

NEW YORK CENTER FOR MEDICAL ASSISTANT TRAINING

SKILL TRAINING. HUMAN DEVELOPMENT



CAREER CATALOG

VOLUME IV

2015 - 2016

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TABLE OF CONTENTS

	Page
General Information	1
Institutional Policies:	
Enrollment Requirements	2
Leave of Absence	2
Class Cuts/Tardiness/Make-ups	2
Grade Scale	2
Standards of Progress	3
Grade Average	3
Probation	3
Graduation Requirements	4
Attendance	4
Conduct/Dismissal	4
Refunds	4
Payment	5
School Facilities	5
Credit Granting	5
Certification Exam	5
Job Placement Assistance	5
Financial Assistance	5
Education Approval	5
Course Descriptions	6 & 7
Fees, Tuition, Books and Supplies	7
Refund Policy	7
School Holiday Calendar	8
Course Start Date Calendar	9
Complaint Procedure	10
Catalog Disclaimer	10
Cancellations	11
Withdrawal	11

I NTRODUCTION

The New York Center for Medical Assistant Training (NYCAT) is a private job-training institute offering students an Allied health care skill training and human development program. In 2002 Doctor Lall Chand, MD opened the New York Center for Medical Assistant Training in an effort to provide the individuals with marketable skill training necessary for graduates to be placed in the medical field that contribute to economic self-sufficiency. As a physician his love and dedication for the medical field inspired Dr. Chand to provide quality training to people who were interested in becoming successful medical professionals. To accomplish this, Dr. Chand consistently evaluates the Medical Curriculum with industry specialists, rewrites the curriculum and hires qualified industry individuals to teach.

T HE PHILOSOPHY

NYCMAT exists for the purpose of helping those who want to help themselves and we believe in the dignity of each individual who has the right to a job that will pay enough to fulfill basic human needs. At NYCMAT each individual is treated as an individual with unique aspirations, needs and abilities. All of NYCMAT training is to the point, short term and intensive. Most adults cannot afford to spend several years gaining job skills and at NYCMAT they do not have to.

T HE MISSION

The New York Center for Medical Assistant Training Mission is based on philosophy of self-determination. NYCMAT seeks to promote the human development and educating the people by providing them with quality health care training in order to be successful. The school's role in achieving this mission is to keep current with employer expectations, and maintain those expectations based on academic standards.

T HE FACULTY

LALL CHAND, MD is the owner and Director. He is a physician and has seven year working experience in Internal Medicine and Cardiology and Licensed by The New York State Education Department to teach all General Academic and Allied Health Courses. He has ten-year teaching experience in allied Medical Assistant courses in New York tri-state area.

DR. KAZI ZIA AHMED teaches medical assistant course. He has more than fifteen years of experience in allied Health Care field in which he has taught /worked more than seven schools in greater metropolitan area.

MS. FARZANA KAKOLI is the School Agent for enrollment of students. She is a certified Phlebotomist and did his B.S in Biology from Bangladesh.

MS. LAJ KALRA Administrative Assistant Ms. Kalra has considerable experience. She has master's degree in English literature and Bachelors' in accounting from India.

ERICA CARR, LPN teaches nurse aide course. She has more than ten years of experience of teaching and direct patient care in nursing home/hospital.

THERESA SEBASTIAN, RN: Teaches nurse aide course. She has more than fifteen years of experience of teaching and direct patient care in nursing home/hospital. She also supervises our students during clinical rotations in Nursing homes and Hospitals.

-1-

INSTITUTION POLICIES

ENROLLMENT:

Entrance Requirements for The New York Center for Medical Assistant Training is a High School Diploma, General Education Diploma (GED) or higher College Degree. *Enrollment dates* can be obtained from the School Calendar (see school calendar). Students must be enrolled and attending no later than the third day of the first class for the first term for chosen calendar start dates. The student is expected to attend class on the first day for all subsequent terms. Upon completion of the Medical Assistant Curriculum, students will receive a *Certificate of Completion* from The New York Center for Medical Assistant Training.

LEAVE OF ABSENCE:

Any student who must take a leave of absence may do so, by submitting in writing to the school Education Director. A letter stating why the student needs to take a leave of absence. When applicable and as requested by the Director, the student wishing to take the leave of absence must submit documented proof for said emergency, death in the family, or situations that the school deems necessary to have documented proof. Upon meeting these requirements, the school director will then approve, disapprove or find a solution agreed to by both director and the student, so student may or may not take a leave of absence. Both the director and the student will document all approvals, disapprovals or solutions in writing with signatures. The student will receive a copy for their record 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 course term where a grade of a course will be affected will receive an incomplete grade of "T" for such courses. Once a student retakes the course, the course grade for that course will replace the incomplete "T" grade.

CLASS CUTS/TARDINESS/MAKE-UPS:

All Students are responsible for all course work missed due to class cuts or absence. Make-up will consists of a minimum of one class hour of instruction (50 minutes). A student wishing to make up hours must attend a supervised class with an instructor where they participate in the current lesson or work on a make-up assignment as assigned by the instructor for the class that they are making up. The instructor of the supervised classed will initial a make up sheet. Under no circumstances will make up hours replace absent hours and a student cannot make up hours in advance in anticipation of absences. Excessive absences will cause student to be placed on probation (see probation policy).

GRADE SCALE		
NUMERICAL GRADE	LETTER GRADE	4-POINT SCALE
95 – 100	A+	4.00
90 – 94.9	A	3.50
85 – 89.9	B+	3.00
80 – 84.9	B	2.50
75 – 79.9	C+	2.00

70 – 74.9	C	1.50
65 – 69.9	D	1.00
Below 65	F	0.00
Incomplete	I	0.00

-2-

STANDARDS OF PROGRESS:

Students are issued a numerical grade for each course. The numerical grade is based upon student performance for a combination of classroom work, quizzes, tests, projects and homework assignments. All classroom work, quizzes, tests, projects and homework assigned during the course must be completed before the student begins the next course. A numerical grade of “0” is given for work not completed by the end of the course and that grades is averaged into the course grade, unless the incomplete work is the result of a leave of absence (refer to leave of absence). Students will receive a Mid-term Progress Report at mid-point of each term. Mid-point occurs between weeks 7th and 8th. The Mid-term progress report will indicate what the current course grade the student has averaged at this time. It will be given to the student by each course instructor as a means to inform the student current pass or fail course status. Each instructor will review this progress report with the student and if necessary inform or assign additional homework, class work and or projects to allow student to bring up their grade to passing. Final progress report will also be given to student at the end of the course. The final grade will of course indicate if the student passed or failed the class. A student, who receives a final grade of “F”, will have to repeat the course. If the course is not a pre-requisite course of the next quarter courses, the student may have the option with the approval of the Education Director, of taking the failed course along with the next term courses. This applies, if the school is able to do so schedule wise. A student that repeats a failed course, must pay once again all course cost. If a student fails a course due to special conditions or interruption because the student has an emergency or must take a leave of absence, upon returning, the student may repeat the course free of charge. The student must inform in writing to the Education Director the nature for the interruption and 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. This will only happen if at the time the student has returned, new books are needed for the repeated course. Students, who fail two or more courses per term, will be placed on probation. A student must pass each course in the curriculum with a minimum grade of 65% in order to continue in the program and qualify for graduation. However, the expected norm for graduates is 80%.

CALCULATION OF GRADE AVERAGES:

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

PROBATION:

A student will be placed on probation when the student has failed two or more courses in the same term, consecutive terms, throughout the curriculum, or has excessive absence as

described under attendance. If a student fails one course the probation period will be one term only. If a student fails two or more courses as previously described, the student will be placed on probation for two consecutive terms. If a student continues to fail during the two probationary terms, the New York Center for Medical Assistant Training has the right to dismiss the student for unsatisfactory progress.

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 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 65 has been achieved.

ATTENDANCE:

A student will be allowed two absences per term. Upon a third absence the student will receive a warning from the course instructor so student is aware that progress may be affected. At this time, the student will be responsible to make-up the absent hours as well (see make-up policy). When a student is absent a fifth time, the student must see the Education Director to explain reasons for absences and discuss a method to correct such. When the student acquires a seventh absence the student will be dismissed for that term and will have to repeat term courses. The student will be responsible for all fees unless the Education Director has noted extenuating circumstances and approves a waiver of course fees. Reasons for absences, method of corrections, and extenuating circumstances will be documented in writing and will require both student and Education Director signatures. When applicable, documented proof may be requested. The school reserves the right to authenticate such documents when necessary.

CONDUCT/DISMISSAL:

A student must conduct themselves in a profession manner at all times. There is absolutely no profanity allowed at any time, anywhere or any place on or near the school premises. A student may not threaten verbally or physically any person, instructor, other student, employee, or visitor of any violent act(s) or commit violent act(s) or crimes. 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 Center for Medical Assistant Training has the right to pursue and prosecute the student (s) and or person (s) involved to the full 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 by The New York City Police. The New York Center for Medical Assistant Training will apply these methods to ensure safety for everyone and to create an atmosphere where education is the primary goal. Academic dismissal is 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 course(s). The student must write to the Education Director stating the reason for the appeal. The letter must state; 1) what 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 members 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 course.

REFUND POLICY ON UNUSED PORTION OF TUITION FEES, ETC:

Refunds owed on a student account will be paid directly to the Student. Refunds will not be issued if the student owes a balance oh his/her tuition account.

PAYMENT:

The New York Center for Medical Assistant Training offers payment plans as a means of payment.

PRESCRIPTION OF OFFICE SPACE:

The New York Center for Medical Assistant Training is located at 132-35 Sanford Ave. #L4 Flushing, NY 11355. The current office space has three rooms; 1) a Lecture classroom with all the necessary medical equipment for the medical courses, 2) Classroom with computers for the medical billing, computer application courses and a lab for student research and 3) the Administrative office.

CREDIT GRANTING POLICY FOR PREVIOUS EDUCATION AND TRAINING:

Credit for training received prior to attending The New York Center for Medical Assistant Training cannot be used as transfer credit towards completion of the Medical Assistant program.

FINANCIAL ASSISTANCE:

The New York Center for Medical Assistant Training (NYCMAT) believe that Students and their parents have primary responsibility for a student's education cost. However, most families are unable to immediately fund the entire cost of training and education. To that end NYCMAT is offering various easy tuition payments plans for all the courses offered. In addition NYCMAT will be participating in various financial Aid program and will be offering such financial Aid includes but not limited to loans, grants, Agency Funds, Veterans Benefits and Employers reimbursement. Information regarding Financial Assistance can be obtained from the agencies themselves or from the school' Financial Aid officer/administrator.

JOB PLACEMENT ASSISTANCE:

Students prepare for job from the start of training. They participate in variety of job related activities such as good work habits; punctuality, attendance, reliability and job responsibility are emphasized throughout the training. NYCMAT work with the local health care industry but does not guarantee job placement. NYCMAT does help job ready individuals procure training related jobs. We encourage the trainees to identify job opportunities and to compete in the job market on their own.

CERTIFICATION EXAM:

Students are encouraged to take The National Board of Certification exam given by The National Center for Competency Testing.

REGISTRATION OF SCHOOL:

The New York Center for Medical Assistant Training is registered by The New York State Education Department with an approved Medical Assistant curriculum

COURSE DESCRIPTIONS

MEDICAL TERMINOLOGY & COMMUNICATIONS

60 hours

Students get an overview of medical communication tasks to physician, patients and the family and friends of patients. Learn the skills to use effective communications tools in difficult situations. The students will be learning the use of abbreviation & and structure of medical terminology related to various systems such as skeletal, muscular, integumentary, circulatory and respiratory and the common diseases and disorders associated with each.

MEDICAL OFFICE ADMINISTRATION

90 hours

In this course students learn about various aspects of medical office practices. The students will learn medical ethics and law, asepsis in the medical office, assisting at examinations and treatment, and measuring vital signs. Students will also learn about administering clinical tests such as hearing assessment, sonograms and radiographic procedures.

ANATOMY, PHYSIOLOGY OF BODY SYSTEM

120 hours

In this course students will learn about the body organization and processes, medical specialties, medical measurements and structure of medical terminology. Students will also learn about the various systems such as skeletal, muscular, integumentary, circulatory and respiratory and the common diseases and disorders associated with each.

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.

INTRODUCTION TO KEYBOARDING

60 hours

Students learn about the parts of a typewriter, functions of a computer and the procedures for accessing a computer typing application. Students then move on to an introduction to the keyboard where they will learn all the keyboard keys beginning with the home row. Students will repeat drills on keys they have difficulty with as determined by the typing application. Students will then work on speed and accuracy drills to increase speed and reduce errors. In addition, students will learn numbers, and other special character symbols. Finally, students will use a word processor to key in paragraph documents to learn document-formatting techniques.

MICROSOFT WORD

60 hours

Students 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.

PHLEBOTOMY

36 hours

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 and 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.

COURSE DESCRIPTIONS

MEDICAL LAB. TECH PROCEDURES

130 hours

In this course students will be able to Identify or explain the purpose and steps of a visual acuity exam to a patient, screen visual acuity with Snellen Chart, setup and assist with an eye and ear exam, screen hearing with audiometer, demonstrate proper use of a microscope, describe the difference between level I and level II laboratory, demonstrate a sterile lancet capillary blood withdrawal, demonstrate an autolet blood withdrawal for glucose level, demonstrate the proper use of a Hematocrit level, demonstrate proper use of a hemoglobin level, the Proper use? Glucometer and obtain glucose level. In addition, the student will learn how to instruct a patient to obtain a urine specimen, demonstrate the proper use of Reagent strips, perform a specific gravity test, prepare urine for microscopic exam of urinary sediments, explain the purpose and method for a hemocult test, perform a Hemocult test on a simulated specimen, describe a spirometry tes4 state its purpose and demonstrate how to use it, instruct a patient about the spirometer, prepare treatment room and minor surgical tray setup, List and describe the purpose of personal protective equipment, demonstrate the use of personal protective equipment, demonstrate proper hand washing technique, list the basic guidelines for lab safety, discuss the purpose of the regulatory bodies (OSHA, CLIA) regarding disease transmission, name the procedures included in taking vital signs and measure and record.

ELECTROCARDIOGRAPHY

36 hours

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 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.

EXTERNSHIP ASSIGNMENT

280 hour

Student will refine their medical Assistant skills and supervised work in an approved hospital, clinic, or similar environment.

FEES, TUITION, BOOKS AND SUPPLIES:

Program	Medical Assistant
Program Total Hours	920
School Tuition	\$6,500
Books Fee	\$400
Registration Fee	\$50
Total	\$6,950
Additional School Supplies (e.g. Writing Pads, Pens, Etc.)	Student will be responsible for purchasing these supplies.

REFUND POLICY

1. All applications for refunds must be made in writing and accompanied by the student copy of registration form. Requests for refunds over the phone will not be entertained. Refunds will be calculated from the day of the last physical presence of the student in the school.

2. Any student who cancels before the start of the course will be refunded the full course fee (with the exception of the non-refundable registration fee which will be deducted from the course fee).
3. 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 students last day of physical attendance in school. tuition liability is calculated based on the quarter during which the student withdrew or was terminated, and any previous quarters completed.

I) For the First Quarter Policy

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 fifth week	100%

1. The student refund may be more than stated above if the accrediting agency or the Federal Pro-Rata refund policy results in greater refund.

HOLIDAYS-2015

New Years Day	January 1, 2015
Presidents Day	February 16, 2015
Memorial Day	May 25, 2015
Independence Day	July 4, 2015
Labor Day	September 7, 2015
Thanksgiving Days	November 26, 2015
	November 27, 2015
Christmas Eve Day	December 25, 2015

HOLIDAYS-2016

New Years Day	January 1, 2016
Presidents Day	February 15, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Thanksgiving Days	November 24, 2016
Christmas Eve Day	December 25, 2016

NURSE AIDE/ ASSISTANT

Total Program Hours: 130

Externship Hours: 30

Class Hours: 100

School Tuiton	\$699.00
Books Fee	\$60.00
Registration Fee	\$50.00
Total	\$809.00

NURSE AIDE/ ASSISTANT

100 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

Refund Policy:

4. Every student has to pay a 100 Initial payment fee and a non-refundable registration fee of \$50.00 due at the time of signing the enrollment agreement.
5. All applications for refunds must be made in writing and accompanied by the student copy of registration form. Requests for refunds over the phone will not be entertained. Refunds will be calculated from the day of the last physical presence of the student in the school.
6. Any student who cancels before the start of the course will be refunded the full course fee (with the exception of the non-refundable registration fee which will be deducted from the course fee).
7. 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 students last day of physical attendance in school. tuition liability is calculated based on the term during which the student withdrew or was terminated, and any previous terms completed.:

For the First and the Second Term	
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%

COMPLAINT PROCEDURE:

A student who experiences difficulty for any reason in any course should first discuss the problem with the course instructor. If the problem cannot be resolved, it is then brought to the attention of the Education Director by either the student or instructor. The Education Director will have the final decision. Students who feel the school did not respond properly to their complaint may refer to the State Education Department's disclosure pamphlet entitled; "What You Should Know About Licensed Private Schools and Registered Business Schools in New York" (located at the end of this catalog).

OBTAINING TUITION REFUND:

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a 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 32nd Street, 14th 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).

CATALOG 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 courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that 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 courses/curricula offered or the teaching personnel listed in the catalog.

CANCELLATIONS:

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 refunded if the school does not accept the agreement or cancels it before the class start date.

WITHDRAWAL:

Students may cancel the Enrollment Agreement anytime after the class start date by informing in writing the Education Director 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 starts date for non-payment of tuition, unsatisfactory academic performance, absenteeism or disruptive or unethical behavior.

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

