scanning protocols and normal characteristics of breast, transducer cleaning/preparation, image orientation scan plane, and transducer plane, and the ultrasound appearance of the breast pathologies.

### **MUSCULOSKELETAL SONOGRAPHY**

**35 Hours**

The course consists of describing scanning techniques, basic scanning protocols and normal characteristics for the evaluation of the Muscles, Bones, ligaments, Tendons, Joints and Bursae . Student will able to recognize transducer cleaning/preparation, image orientation scan plane, transducer plane, the ultrasound appearance of the pathologies, and the imaging characteristics of common seen pathology associated with neonatal spinal column. Student will also able to recognize and demonstrate the imaging characteristics of common seen pathology associated with neonatal hip, neonatal echocardiography, musculoskeletal system, and neonatal spinal column.

### **GYNECOLOGY**

**130 Hours**

The course instructs and demonstrates the clinical laboratory test and signs and symptoms used for evaluation Female Reproductive organs. The course will explain the standard patient positions related to sonographic images. The course demonstrate scanning techniques, basic scanning protocols and normal characteristics and evaluations of Uterus Ovaries and Fallopian Tubes, Vagina and Adnexal Area with Vasculature. The course will also teach the scanning techniques, basic scanning protocols and normal characteristics for the evaluation of the reproductive organs and development as well as abnormal/small part.

### **OB 1st Trimester**

**140 Hours**

The course teaches the clinical laboratory test and sign and symptoms used for evaluation abdominal organ and small parts pathology, OB. Student will able to describe and demonstrate the standard patient positions related to sonographic image. The course also teaches normal fetal anatomy, apply appropriate measurements. The course will also estimate gestational age by ultrasound evaluation for confirmation of clinical dating for patients.

### **OB 2nd Trimester**

**75 Hours**

The course instructs and demonstrates the clinical laboratory test and sign and symptoms used for evaluation abdominal organ and small parts pathology, OB. It will also describe the standard patient positions related to sonographic image. The instructor will explain normal fetal anatomy, apply appropriate measurements .It will also emphasize on estimate gestational age by ultrasound evaluation for confirmation of clinical dating for patients who are undergoing elective repeat cesarean delivery, induction of labor. The course will also describe and evaluate fetal growth (when the patient has an identified etiology for uteroplacental insufficiency, such as severe diabetes mellitus, or for other medical complications of pregnancy when fetal malnutrition, i.e., intrauterine growth retardation (IUGR) or macrosomia, is suspected).

### **OB 3rd Trimester**

**75 Hours**

The course will explain and demonstrate the clinical laboratory test and sign and symptoms used for evaluation of abdominal organ and OB. It will also describe and demonstrate the standard patient positions related to sonographic image. The instructor will explain the normal fetal anatomy, apply appropriate measurements. The course also teach how to estimate gestational age by ultrasound evaluation for confirmation of clinical dating for patients who are undergoing elective repeat cesarean delivery, induction of labor. The course will explain fetal growth (when the patient has an identified etiology for uteroplacental insufficiency, such as severe diabetes mellitus, or for other medical complications of pregnancy when fetal malnutrition, i.e., intrauterine growth retardation (IUGR) or macrosomia, is suspected). The course teaches to perform biophysical profile for fetal well-being (after 28 weeks' gestation).

### **UPPER EXTREMITY AND CRANIAL VASCULAR**

**110 Hours**

The course consisted of teaching the anatomy of the vascular system. The course also demonstrates the common vascular diseases for which the application of ultrasound is critical as a noninvasive diagnostic tool. The course instructs and demonstrates the anatomy of the peripheral arterial system. Students will able to describe the arterial Doppler signals obtained during arterial duplex. Students will also able to recognize the factors associated with stroke. In addition, student will know the anatomy encountered during a carotid duplex imaging examination. Finally, the course also teaches students to recognize the imaging characteristics associated with an internal carotid artery occlusion and the pathologies associated with carotid artery.

### **LOWER EXTRIMITY AND ABDOMINAL VASCULAR**

**110 Hours**



The course concentrates on the anatomy of the vascular system. Students will be able to recognize and demonstrate the common vascular diseases for which the application of ultrasound is critical as a noninvasive diagnostic tool, the risk factors associated with peripheral arterial diseases, the signs and symptoms of peripheral arterial diseases and the anatomy of the peripheral arterial system. Students will also be able to describe the arterial Doppler signals obtained during arterial duplex. The course teaches the factors associated with venous diseases, the signs and symptoms of the venous diseases, the characteristics of the normal venous system, the imaging characteristics of a venous duplex imaging and the imaging characteristics associated with deep vein thrombosis and venous reflux.

#### **ARDMS Exam Prep**

**20 Hours**

Students will prepare for the ARDMS exams that they qualify for on the basis of education and internship. ARDMS advises 800 cases per specialty area for foreign MDs who want to become sonographers, and 200 to 300 cases for experienced sonographers (Prerequisite 7) who have not yet taken the registry exam. Of the three specialties, Abdomen; Obgyn; Vascular, students will generally be fit for the ARDMS exams in 2 areas. This course will help students decide which ones they'll qualify for and want to take. If qualifying, students will also explore the CCI exam for vascular sonography.

Students already prepared for the ARDMS Physics and Instrumentation exam during the Physics class and were encouraged to take that exam right after passing that course, being eligible under [http://www.ardms.org/files/downloads/Prerequisite\\_Chart.pdf](http://www.ardms.org/files/downloads/Prerequisite_Chart.pdf). There will be a review session/tutorial for those students who failed, or did not yet take the exam.

#### **HIPAA**

**10 Hours**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) prompted new Federal regulations which require physicians to ensure they are protecting the privacy and security of patients' medical information and using a standard format when submitting electronic transactions, such as submitting claims to payers.

#### **WORKING AS A SONOGRAPHER**

**10 Hours**

This course discusses and compares their experiences from internships, such as on workplace behavior. Students will learn how to perform job searches and where to find such information. Students will also learn about national and state/local branches of professional organizations in the field, notably ARDMS, SDMS, and CCI. This course also prepares resumes in formats used for Allied Health jobs.

After Completion of 1440 Classroom hours, students have to complete 810 Hours of internship in order to complete the course. The school will set you up for the internship.

<b>Schedules:</b>	<b>Mornings</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>9:00am-3:00pm</b>	<b>5:00pm-10:00pm</b>	<b>Friday 5:30pm-9:30pm</b>
	<b>Mon-Fri</b>	<b>Mon-Fri</b>	<b>Saturday &amp; Sunday 9:00am-6:00pm</b>
	<b>75 Weeks</b>	<b>90 Weeks</b>	<b>112.5 Weeks</b>

#### **Prerequisites:**

- **Associates Degree in a Medical Field and/or Bachelors or Higher Degree in any field**

Students of Diagnostic Medical Sonographer program are encouraged to take the American Registry for Diagnostic Medical Sonography (ARDMS) exam.

## **MEDICAL ASSISTANT**

Total Program Hours: 900

Externship Hours: 300

Class Hours: 600

<b>Program Total Hours</b>	<b>900</b>
<b>School Tuition</b>	<b>\$9,900.00</b>
<b>Books Fee</b>	<b>\$400.00</b>
<b>Registration Fee</b>	<b>\$100.00</b>
<b>Total</b>	<b>\$10,400</b>

### **ANATOMY, PHYSIOLOGY & MEDICAL TERMINOLOGY**

**120 hours**

The course consists of teaching the basic structure and functions of the human body. It also emphasizes on the various systems of the body such as cardiovascular, respiratory, neurology, gastroenterology, nephrology, and others. The course will also describe in detail about the most common diseases and disorders corresponding to each system. In addition to the anatomy and physiology, the course also includes the teaching of several medical terms, medical specialties, and medical measurements.



### **PHLEBOTOMY**

**60 hours**

The course concentrates on the proper techniques of blood drawing. It also demonstrates the various methods utilized for blood drawing such as butterfly syringe, needle syringe, and evacuated tube system. The course also consists of describing the terminology used to order laboratory tests and identifying and labeling the parts of the laboratory equipments. The course will teach proper methods of applying gloves, gowns and masks for laboratory procedures. Each student will have the opportunity to practice their phlebotomy skills on mannequin arms and most importantly the students will have an opportunity to practice their technique under the supervision of their instructor.



### **LABORATORY PROCEDURES & TECHNIQUES**

**120 hours**

The course instructs and demonstrates the proper techniques of various laboratory procedures. The course teaches the basic guidelines for lab safety procedures and the use of personal protective equipments such as hand washing and sterilization of instruments. The course will explain and demonstrate the proper techniques used for examination of each body systems. Examinations includes proper eye examination utilizing Snellen's and Jaeger charts, ear examination with audiometer, blood withdrawal for glucose level with a sterile lancet, and application of dressing and bandages. The course will also teach in the proper techniques of taking vital signs which includes taking various types of body temperatures, measuring of weight and height, measuring blood pressure with sphygmomanometer, taking respiration and pulse rate, and measuring oxygen saturation with a pulse oximetry. In addition, the course also instructs the proper techniques to obtain urine specimen, use of Reagent strips, perform a specific gravity test, perform a pregnancy test and prepare urine specimen for microscopic examination. The course will describe in detail the purpose and various methods to obtain a fecal occult blood test, Pap smear, hemoglobinometer, and Accucheck advantage glucose meter. The course will demonstrate the purpose and the proper use of spirometry test and intradermal skin test. The course will review all the universal signs and standard precautions in regard to human blood and body fluids and also discuss the purpose of the regulatory bodies (OSHA, CLIA) regarding disease transmission. The course will teach the proper preparation methods for a treatment room and a minor surgical tray when assisting the physician.



### **EKG**

**60 hours**

The course begins with a basic description of the major internal and external structures of the heart. It will also describe the major functions of the cardiovascular system, major blood supply of the heart, and electrical conduction pathway of the heart. The instructor will explain the reasons for performing an EKG and also demonstrate the proper method for obtaining a standard EKG rhythm



strip. All students will have the opportunity to practice their EKG techniques utilizing a computer based 12 Lead EKG as well as utilizing a 12 Lead EKG machine. It will also emphasize on interpretation of various rhythm abnormalities from EKG strips. The course will describe in detail the EKG characteristics of sinus rhythms, atrial rhythms, ventricular rhythms, atrioventricular blocks, and pacemaker rhythms. The course will teach on how to handle and resolve troubleshooting problems that arise when obtaining an EKG reading.

### **MEDICAL BILLING**

**60 hours**

Students get an overview of medical insurance; learn coding procedures, and insurance billing procedures. Students also learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.



### **MICROSOFT EXCEL**

**30 hours**

Student will learn how to navigate the screen using all possible keys and mouse; correct entries, enter formulas using the mathematical operators to add, subtract, multiply, divide, also apply SUM function; move and clear a specified range; insert and delete cells, rows and columns; undo change decimal format, save, close, and retrieve the file. Students will also learn how to copy ranges, find and replace data, change format, row/column dimensions, fonts, border lines, shade, color, hide columns/rows, spell-check, rename; move, copy, insert and delete a worksheet; create headers and footers, save, exit and find a worksheet, print a specified area

### **MICOSOFT WORD**

**30 hours**

Student will learn basic word processing skills such as creating, opening, saving, closing and printing documents. Students will also learn text editing commands such as; spell check, using thesaurus, auto-correct, cut, copy, paste, adding/removing attributes/fonts, and document formatting features. Students then move on to learn advance features such as file management techniques, tables, merge, columns, sorting, creating macros, and desktop features. Students will also learn all command features using various toolbars, keyboard keys, and short-cut methods available in the Word application.

### **MEDICAL OFFICE ADMINISTRATION**

**30 hours**

Student will learn about the medical environment in the office, the language of medicine, medical specialties computers in contemporary medicine, the medical staff, the roles of medical professionals, medical ethics, social policy issues. Students will also learn about medical law, and confidentiality issues, patient relations, scheduling, maintaining, and following up appointments, methods of keeping records. Lastly, Student will learn methods to finding and keeping a job, research employment opportunities, job application process, interviewing for a position, and continuing education.

### **INTRODUCTION TO COMPUTERS**

**20 hours**

Student will learn about computer systems, types of computers in common use, input, data storage, out put and other peripheral components, RAM and ROM memory, bits and bytes and common user interfaces; application software and multimedia. In addition students will also learn about basic Windows operations;; maximize, minimize and restore a window; access an application; retrieve and scroll through an existing file; exit an application; rearrange a desktop as specified; select a new default printer; learn about the internet and e-mail procedures, create and delete shortcuts on the desktop access help features; learn basic file management, and understand computer networks.

### **MEDICAL OFFICE ADMINISTRATION**

**90 hours**

Students learn to identify essential elements of medical office environments. Students learn to apply rules of medical record coding systems, creating and using a word processing document, type data into a computer, identify various methods for determining patient fees, complete a written itemized billing statement. Student learns to use different Office Equipment like Computers, Fax Machine, and Adding Machines etc. Students learn to use computer programs like Microsoft Word and Excel. Students will learn to make appointments and reminders, entering and storing diagnosis codes and filing information.



### **KEYBOARDING I:**

**30 hours**

### **KEYBOARDING II:**

**30 hours**

After Completion of 600 Classroom hours, student has to complete 300 Hours of externship in order to complete the course.

<b>Schedules:</b>	<b>Mornings</b>	<b>Afternoons</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>9:00am-2:00pm</b>	<b>1:30pm-6:30pm</b>	<b>5:30pm-9:30pm</b>	<b>Friday 5:30pm-9:30pm</b>
	<b>Mon-Fri</b>	<b>Mon-Fri</b>	<b>Mon-Fri</b>	<b>Saturday &amp; Sunday 9:00am-6:00pm</b>
	<b>36 Weeks</b>	<b>36 Weeks</b>	<b>45 Weeks</b>	<b>45 Weeks</b>

**The school will cover all equipment such as:**

**Books, Uniform, Stethoscope, Sphygmomanometer, and CPR Certification**

**Once the student has received books and supplies the school will not accept any books and supplies back. Students that loses or damages any book or supply the student may purchase from the school as prices listed below. Students are responsible for fees of any received books and/or supplies from the school if they cancel or are terminated from the program/ course.**

**Prerequisites:**

- High School Diploma or GED or a foreign country high school diploma (must be in English or translated into English)

Students of Medical Assistant program are encouraged to take the RMA exam given by American Medical Technologists (AMT).

# **ENGLISH AS A SECOND LANGUAGE (ESL)-FULL PROGRAM**

Total Program Hours: 750

<b>Program Total Hours</b>	<b>750</b>
<b>School Tuition</b>	<b>\$2,500.00</b>
<b>Books Fee</b>	<b>\$300.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>
<b>Total</b>	<b>\$2,850</b>

## **BEGINNING I**

**125 Hours**

This course is designed for students whose first spoken language is not English. Topics include nouns, articles, adjectives, adverbs, prepositions, verbs and verb tenses, pronouns, mechanics and punctuation. Also addressed are paragraph development, reading, summarizing and pronunciation.

## **BEGINNING II**

**125 Hours**

This course addresses conjunctions, interjections, indirect objects, subject complements, verbs and verb tenses, mechanics and punctuation. Also addressed are formation of questions, paragraph development, reading and listening for summarization, pronunciation, conversation and public speaking.

## **INTERMEDIATE I**

**125 Hours**

This course provides instruction in reading, writing, listening and speaking for both academic and nonacademic settings. The course covers punctuation, mechanics and grammar topics such as verb tense and voice, adjectives and noun clauses. Students also focus on developing reading, vocabulary and comprehension skills, and on producing well-organized and grammatically correct multi-paragraph essays. Speaking and listening skills and planning and delivering short oral presentations are emphasized.

## **INTERMEDIATE II**

**125 Hours**

This course addresses grammar topics such as verbs, adverbs, modals, gerunds, infinitives, direct objects, mechanics and punctuation. Reading strategies – including vocabulary and comprehension skills – are addressed, as are process methods for composing well-organized and grammatically correct multi-paragraph essays. Additionally, students focus on improving listening and public speaking skills.

## **ADVANCED I**

**125 Hours**

This course focuses on students' ability to speak and write English effectively in academic settings, and reviews major grammar concepts and terms. Attention to audience, thesis statements, supporting evidence, the writing process, assessing written work and providing feedback to peers are emphasized. Also covered are note-taking and creating outlines for – and delivering – oral presentations.

## **ADVANCED (Transitional)**

**125 Hours**

This course builds on students' ability to effectively plan and write a traditional five-paragraph essay. Specifically addressed are thesis statements, supporting evidence, logic and conclusions, and peer review. Students also learn basic research skills (paraphrasing, quoting and source documentation) and apply them to a short research paper. The course concludes with an oral presentation of the research essay, including visual aids.

<b>Schedules:</b>	<b>Mornings</b>	<b>Afternoons</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>9:00am-2:00pm</b>	<b>1:00pm-6:00pm</b>	<b>5:30pm-9:40pm</b>	<b>9:00am-5:49pm</b>
	<b>Mon-Fri</b>	<b>Mon-Fri</b>	<b>Mon-Fri</b>	<b>Saturday &amp; Sunday</b>
	<b>30 Weeks</b>	<b>30 Weeks</b>	<b>36 Weeks</b>	<b>48 Weeks</b>

## **DIALYSIS TECHNICIAN**

Total Course Hours: 135

<b>School Tuition</b>	<b>\$1500.00</b>
<b>Books Fee</b>	<b>\$150.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>
<b>Total</b>	<b>\$1,700.00</b>

New York Medical Career Training Center is now offering the Dialysis Technician course which is approved by NYS Board of Education and approved by The Board of Nephrology Examiners Nursing and Technology (BONENT)

The Dialysis Technician course consists of theory and clinical stimulation.

The course focuses on:

Water Treatment for Dialysate preparation	Vital sign
AAMI and KDOQI guidelines	Documentation
Vascular Access	Renal Diet
Phlebotomy	Patient Safety
Infection control	Complication during dialysis treatment
Reprocessing of dialysis dialyzer	Medications used in Dialysis Therapy
Cannulation	

The Dialysis lab is equipped with latest dialysis machines, recliners, stretcher and other necessary equipment that is required when performing Dialysis treatment. The student practices priming the dialyzer (artificial kidney), initiating treatment, monitoring during treatment, and discontinuing dialysis treatment. Student will be performing clinical stimulation.

<b>Schedules:</b>	<b>Mornings</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>8:36am-2:00pm</b>	<b>5:30pm-9:50pm</b>	<b>9:00am-6:00pm</b>
	<b>Mon-Fri</b>	<b>Mon-Fri</b>	<b>Saturday &amp; Sunday</b>
	<b>5 Weeks</b>	<b>6 Weeks</b>	<b>8 Weeks</b>

## **PHARMACY TECHNICIAN**

Total Course Hours: 250

Externship Hours: 120

Class Hours: 130

<b>School Tuition</b>	<b>\$999.00</b>
<b>Books Fee</b>	<b>\$110.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>
<b>Total</b>	<b>\$1,159.00</b>

### **PHARMACY TECHNICIAN**

**130 hours**

Theory: History of Medicine and Pharmacy, Law and Ethics of pharmacy, Basic Anatomy and Physiology, classification of drugs/ pharmacology, basic sciences for pharmacy, hospital pharmacy, psychopharmacology and Complementary Alternative Medicine.

Skills: Calculations for pharmacy technician, dosage forms/Route – Administration, Prescription processing, OTC Medications/Skin Care Products, repackaging and compounding, Aseptic technique, pharmacy stock/ billing/ computers.

### **EXTERNSHIP**

**120 hours**

Internship: 120 hours on site. Students will get experienced in drug distribution, compounding and pre-packaging, billing cash register, dispensing refills, computer entry and attending phone calls. As a pharmacy technician you will assist the pharmacist with mixing and packaging prescriptions, maintain client records, and refers clients to the pharmacist. Students will get an overview of pharmacy law and



ethics, medical and pharmaceutical terminology. Students will accomplish the techniques required to stock, package and prepare medications; and will understand the federal or state laws to govern a pharmacy. The program will also provide necessary information required to pass the National Certification Exam. Pharmacy technicians can choose to become certified in their profession. Certification is a valuable component for the pharmacy technician's career.

Schedules:	Mornings	Afternoons	Evenings	Weekends
	9:00am-2:00pm	1:00pm-6:00pm	5:30pm-9:40pm	9:00am-4:49pm
	Mon-Fri	Mon-Fri	Mon-Fri	Saturday & Sunday
	5 Weeks	5 Weeks	6 Weeks	8 Weeks

## **NURSE AIDE/ ASSISTANT**

Total Course Hours: 125

Externship Hours: 30

Class Hours: 95

<b>School Tuition</b>	<b>\$1,199.00</b>
<b>Books Fee</b>	<b>\$90.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>
<b>Total</b>	<b>\$1,339.00</b>

### **NURSE AIDE/ ASSISTANT**

**95 hours**

Vital instructions to students concerning health, Well care, Nutrition and Mobility of the patient. Basic patient care techniques and ways are the primary basis of the program. Performing nursing procedures and tasks involved in the person's care. Learning basic nursing care skills like Communication, Infection Control, Safety and emergency procedures, resident's rights, basic nursing skills, personal care skills, elimination procedures, skin care, transferring, positioning, turning methods, dressing, ambulating the person, range-of-motion exercises, signs and symptoms of common diseases.



### **EXTERNSHIP ASSIGNMENT**

**30 hours**

Different tasks are performed by nursing assistants state to state. Students check on patients on regular basis, making frequent rounds. They observe patients and report problems, recognize abnormal vital signs, administer patient care, respond to a patient condition, assisting nurse with complicated treatment procedures.

Schedules:	Mornings	Afternoons	Evenings	Weekends
	9:00am-1:45pm	1:30pm-5:18pm	5:30pm-9:18pm	9:00am-5:25pm
	Mon-Fri	Mon-Fri	Mon-Fri	Saturday & Sunday
	5 Weeks	6 Weeks	6 Weeks	8 Weeks



## **EKG TECHNICIAN**

Total Course Hours: 45

<b>School Tuition</b>	<b>\$500.00</b>
<b>Books Fee</b>	<b>\$90.00</b>
<b>Registration Fee</b>	<b>\$40.00</b>
<b>Total</b>	<b>\$630.00</b>

In this course the student will label the major internal and external structures of the heart, describe the major function of the cardiovascular system, identify the five types of blood vessels, label the electrical conduction of the heart, explain the reason for performing an EKG, obtain a standard EKG rhythm strip, describe and identify ECG characteristics of Sinus Rhythms. In addition the student will be able to describe and identify ECG characteristics of Atrial Rhythms, identify ECG characteristics of Junctional Rhythms, describe and identify ECG characteristics of Ventricular Rhythms, describe and identify ECG characteristics of Atrioventricular, describe and identify ECG characteristics of AV Blocks, describe and identify different components of Pacemaker Rhythm, describe different interference and trouble shootings and summarize various items of ECG interpretations.



<b>Schedules:</b>	<b>Mornings</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>8:30am-2:15pm</b>	<b>5:30pm-9:15pm</b>	<b>9:00am-4:30pm</b>
	<b>Mon-Thurs</b>	<b>Mon-Thurs</b>	<b>Sunday</b>
	<b>2 Weeks</b>	<b>3 Weeks</b>	<b>6 Weeks</b>

## **PHLEBOTOMY TECHNICIAN**

Total Course Hours: 45

<b>School Tuition</b>	<b>\$650.00</b>
<b>Books Fee</b>	<b>\$140.00</b>
<b>Registration Fee</b>	<b>\$40.00</b>
<b>Total</b>	<b>\$830.00</b>

In this course students will be able to demonstrate various methods of Phlebotomy such as; the vacuum method for venous blood withdrawal, the butterfly syringe and needle method for venous blood withdrawal, demonstrate a sterile lancet capillary blood withdrawal, an Autolet blood withdrawal for glucose level, the proper use of a Microhematocrit Centrifuge, proper use of a Hemoglobinometer to obtain a hemoglobin level. In addition students will learn the proper use of a Glucometer to obtain a blood glucose level, identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and laboratory procedures.



<b>Schedules:</b>	<b>Mornings</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>8:30am-2:15pm</b>	<b>5:30pm-9:15pm</b>	<b>9:00am-4:30pm</b>
	<b>Mon-Thurs</b>	<b>Mon-Thurs</b>	<b>Sunday</b>
	<b>2 Weeks</b>	<b>3 Weeks</b>	<b>6 Weeks</b>

## PATIENT CARE TECHINTION

Total Course Hours: 72

<b>School Tuition</b>	<b>\$899.00</b>
<b>Books Fee</b>	<b>\$230.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>
<b>Total</b>	<b>\$1,179.00</b>

After the completion of the Nurse Aide/ Assistant program, an individual may commence the Patient Care Technician program for advancement. In this program students will be able to demonstrate various methods of Phlebotomy such as; the vacuum method for venous blood withdrawal, the butterfly syringe and needle method for venous blood withdrawal, demonstrate a sterile lancet capillary blood withdrawal, an Autolet blood withdrawal for glucose level, the proper use of a Microhematocrit centrifuge, proper use of a Hemoglobinometer to obtain a hemoglobin level. In addition students will learn the proper use of a Glucometer to obtain glucose level. Identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and laboratory procedures. In this program/ course the student will label the major internal and external structures of the heart, describe the major function of the cardiovascular system, identify the five types of blood vessels, label the electrical conduction of the heart, explain the reason for performing on EKG, obtain a standard EKG rhythm strip, describe and Identify ECG characteristics of Sinus Rhythms. In addition the student will be able to describe and identify ECG characteristics of Atrial Rhythms, Identify ECG characteristics of Junctional Rhythms, describe and identify ECG characteristics of Ventricular Rhythms, describe and identify ECG characteristics of Atrioventricular, describe and identify ECG characteristics of AV Blocks, describe and identify different components of Pacemaker Rhythm, describe different Interference and trouble shootings and summarize various items of ECG interpretations.



<b>Schedules:</b>	<b>Mornings</b>	<b>Afternoons</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>9:00am-1:30pm</b>	<b>12:00pm-3:00pm</b>	<b>6:00pm-9:00pm</b>	<b>9:00am-4:42pm</b>
	<b>Mon-Thurs</b>	<b>Mon-Thurs</b>	<b>Mon-Thurs</b>	<b>Saturday &amp; Sunday</b>
	<b>4 Weeks</b>	<b>6 Weeks</b>	<b>6 Weeks</b>	<b>5 Weeks</b>

## EKG & Phlebotomy

Total Course Hours: 90

<b>School Tuition</b>	<b>\$899.00</b>
<b>Books Fee</b>	<b>\$230.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>
<b>Total</b>	<b>\$1,179.00</b>

Combination program/course which consists of EKG & Phlebotomy Technician.

<b>Schedules:</b>	<b>Mornings</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>8:30am-2:15pm</b>	<b>5:30pm-9:15pm</b>	<b>9:00am-4:30pm</b>
	<b>Mon-Thurs</b>	<b>Mon-Thurs</b>	<b>Sunday</b>
	<b>4 Weeks</b>	<b>6 Weeks</b>	<b>6 Weeks</b>

## **MEDICAL BILLING**

Total Program Hours: 60

<b>School Tuition</b>	<b>\$699.00</b>
<b>Books Fee</b>	<b>\$160.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>
<b>Total</b>	<b>\$909.00</b>



Students get an overview of medical insurance; learn coding procedures, and insurance billing procedures. Students also learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.

<b>Schedules:</b>	<b>Mornings</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>9:00am-2:00pm</b>	<b>6:00pm-9:00pm</b>	<b>9:00am-2:00pm</b>
	<b>Mon-Thurs</b>	<b>Mon-Thurs</b>	<b>Saturday &amp; Sunday</b>
	<b>3 Weeks</b>	<b>5 Weeks</b>	<b>6 Weeks</b>

## **MEDICAL OFFICE ADMINISTRATION**

Total Program Hours: 90

<b>School Tuition</b>	<b>\$999.00</b>
<b>Books Fee</b>	<b>\$190.00</b>
<b>Registration Fee</b>	<b>\$50.00</b>
<b>Total</b>	<b>\$1239.00</b>

In this course students learn about various aspects of medical office practices. The students will learn to identify essential elements of medical office environments. Students will learn to apply rules of medical record coding systems, creating and using a word processing document, entering data into a computer, identifying various methods for determining patient fees, completing a written itemized billing statement. Student will learn to use different office equipment such as: Computers, Fax Machines, and Adding Machines, etc. Students will also learn to use computer programs like Microsoft Word and Excel. Students will learn to make appointments and reminders, as well as entering and storing diagnosis codes and filing information.



<b>Schedules:</b>	<b>Mornings</b>	<b>Evenings</b>	<b>Weekends</b>
	<b>9:00am-2:00pm</b>	<b>6:00pm-9:00pm</b>	<b>9:00am-2:00pm</b>
	<b>Mon-Thurs</b>	<b>Mon-Thurs</b>	<b>Saturday &amp; Sunday</b>
	<b>4.5 Weeks</b>	<b>7.5 Weeks</b>	<b>9 Weeks</b>

## GAINFUL EMPLOYMENT

### DISCLOSURE

6-digit OPEID:	041337
<b>PROGRAM NAME &amp; LENGTH:</b>	
Department of Education 6-digit CIP:	51.0801
CIP Program description:	Medical/Clinical Assistant
The level for this program:	Undergraduate Certificate
The program length in months:	9 months
<b>RELATED OCCUPATIONS:</b>	
SOC Code	31-9092.00 - Medical Assistants
Direct Link to O*NET	<a href="http://www.onetonline.org/link/summary/31-9092.00">http://www.onetonline.org/link/summary/31-9092.00</a>
<b>COST</b>	
The total tuition and required fees for the entire program completed in normal time:	
	\$10,000.00
The total estimated costs for books and supplies for the entire program:	
	\$400.00
<a href="http://www.nymedtraining.com/schedules_weekdays.php">http://www.nymedtraining.com/schedules_weekdays.php</a>	
The total annual room and board charges for living on campus:	
New York Medical Career Training Center does not offer on-campus living.	
The URL for program cost information available on institution's website under Sec. 668.43(a):	
	<a href="http://www.nymedtraining.com">www.nymedtraining.com</a>
<b>DEBT AT PROGRAM COMPLETION:</b>	
The number of students completing the program between July 1, 2015 and June 30, 2016:	
	113
Of the 113 completers reported above, enter the number completing with any student loan debt:	
	110
For all students (both borrowers and non-borrowers) completing the program between July 1, 2014 to June 30, 2015, enter the <b>median cumulative debt</b> for each of the following:	
Federal student loan debt:	4718
Private loan debt:	0
Institutional financing plan debt:	0
<b>PROGRAM COMPLETION IN NORMAL TIME:</b>	
The normal time <u>in months</u> to complete programs as published in your institution catalog:	
	9
Of the 113 students completing the program between July 1, 2015 and June 30, 2016, enter the number who completed the program within the normal time reported above:	
	97% Completed within the normal time

<b>JOB PLACEMENT:</b>	
The job placement rate for program completers:	
	<b>90.0%</b>
Who is included?	
<b>All students who completed between July 1, 2015 and June 30, 2016 are included in this calculation.</b>	
What type of job?	
<b>This job placement rate looks only at jobs that were in the field of study. Positions that recent completers were hired for include: Medical Assistant.</b>	
When were they employed?	
<b>This rate is based on program completers who were employed within 180 days of completion and were employed for at least 13 weeks.</b>	
How were graduates tracked?	
<b>This information is obtained through completer/alumni survey and the response rate to the survey is 92%.</b>	
What agencies, if any, is this rate reported to?	
<b>This rate is reported to Bureau of Proprietary School Supervision (BPSS).</b>	

# HOLIDAYS

2019	
New Year's Day	January 1, 2019
Presidents Day	February 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Thanksgiving Days	November 28, 2019
Christmas Day	December 25, 2019

# COMPLAINT PROCEDURE:

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

The steps you must take to file a complaint are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5<sup>th</sup> Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, transcripts, etc. An investigator from the Department will meet you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible, delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal charges.
4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you take to attempt to resolve your complaint.



## **G**RIEVANCE PROCEDURES:

1. Any student who desires to file a grievance about any action, employee or student of the school must follow the procedure outlined below:
2. The aggrieved student should first bring the matter to the attention of his/her instructor.
3. If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the School Director.
4. After a student has exhausted all means listed above, and the matter remains unresolved, he/she may seek assistance through the New York State Education Department.

New York State Education Department  
Bureau of Proprietary School Supervision  
116 W. 32nd Street, 5th floor  
New York, NY 10001  
Phone: 212-643-4760

5. Students may also contact the Council on Occupational Education regarding any matters which they are unable to resolve. The address and phone number for the Commission is:

Council on Occupational Education

7840 Roswell Road, Bldg. 300, Suite 325

Atlanta, GA 30350

770 396-3898

## **C**ATALOG DISCLAIMER:

The student should be aware that some information in the catalog may change. It is recommended that the students considering enrollment check with the Education Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and program/courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all program/courses and curricula offered. Therefore, it is possible that program/courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the Education Director to determine if there are any changes in the program/courses/curricula offered or the teaching personnel listed in the catalog.

## **C**ANCELLATIONS:

The student or the school may cancel the Enrollment Agreement before the class start date. All monies are refunded if the student cancels within seven business days after the agreement has been accepted by the school. If the cancellation is not received in writing or occurs after seven business days, only monies paid in excess of the enrollment fee will be refunded. All monies are funded if the school does not accept the agreement or cancels it before the class start date.

## **W**ITHDRAWAL:

Students may cancel the Enrollment Agreement anytime after the class start-date by informing the Education Director in writing of their intent to withdraw. However, regardless of whether or not the student provides written notice, a refund calculation will be performed when necessary. Non-attendance for three consecutive sessions may be considered a withdrawal by the student. The school may cancel the agreement after the class start date for non-payment of tuition, unsatisfactory academic performance, absenteeism or disruptive or unethical behavior.

## **T**RANSFERS BETWEEN PROGRAMS:

New York Medical Career Training Center does accept transfers from other schools. If transferring from other school, applicant must submit a transcript and progress report from the school. Other documents may also be requested at the time of transfer.

Students enrolled in some program/ courses may transfer to Medical Assistant programs or Diagnostic Medical Sonographer (depending upon the curricula and the length of the program). All students enrolled for short program/ courses such as EKG Tech, Medical Billing or Phlebotomy Tech may transfer to the Medical Assistant Program as it comprises of these short programs/ courses as well. A student should enroll by completing the Medical Assistant Enrollment Agreement and after all paper work is completed, the student is the required to pay the difference of the remaining amount (the registration fee is non-refundable and non-transferable). Student will also receive a credit for all the classes that they have already attended.

## **P**LACEMENT ACTIVITIES:

The Placement Director communicates with the students to arrange an internship site which could be a medical office, a pharmacy, a hospital or a nursing home, depending on the program that the student has completed. The internship provides a student with the opportunity to apply learned skills and to experience the work environment. Upon completion of the program/ course the students are contacted by the placement director for placement services in their respective

fields. Although placement service is provided by the institution, New York Medical Career Training Center clearly explains that employment is not guaranteed and reassures that the student understands it.

## **P**ROCEDURE FOR REPORTING ACCIDENTS:

In the event of an accident or injury while on the job or attending the New York Medical Career Training Center, the following procedure must be followed:

The incident must be reported to the School Director within 24 hours of occurrence.

1. Depending on the nature and extent of the incident, the School Director must refer the injured party to an appropriate health care facility.
2. Provisions are made to transport the injured party to the facility. This may be done by summoning EMS or by having someone to take the person there.
3. The School Director must investigate the extent of the incident. If there were witnesses available, the Director should get their names and addresses on the Incident Report Form.
4. The School Director must follow-up with the injured person and the health care facility.
5. The School Director must document all findings. A copy should be placed in the employee/student's file.

## **E**MERGENCY PLAN:

1. If a sickness or accident occurs, the instructor or staff person is instructed to contact the School Director.
2. If the illness or accident requires emergency care, the instructor or staff member is instructed also to summon an ambulance by dialing 911.
3. Students may be assisted by Registered Nurses or Doctors who serve as instructors in the Nursing Assistant and Medical Assistant Programs since these individuals are certified in standard First Aid and Cardiopulmonary Resuscitation (CPR).
4. In non-threatening situations, a faculty or staff member may be asked to phone a family member, whose phone number is on file in the student's permanent folder.
5. A First Aid Kit is maintained in the Media Center for minor emergencies. All staff members are aware of the location of this kit.

### **EVACUATION PROCEDURES IN CASE OF A FIRE:**

After the decision to evacuate the entire building has been made by the Fire Department, and the alarm system activated, the following procedures should be followed:

1. At the sound of the alarms, all students should immediately take their positions as instructed by the supervisor or director of the facility. Prepare for a full building evacuation.
2. Occupants must immediately begin to evacuate the premises under the supervision and direction of supervisor or the person in charge of the floor.
3. Each floor has access to two stairwells. These stairs will be used to exit to the first floor lobby and out of the building. Elevators are not to be used during a fire evacuation.
4. Evacuated personnel shall congregate and remain there until a decision is reached to re-occupy the building or send people home.
5. The Fire Department will provide the "all clear" announcement. At this time, building

occupants will be allowed to return to their offices.

6. Medical emergencies (e.g. heart attacks, unconsciousness, etc.) during an evacuation must be immediately reported to the Security Desk. The Guard will immediately notify the on-site Fire Department and/or paramedics of the incident.

### **EVACUATION OF INDIVIDUALS WITH DISABILITIES**

Floor Monitors are required to submit a list of individuals who have physical disabilities or special medical conditions to the ERT. Two co-workers should be assigned ahead of time to assist individuals with disabilities during an evacuation.

However, Floor Monitors, Wardens, and the Fire Department may also be required to assist disabled individuals during an emergency evacuation.

It is the responsibility of ALL students to follow these procedures. No student should leave his/her group and wander around the building alone.

In the event of natural disasters, the following procedures should be followed:

- A. Hurricanes - Stay away from windows, and stay inside if you are not told to evacuate.
- B. Floods and Flash Floods - Move to the upper level of the building. Do not evacuate unless you are told to do so.
- C. Severe Thunderstorms and Lightning -
  - a. Stay inside, away from windows, water, faucets, sinks and metal objects.
  - b. Do not use telephones.
  - c. Turn off and unplug computers, typewriters and other electrical equipment you may be using.

