



# HEALTHSTAFF TRAINING INSTITUTE

## 2024 Catalog

January 1, 2024 to December 31, 2024

### Classroom, Online, & Hybrid Courses

Main Campus	Branch Campus	Satellite Campus
601 S. Milliken Ave., Suite A Ontario, CA 91761 Phone: (909) 321-5778 Fax: (909) 321-5779	27645 Jefferson Ave., Suite 116 Temecula, CA 92590 Phone: (951) 694-4784 Fax: (951) 694-4785	1970 Old Tustin Ave., Suite C Santa Ana, CA 92705 Phone: (714) 543-9828 Fax: (714) 543-9835

[www.HSTi.com](http://www.HSTi.com)

#### Campus Business Hours

#### **Ontario - Temecula - Santa Ana Campuses**

8:30 a.m. - 4:30 p.m. Monday - Thursday

By Appointment - Friday

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#### **Owned by:**

KD Education, LLC (a California Corporation)

601 S. Milliken Avenue, Suite A

Ontario, CA 91761

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*Revised Annually or as Necessary*

**BPPE Approval Number 3006691**

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# HEALTHSTAFF TRAINING INSTITUTE (HSTi)

## GENERAL CATALOG

HealthStaff Training Institute is a private institution with the main campus located at **601 S. Milliken Avenue, Suite A, Ontario, CA 91761**, a branch campus at **27645 Jefferson Ave., Suite 116, Temecula, CA 92590**, and a satellite campus at **1970 Old Tustin Ave., Suite C, Santa Ana, CA 92705**. Class/Lab sessions are held at each of these locations. HealthStaff Training Institute is a non-accredited school but both campuses have been granted institutional "Approval to Operate" by the Bureau for Private Postsecondary Education. The Bureau's granting of Approval to Operate means that this institution and its operations comply with the state standards as set forth in the CEC and 5, CCR, established under the law for occupational instruction by private postsecondary educational institutions.

HealthStaff Training Institute programs are not accredited by an accrediting agency recognized by the United States Department of Education. Students are not eligible for federal financial aid programs. HealthStaff Training Institute offers the following programs/courses: Clinical & Administrative Medical Assistant (Front/Back Office), Administrative Medical Assistant (Front Office), Medical Front Office Assistant, Clinical Medical Assistant (Back Office), Computerized Office & Accounting, Introduction to Computer Technology, Drug and Alcohol Counseling, Medical Billing and Coding, Advanced Medical Coding, Phlebotomy Technician I, and Pharmacy Technician. Classes are offered either in-class, online, or a combination of both (hybrid). The occupancy level provides a small classroom environment that allows for more one-on-one time between the student and instructor. The time spent between the student and instructor promotes better quality learning. HealthStaff Training Institute's hybrid courses combine traditional, face-to-face classroom/lab instruction with an online learning component. Some are blended but not all. Online chat rooms and threaded discussions provide opportunities for exciting and productive instructor-student interaction, as well as the opportunity to connect with faculty members for help and guidance.

The State of California requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. A certificate is issued for successful completion of all training programs at HealthStaff Training Institute.

Prospective enrollees are encouraged to read the school catalog and visit the physical facilities of the school to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

All information in this school catalog is current and correct and is so certified as true by Kishore Mathrani, Chief Executive Officer.

### Our History

HealthStaff Training Institute (HSTi) began in September 1986 when the training department of Pharmacy Enterprises, Inc. (PEI), a pharmacy management company formed an education division. When the anticipated expansion of HSTi exceeded the scope of Pharmacy Enterprises, the institute became a privately-owned entity, keeping and carrying on the name of HealthStaff Training Institute. Since 1986, HSTi has grown to offer solid allied healthcare programs and was one of the first vocational schools in Southern California to get approval from the then Bureau of Private Postsecondary Vocational Education (BPPVE), which is now known as Bureau of Private Postsecondary Education (BPPE). HSTi was acquired by KD Education, LLC, in February 2015, whose principals have an extensive successful background in the vocational school industry. Every day the mission is carried forward to train and educate motivated and focused individuals into becoming efficient and capable allied healthcare or business professionals.

## Mission Statement

The mission of HealthStaff Training Institute is to provide quality entry-level and retraining in vocational educational programs that are sound in concept and design and geared to serve those seeking solid foundations in the allied health and general business industries.

This mission is accomplished by imparting knowledge and skills needed for successful entry into many distinct employment opportunities available in the greater Temecula, Orange County, and Inland Empire's labor markets. Courses are designed to recognize the worth and dignity of all peoples and to be generally pertinent within the diversity of cultural and ethnic backgrounds represented in our student population. Instructors are selected primarily because of their achievements and professional experience within the vocation they teach, plus their ability to motivate and help the students develop to their greatest potential by providing training created in response to community needs.

## Objectives

It is HealthStaff Training Institute's objective to conduct business in a moral, forthright, and effective manner while providing the medical and office community with properly trained technical personnel that perform their duties with expertise to become an asset to the employer. The programs offered at HealthStaff Training Institute have three major objectives:

1. To provide the student with the knowledge and the skills necessary for entry or promotion into the career of his/her choice.
2. To provide the student with on-site practical experience.
3. To develop a confident and positive attitude in each student that is necessary for success.

HealthStaff is also committed to provide the student with a current industry-based curriculum emphasizing practical techniques while conducting business in an ethical and professional atmosphere, and embracing the fact that each student has worthwhile aspirations and a valuable contribution to make to the community.

## Bankruptcy Statement

HealthStaff Training Institute, or its parent company, KD Education LLC, have NO pending petition in bankruptcy, are NOT operating as a debtor in possession, have NOT filed a petition within the preceding five years, or have NO petition in bankruptcy filed against them within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## Description of Facility

HSTi main campus is located at **601 S. Milliken Avenue, Suite A, Ontario, CA 91761**. The campus is housed in an air-conditioned professional office building near the I-60, I-10, and I-15 freeways. There are seven (7) administrative offices, three (3) classrooms, one (1) computer lab, one (1) pharmacy tech lab, one (1) medical lab, a break room, reception area, and lobby. The school consists of approximately 5,000 square feet with the occupancy capability of 45-50 students.

HSTi branch campus is located at **27645 Jefferson Ave., Suite 116, Temecula, CA 92590**. The campus is housed in an air-conditioned professional office building in the heart of Temecula, right off the 15 freeway. There are three (3) administrative offices, three (3) lecture classrooms, one (1) computer lab, one (1) medical lab, one (1) pharmacy technician lab, and an employee/student break room. The school consists of approximately 5,000 square feet with the occupancy capability of 45-50 students.

HSTi satellite campus is located at **1970 Old Tustin Ave, Suite B & C; Santa Ana, CA 92705**. The campus is housed in an air-conditioned professional office building in the heart of Santa Ana, near the I-22, I-55 and I-5 freeways. There are three (3) administrative offices, (1) computer lab (3) lecture classrooms, one (1) medical lab, one (1) pharmacy technician lab and an employee/student break room. The school consists of approximately 4,800 square feet with the occupancy capability of 35-40 students.

- ADA approved restrooms are located inside each building and parking is readily available.

## Blended Learning Classrooms

HSTi hybrid courses combine traditional or face-to-face classroom instruction with an online learning environment. Online chat rooms and threaded discussions provide opportunities for exciting and productive class interaction, as well as the opportunity to connect with faculty members for help and guidance. Chat rooms are open for discussion with peers at any time or with instructors during office hours. Each blended course also engages students with interactive learning exercises and animated activities while providing an audio-visual advantage. Effective online learning requires more than simple text on a screen. Students are able to see and hear each lesson from any computer with internet access.

For each of our hybrid programs, results of the tests taken are returned to the student on the same day or the following day at the latest. Responses/comments to the lessons or projects submitted are sent back to the students either on the same day or on the next business day at the latest.

## Equipment

HSTi classrooms are supplied with a Laboratory work area and Lecture room equipped with the following at each of their three campuses:

- Pharmacy Technician: Personal computers, anatomical charts/models, Laminar-Flow Workbench, mortar and pestle, crash carts, Pharmacological References, Triple beam and electronic balances, scale, ointment slabs, syringes, IV fluids, biohazardous waste containers.
- Clinical Medical Assistant/Clinical & Administrative Medical Assistant/EKG Technician: Personal computers, centrifuge, electrocardiograph machine, examination tables, Mayo stands, microscopes, sphygmomanometers, stethoscopes, surgical instruments, training mannequins, autoclave, Audiometer, scales, thermometers, electronic nebulizer, wheelchair, crutches, walker, venipuncture arm, derriere for injections, bio-hazardous waste containers.
- Computerized Office & Accounting/Introduction to Computer Technology: Personal computers with Windows operating system and MS Office Suite. All required software and operating programs.
- Phlebotomy Technician I: Centrifuge, medical laboratory supplies, phlebotomy chair, needles, syringes, butterflies, tourniquets, blood collection tubes, bio-hazardous waste containers, venipuncture arm.
- Medical Billing & Coding/Advance Medical Coding/Administrative Medical Assistant/Medical Front Office Assistant/Electronic Health Records: Personal computer, Medical Office Software, Coding Books.
- Drug & Alcohol Counseling: Personal computer with internet access.

## Faculty and Staff

Kishore Mathrani, MBA	Chief Executive Officer	Kishore.M@HSTi.com
Kavita Mathrani, BBA	Director, Ontario Campus	Kavita.M@HSTi.com
Debbie Lopez	Executive Assistant, Assistant Director Ontario	Debbie.L@HSTi.com
Toni DePiano	Director, Santa Ana Campus	Toni.D@HSTi.com
Theresa Fernandez	Director, Temecula Campus; Director of Placement	Teri.F@HSTi.com
Anthony Carrizosa	Director of Marketing	Anthony.C@HSTi.com
Lucille Trujillo	Compliance & Quality Assurance Director	Lucille.T@HSTi.com
Marisol Trailor	Admissions Director, Temecula	Marisol.T@HSTi.com
Alma Aispuro	Assistant Director of Admissions, Ontario	Alma.A@HSTi.com
Maria Orozco	Admissions Director, Santa Ana	Maria.O@HSTi.com
Kathleen Lopez	Career Services Coordinator, Ontario	Kathleen.L@HSTi.com
Danna Morales	Administrative Assistant, Santa Ana	Danna.M@HSTi.com
Carmen Valdez	Career Services Coordinator, Temecula	Carmen.V@HSTi.com
Michael Tran	Career Services Coordinator, Santa Ana	Michael.T@HSTi.com
Susie Hernandez	Administrative Assistant, Ontario	Susie.H@HSTi.com
Grace Alcalá	Administrative Assistant, Ontario	Grace.A@HSTi.com
Kim Esquerre, R.N.	Phlebotomy Program Director	Kim.E@HSTi.com

Please refer to our Faculty List Catalog Supplement for Instructor's Names, Qualifications, Certifications, & Campus Locations

## GENERAL ADMISSION REQUIREMENTS AND PROCEDURES

All students are encouraged to visit the HealthStaff facility prior to enrollment to gain a better understanding of the programs offered by the school and to view the facilities and equipment. If the student is an online only student, they are required to log in with a HealthStaff member to orientate through the online classroom and website. HealthStaff is not equipped to admit students from other countries. **We offer courses in English. Additionally, we provide two courses available in both Spanish and English..** HealthStaff Training Institute does not offer English as a second language (ESL) classes.

***For all courses with the exception of Computerized Office & Accounting, Microsoft Office Specialist (in both English & Spanish), and Medical Front Office Assistant (in both English & Spanish), applicants must be a high school graduate or its equivalent and are required to submit:***

1. A copy of high school diploma, GED, or official transcript.
2. All students must possess the minimum of 8<sup>th</sup> grade English proficiency. Students that do not speak English as their primary language may be required to pass the Ability to Benefit Test prior to enrollment to ensure that they possess proficiency in English to enroll in the program of their choice.
3. All applicants are required to complete an enrollment application and engage in a personal interview with the Admissions staff/personnel.
4. All applicants must be at least 17 years old.
5. Upon enrollment, all applicants are required to complete an enrollment package that includes reading, signing, and dating required disclosures.
6. A registration fee is required upon enrollment.
7. Please also refer to the course descriptions on pages 16 through 24 of this catalog for additional course specific prerequisites.

### Credit for Previous Training

HealthStaff Training Institute may accept credit for previous training, provided that a 2.0 GPA or above was awarded to student. HSTi will accept credit from other institutions accredited by an agency recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA). However, because of the nature of the programs offered at HSTi, credit for education received more than three (3) years prior to enrollment will not be accepted. Transfer credits from HSTi to other institutions are regulated by the rules governing those institutions. Official transcripts and documentation of previous experience must be received and reviewed prior to enrollment. The school reserves the right to accept or reject any or all previous credit and/or experience. The student must pass a challenged written exam and, when appropriate a practical exam as well, and provide documentation showing that the student has current experience in the field. If credit is granted, a tuition adjustment may be made on the Enrollment Agreement indicating the cost of credit approved. Please also refer to the "Notice to Veteran Students" section in the catalog.

### Notice Concerning Transferability of Credits and Credentials Earned at our Institution:

The transferability of credits you earn at HealthStaff Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program you complete is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending HealthStaff Training Institute to determine if your credits or certificate will transfer. This institution has not entered into a transfer or articulation agreement with any other college or university.

### Non-Discrimination and Disability Statement

HealthStaff is firmly committed to providing educational programs for all eligible applicants without regard to race, creed, color, religion, national origin, sex, age, or medical condition, except where a medical condition constitutes an occupational limitation. Federal sexual harassment guidelines have been adopted as a part of school policy. HealthStaff also complies with the Equal Opportunity Act of 1972, Title VII of the Civil Rights Act 1964, American Disabilities Act 1990, and Section 504, Rehabilitation Act of 1973. This policy of non-discrimination applies to all students, employees, and applicants for admission and employment and to all participants in institutionally sponsored activities.

## STUDENT SERVICES

Students are encouraged to contact administrative officials and staff for information on local services.

- **Transportation** - Bus and Metro line services offering multiple connections are available near most of the HSTi campuses. MTA riders may be eligible for student discounts by providing proof of enrollment.
- **Academic Advising** - Instructors and faculty are available to the student Mondays through Thursdays during regular business hours. The student can receive tutoring, guidance, and support throughout their educational path.
- **Housing** - HealthStaff Training Institute does not maintain any dormitory facilities and assumes no responsibility to find or assist a student in finding housing. Monthly rental places for 1+ bedrooms within a 5 to 10-mile radius of the Temecula campus average in the low \$700's to \$1100, the Santa Ana campus' average is in the low \$1000's to \$1400, and the Ontario campus is in the low \$600's to \$1200's.

## LIBRARY/LEARNING RESOURCES/REFERENCE MATERIALS

HealthStaff maintains a number of reference materials including textbooks, magazines, and other industry-related publications, as well as, a list of websites and information systems. It is available to students either on campus or for home use. Students are encouraged to access the internet for research purposes. Student links are provided by the instructor or in the course syllabus. HealthStaff Training Institute also maintains a computer lab that students may log onto to use the Internet for learning resources as well. The procedure to access these materials is to ask the instructor to email links, "Google" topics of research, or access references provided in online courses or textbooks via the student's own computer or one of the computers in the computer lab. HealthStaff does not have an extensive inhouse library but is able to direct students to local libraries around the surrounding community.

Ontario City Library

215 East "C" Street, Ontario  
(909) 395-2004

Temecula Public Library

30600 Pauba Rd., Temecula  
(951) 693-8900

Santa Ana Public Library

20 Civic Center Plaza, Santa Ana  
(714) 647-5250

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Student Rights / Grievance / Complaint Procedures

HSTi encourages students who have concerns, complaints, or problems with the school or its employees to bring them to the attention of their instructor or any directors present on campus. An official complaint should be in writing. If the concern or complaint is not resolved within a reasonable time (2-3 days), the concern or complaint will be brought to the attention of the school campus director, Toni DePiano (Santa Ana Campus), Kavita Mathrani (Ontario Campus), or Theresa Fernandez (Temecula Campus). Please refer to page 4 for their email addresses.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Street, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Telephone #'s (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897.

## Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov)

## Student Conduct

Students must adhere to the standards set by HSTi. Professionalism and respect for others are practiced at all times at HSTi. Failure to comply will lead to suspension or to other disciplinary actions (dismissal from the institute). Proper safeguards for the welfare, safety and educational opportunity for all students will be

provided. Students must conduct themselves in a way that will not interfere with the learning process of other students, the classroom presentation by the instructor, or the progress of the class in general.

### Dress Code

Students are preparing for careers. Preparation includes developing the habit of wearing appropriate professional attire. Students in the CAMA, CMA, AMA, Pharmacy and Phlebotomy Technician courses are required to wear standard uniform school scrubs during class session. Each student will receive two sets of school scrubs upon enrollment. Students may purchase additional school scrubs for \$20 per set. No shorts, skirts, sandals or open-toed shoes will be permitted in the Clinical Laboratory. Any student wearing any combination of these articles will not be permitted to participate in medical lab practice. All other course dress code should be business casual.

### Drug-Free Workplace Policy

It is the policy of HSTi to maintain a drug-free environment in accordance with the Drug Free School and Communities Act. HSTi prohibits the unlawful possession, use or distribution of illicit drugs and alcoholic beverages by students on its property or as part of any of its activities. Any student or employee who is involved with the unlawful possession, use or distribution of illicit drugs or alcohol will be subject to termination. Information concerning use and misuse of chemicals (including drugs and alcohol) shall be available as well as resource information of a chemical dependency program in the community. Anyone seeking information or help, please contact an Administrator or Director of Campus. All conversations are held in strict confidence.

### Student Records

Student records are maintained for five years from the date of student's graduation, termination, or withdrawal. Records are available upon individual student request for a five-year period only. For security purposes all records are destroyed after the five-year term. The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law and prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Transcripts are kept permanently.

### Job Placement Assistance

HealthStaff offers placement assistance to graduates in career planning and job placement lifetime. Career preparation begins the first week of class. Techniques such as networking, finding the hidden job market, writing an effective resume, and interviewing techniques are taught in a practical classroom approach. **HealthStaff Training Institute does not guarantee employment.**

- **Pharmacy Technicians** must be registered with the California State Board of Pharmacy to obtain a Pharmacy Technician's license. \*The registration process includes Live Scan finger printing, which is electronically transmitted to the Department of Justice and Federal Bureau of Investigation for completion of a criminal record check. The California State Board of Pharmacy will likely deny your registration if you have a felony conviction.
- **Drug & Alcohol Counseling** employers are required since 2012, to have 66% of their staff certified by the California Consortium of Addiction Programs & Professionals (CCAPP). \**Certain employers may require a background check.*"

### Calendar

HealthStaff operates on a continuous basis throughout the year. Class start and end dates can be found as an addendum to this catalog. The following holidays are observed for the student population:

- |                                    |   |
|------------------------------------|---|
| • Martin Luther King Day           | January 15 <sup>th</sup> , 2024         |
| • Presidents Day                   | February 19th, 2024                     |
| • Memorial Day                     | May 27th, 2024                          |
| • Independence Day                 | July 4th, 2024                          |
| • Labor Day                        | September 2nd, 2024                     |
| • Thanksgiving Day (and day after) | November 28th & 29th, 2024              |
| • Holiday Break                    | December 24th, 2024 - January 1st, 2025 |



## Semester Hour System Unit

HealthStaff has adopted the semester credit unit basis of measuring student progress. One reason for adopting this system is that it makes it clearer when calculating a student's Grade Point Average (GPA). A credit unit is based on the following:

- 1 semester credit unit...15 hours of classroom instruction/lecture
- 1 semester credit unit...30 hours of supervised laboratory/practical instruction
- 1 semester credit unit...45 hours of supervised externship at an approved facility

A clock hour is defined as a period of 60 minutes with a minimum of fifty minutes of classroom instruction, laboratory, or other academic related work.

Grades are based on the result of written tests, laboratory final exams, daily classroom assignments, practical check-off and completion of homework assignments. Final grades are reported at the end of each course and posted to the student's permanent academic record.

## Attendance Procedure

Students are expected to attend all regularly scheduled classes. It is the responsibility of a student to telephone in advance to advise the school when he/she will be absent or late. All students are considered full-time status, which is defined as the enrollment of at least 20 hours per week.

- Students may not be absent more than five (5) consecutive days in a module/subject. After five consecutive days of absences, the student will be counseled and/or placed on probation.
- A student absent for three (3) consecutive weeks (15 scheduled class days) will be terminated.

At midpoint of the program, a student's overall attendance percentage is determined. If the minimum is not achieved the student will be counseled and/or placed on probation.

*A class may be canceled or rescheduled if there is insufficient enrollment in the first session not to exceed thirty (30) days. If a class reschedule date exceeds thirty (30) days, the students' enrollment will be terminated. Students will be required to complete a new enrollment agreement.*

## Daily Attendance

Instructors will take student attendance on a daily basis. Daily attendance records become part of the student's permanent record. The student may make arrangements with the instructor to make up the work and/or time missed during this period.

All students (**except Phlebotomy Technician I**) must have a minimum of 80% attendance of the total clock hours in order to graduate. **Phlebotomy Technician I** students are required to have 100% attendance and cannot be late or leave early in order to graduate. If a phlebotomy student misses a class or is one minute or more late to class, or leaves class one minute or more early, the student must make up the same entire day that was missed when the class rotates through it again. *There will be no exceptions made as this is mandated by the California Department of Public Health.*

## Online/Hybrid Students

It is a requirement that students must have access to a computer with internet access. Each module is presented with lessons, assignments, handouts, and modular testing. Instructor will review educational activity on a weekly basis. This will include message board, live classroom, and chat room forum with instructor and fellow classmates. Instructor is available during regular business hours for telephone communication. Student may Skype/Video Conference in to live classroom at any time. HealthStaff Training Institute students receive full access to course curriculum; however, students are to follow their instructor's lead. Students will be emailed progress reports, educational suggestions, and mid-point status. Student lessons or projects submitted to instructors will be returned to the student within three (3) business days with the instructor's response and evaluations.

### **Leave of Absence Policy**

Students may request a Leave of Absence (LOA) in the event of serious illness, death in the family, or any mitigating or emergency circumstances. A written request explaining the circumstances, length (number of days) of the LOA and any documentation to support the LOA must be submitted for review and must be approved by the Campus Director.

If approved, a leave may be granted for a period of up to 60 calendar days for one 12-month period. *Students may not return in the middle of any given module. Return dates must fall on the first day of a scheduled module start date (to be determined by administration).* This may extend the 60 days as well.

Students who fail to return to class as scheduled following a LOA will be terminated from the program and the school will invoke the Cancellation/Refund Policy if applicable.

### **Make-Up Examinations**

If a student has an excused absence on the day a test is given, he/she will take the exam on the day of return with no penalties. Students who wish to retake a failed test will be given one (1) opportunity to re-take the test. A maximum score of 70% will be recorded for any re-take examinations.

### **Course Incompletes**

An "Incomplete" will not be considered as a final grade. If students do not complete the required course work within five school days, the Incomplete will be converted to an "F". The "F" will be averaged in with the other grades in determining the average grade.

### **Transcripts**

Upon written request, the student may receive, or have issued on his/her behalf, one (1) official transcript of grades completed at HSTi at no charge at time of completion of the course. A fee of \$10.00 will be charged for each additional transcript requested.

### **Course Evaluation**

At various intervals, students are requested to participate in a confidential evaluation of different aspects of their education, including instructor's efforts. For purposes of self-improvement, instructors are provided with a summary of the results from the Director but have no access to individual student evaluations.

### **Notice to Veteran (Military) Students**

- Registration Fee for Veteran's is \$10 instead of \$250 for non-Veteran's.
- Student progress is monitored monthly. Students are placed on probation for thirty (30) days if 70% requirement is not being met. If at the end of the probation period standards are still not met, benefits will be terminated.
- Student attendance is checked on a monthly basis. Students who are not meeting the graduation attendance requirements are placed on probation for thirty (30) days. If at the end of the probation period graduation requirements are not met, benefits will be terminated.
- HSTi will notify Veterans Administration regarding changes of student status.
- All prior Transcripts must be provided.
- For information or for resolution to specific payment problems, the veteran should call the Department of Veteran Affairs nationwide toll-free number at (800) 827-1000; Education Services (888) 442-4511.

## Monitoring of Progress

Progress reports are reviewed on the 5th of every month by Director, Instructor, and student. During the first increment (25%) of the program, a minimum of 80% of the attempted clock hours and “C” average (70%) are required. If the minimums are not achieved, the student will be placed on academic or attendance probation or both, if applicable. The second increment is reviewed at 50% of the program, which requires a minimum of 80% of the attempted clock hours and “C” average (70%). If the minimums are not achieved, the student will be placed on probation for 30 days. If unsuccessful, the student will be terminated from the program.

## Academic and Attendance Probation, Warning and Dismissal

Students who fail to comply with the standard of attendance or satisfactory academic progress will be placed on probation and given written notification/warning of their probationary standing. One or more of the following may determine unacceptable progress assessment:

- Poor attendance (see Daily Attendance)
- Below academic standing
- Unsatisfactory mastery of pertinent skills

Students who are placed on probation will be notified in writing that they are being placed on academic probation, which will begin at the start of the next module. Students on probation will be considered to be making satisfactory academic progress if at the end of the probation period, their cumulative average is 70% or higher.

If a student falls below the standards set by the Institute, a consultation between the student and the Instructor(s) and/or the Program Coordinator will be scheduled. At this time arrangements will be made to re-establish satisfactory progress through makeup work and/or tutorial sessions. Within thirty (30) days, all missed course work and/or time is to be made up, to be removed from probation/ warning status.

If after the thirty (30) days probation period the student continues to fall below the specified requirements of satisfactory academic progress, the student will then be dismissed from the program.

## Grading System

Any assignment not submitted timely or any test missed will be marked as an, “incomplete.” Students are allowed five (5) school days to make up a missed test or an incomplete assignment – it must be turned in to the instructor to be approved. If the student does not submit the assignment or complete a test that the student has missed within five (5) school days, a grade of an “F” will be submitted automatically.

The grading system is as follows:

<b>Grade</b>	<b>GPA</b>	<b>Interpretation</b>	
A	(90-100)	4.0	Excellent
B	(80-89)	3.0	Above Average
C	(70-79)	2.0	Average
F	(0-69)	0.0	Fail
I		0.0	Incomplete
L			Leave of absence
T	(Transfer Credit)		Credit
W			Withdrawal

## Academic Reinstatement

Students failing a module must retake that module in order to continue the program. Repeating the module may not exceed 150% of the program length. A failed module may only be retaken once. A student may re-enroll at a later date if authorized by the instructor and School Director (and Career Counselor, if applicable). To re-enroll, the student must submit a written request for re-admittance to the School Director. The student will be notified of his/her re-admittance status within forty-eight (48) hours after receipt of the written request. Students who are re-admitted must sign a new Enrollment Agreement and will receive credit only for courses in which a 2.0 GPA was received. The time attended is counted towards maximum time frame.

## Appeal Process

Students who wish to appeal the determination of satisfactory progress probation; a grade, a suspension or a **dismissal** must submit a letter to the office of the Chief Executive Officer. A two-person committee appointed by the Director will make an appeal recommendation. The appeal process may occur only once, and any decision shall be deemed final. The committee will notify the student within forty-eight (48) hours regarding the course of action recommended. The appeal process may be denied in cases of drug-alcohol use/possession, carrying a concealed weapon, or physical violence.

## Satisfactory Academic Progress Guidelines

Satisfactory progress is expected of each student to remain in school. Satisfactory progress is determined by the following criteria:

- Maintaining a 2.0 grade-point average, which is an indication of successful academic performance as measured by passing examinations with 70% accuracy or better, timely completion of assignments, acceptable performance of pertinent skills, and not to exceed Maximum Time Frame or 150% of normal program length.
- Achieving the minimum number of semester credits
- Meeting standards specified on probation agreement
- Meeting the specified conditions for incomplete, withdrawals, or probation status
- Tutoring is available upon student request and scheduling to help students meet these guidelines

If a student falls below the criteria listed above, a consultation with a school official will be scheduled. The student will receive a written notice of probation. Any student, whose training has been interrupted for academic reasons, or administrative withdrawals, may be reviewed for reinstatement. Request must be in writing and submitted to the Campus Director. HealthStaff Training Institute does not offer non-credit, remedial courses, or non-punitive grades on satisfactory progress.

## Plagiarism Policy

HSTi considers academic honesty to be of the highest value. Students are expected to be the sole authors of their work. Examples of dishonesty or unethical behavior:

- Copying and pasting text from online media.
- Copying and pasting text from any web site.
- Transcribing text from any printed material such as books, magazines, journals, and encyclopedias.
- Using another student's work and claiming it as your own, even with permission from the other student. Any time you quote, summarize or paraphrase; you must acknowledge the original source.

## Maximum Time Frame for Program Completion

All students are required to complete their program within a maximum time. (All programs must be completed within 150% times the normal duration of time required to complete the program). A Leave of Absence is not counted in the maximum time frame. *\*A student who exceeds the maximum time frame prior to completion of the program "will be dropped" from the program.*

## Graduation Requirements

To graduate, students are required to complete a prescribed course of study with a cumulative grade point average (CGPA) of 2.0 (C), have 80% attendance, and if applicable, the required clinical externship hours with

satisfactory evaluation or assessment within the maximum time frame. Graduates will obtain "OFFICAL" Transcripts when the course and financial requirements are met.

A full discharge of all financial obligations to the school is expected when the "OFFICAL" Transcripts are requested. Students completing these requirements will receive a certificate of completion in their program of study. Stamped "UNOFFICIAL" Transcripts can be provided to the student with a note of unpaid financial obligations to the school. If the student has defaulted on his or her financial obligations, the school may also specify this on the academic transcript.

### Students Right to Cancel / Withdrawal and Dismissal

A student has the right to cancel his or her enrollment agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, the student also has the right to stop school at any time and has the right to receive a pro rata refund if the student has completed 60% or less of the program.

Cancellation may occur when the student provides a written notice of cancellation to the school, or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Enrollment time is defined as the time between the actual starting date and the date of the student's last day of physical attendance in school. The student's refund rights are described in the contract. If the school closes before you graduate, you may be entitled to a refund, teach-out, or transfer depending upon the school's closure plan.

### Determination of Official Withdrawal from School

A student's official withdrawal date is determined by the date the student submitted notification to withdraw to a school director, the date the student was expelled or dismissed from school, or the earlier of the scheduled return from leave of absence or the date the student notifies the school that he/she is not returning.

### Refund Policy

HSTi refund policy for the return for unearned institutional charges is as follows: **If the student cancels an enrollment agreement or withdraws during a period of attendance the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund.** Any money due to the applicant or student shall be refunded within forty-five (45) days of formal cancellation by the student. Students who are terminated by the school shall receive a refund within forty-five (45) days from the student withdrawal date. In the case of a failure to return from a leave of absence, the student shall receive a refund within forty-five (45) days after the expected date of return.

#### Distance Learning Program:

Students in the Distance Learning Program have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent the first lesson and material before an effective cancellation notice was received, the Institution will make the refund within 45 days after the student returns any materials sent.

a. Has fully paid for the educational program; and

b. After having received the first lesson and initial materials, requests in writing that all of the materials be sent. However, if HealthStaff Training Institute has provided the balance of the material as the student requests, the school shall remain obligated to provide the other educational services it agreed to provide, such to the student's inquiries, student and faculty interaction, and evaluations and comment on lessons submitted by the student, but will not be obligated to pay and refund after all of the lessons and materials are provided.

### Sample Refund Calculator

Refunds will be calculated in clock hours using the elapsed time method. The student is entitled to a refund based upon the portion of the program not completed. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal less the cost of any books, supplies and equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and a registration fee not to exceed \$250.00. The refund is to be paid within 45 days of withdrawal.

**Example:** If a student pays \$8395.00 for institutional charges (\$7835.00 for tuition fee, \$310.00 for books & supplies and 250.00 non-refundable registration fee) in advance for a 930-hour course and withdraws after 200 hours, the tuition earned would be \$2365.37 and refund due would be \$6029.63

$$200/930 \times \$8395 \text{ (Institutional Charges)} + \$250 \text{ (Registration)} + \$310 \text{ (Books \& Supplies)} = \$2365.37$$

$$\text{Refund Due} = \$8395 - \$2365.37 = \$6029.63$$

**STRF fee paid by the student in non-refundable**

### Rights & Responsibilities of Loan/Financial Assistance Recipients

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

### Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program, and prepay all or part of your tuition.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## Methods of Payments

HealthStaff participates in the following sponsored programs to assist the student with the financial investment in their education. HSTi does not participate in standard (DOE) federal and state financial aid programs.

- Cash, Check, Money orders, Visa, MasterCard, American Express, Discover or Private Payment Arrangements
- Climb Credit Student Loans
- Meritize Student Loans
- Leif Student Loans
- WIOA, Department of Labor, TAA funding
- Workers Compensation vouchers, CA Department of Rehabilitation
- Veteran's Benefits and MyCAA
- Private Banking Lending Agencies

Applicants interested in more information regarding financial availability should contact the Director of Admissions. Additional consumer information and forms are available to interested students. The Director of Admissions will assist the applicant in filling out the appropriate forms.

## Externship (Practical Training) Assignment

Students should be made aware of the externship policies and requirements prior to enrollment. It is important that students meet with externship coordinators at least 2 weeks prior to class end date so that resumes can be prepared and interviews may be set up prior to externship assignment.

Externship training is scheduled to begin after the didactic and laboratory portions of the program are successfully completed, and when the student has met the stated requirements below:

- All course work must be completed prior to placement in an externship facility.
- Any student removed from an externship site for absenteeism, attitude or unprofessional behavior will forfeit his/her participation in the program.
- Students may only be reinstated once for the externship rotation portion of the program.
- The Program Coordinator/Instructor will make the final decision as to the externship placement.

## Externship Attendance

All students must be in contact with the externship coordinator within 30 days of the last class. If the student fails to contact within 30 days, the externship coordinator will issue the student a warning letter with a 10 day grace period. If after 10 days there is still no contact, a drop letter will be sent to the student.

The externship facility will place the same demands on the student that are placed on their paid employees. HSTi attendance policy applies (see attendance). Students are encouraged to participate in their externship training on a full-time basis (20 - 40 hours per week).

Students in the **Medical Assistant** programs (CAMA, CMA, and AMA) must complete the required number of externship hours (160) at least four (4) months from the date they begin their externship. **Pharmacy Technician** students must complete their externship requirements (120 hours) at least six (6) months from the date they begin their externship. **Drug and Alcohol Counseling** students must complete the entire required hours (255) to be recognized by CCAPP, registration or testing must be completed within twelve (12) months of externship. **Phlebotomy Technician** students must complete 40 hours of externship within six (6) months of training.

Students may be required to participate on various days, hours and/or shifts that may or may not rotate at their externship site. This is because some of the tasks might be divided throughout the day; therefore, a student may need to rotate hours or shifts in order to adequately complete their training.

Externship hours will be determined between the site and the student. Students are required to adhere to the set schedule of the facility. If the student requests a change of scheduled hours or days, he/she must comply with the procedures set forth by the externship site.

It is the student's responsibility to complete the timesheets at the externship facility on a weekly basis and obtain the signature of a staff member of the facility. While at the externship facility, students are required to submit time sheets as defined in the externship policy.

### Externship Completion

All required paperwork must be returned to HealthStaff Training Institute prior to graduation from the program. Completion is determined by the following:

- ✓ All hours of participation are documented and verified
- ✓ Externship completion summary form from supervisor of facility
- ✓ Original documentation

HSTi reserves the right to amend, change, cancel, review policies, procedure, curriculum, and class schedules in order to benefit the students.



This catalog includes programs that are state-approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state-approved programs.

**State-approved Programs** by the California Bureau for Private Postsecondary Education (BPPE)

**PROGRAM FEES**

<b>Registration Fee:</b>	Non-refundable \$250.00	Veterans: \$10.00
<b>STRF Fee:</b>	Non-refundable \$0.00 per \$1,000 of institutional charges effective April 1, 2024	

**Fees:**

Program Name	Books, Equipment, Tools, & Supplies Fees	Tuition Fee
		In-Class/Online/Hybrid
Clinical & Administrative Medical Assistant	\$310.00	\$7,835.00
Administrative Medical Assistant	\$285.00	\$5,460.00
Clinical Medical Assistant	\$310.00	\$6,835.00
Drug & Alcohol Counseling	\$350.00	\$6,795.00
Medical Billing & Coding	\$300.00	\$5,845.00
Pharmacy Technician	\$421.00	\$6,724.00
Phlebotomy Technician I (In-Class only)	\$450.00	\$1,595.00
Computerized Office & Accounting	\$375.00	\$5,770.00
Introduction to Computer Technology (Offered in English & Spanish both)	\$375.00	\$5,770.00
Advanced Medical Coding	\$500.00	\$3,845.00
Medical Front Office Assistant (Offered in English & Spanish both)	\$285.00	\$5,460.00
EKG Technician	\$550.00	\$1,695.00
Electronic Health Records (EHR)	\$550.00	\$1,695.00

**THE SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE & THE ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: (includes Registration, Books/Equipment/Tools, & Tuition):**

Program Name	In-Class/Online/Hybrid	
	Without Laptop	With Laptop
Clinical & Administrative Medical Assistant	\$7,995.00	\$8,395.00
Administrative Medical Assistant	\$5,595.00	\$5,995.00
Clinical Medical Assistant	\$6,995.00	\$7,395.00
Drug & Alcohol Counseling	\$6,995.00	\$7,395.00
Medical Billing & Coding	\$5,995.00	\$6,395.00
Pharmacy Technician	\$6,995.00	\$7,395.00
Phlebotomy Technician I (In-Class only)	\$2,295.00	-
Computerized Office & Accounting	\$5,995.00	\$6,395.00
Introduction to Computer Technology (Offered in English & Spanish both)	\$5,995.00	\$6,395.00
Advanced Medical Coding	\$4,195.00	\$4,595.00
Medical Front Office Assistant (Offered in English & Spanish both)	\$5,595.00	\$5,995.00
EKG Technician	\$2,495.00	-
Electronic Health Records (EHR)	\$2,495.00	-

**\*Laptops issued to students by HSTi are not returnable or refundable once the student has used it.**

**California State Board of Pharmacy** application includes but may not be limited to:

Photos, fingerprints, H.S. transcript, self-query (actions regarding medical field negative actions), and California application fees are the responsibility of the student. California State Board of Pharmacy does not refund money. Please inquire with the Administrative staff members for any questions or direction for specific questions regarding the California State Board of Pharmacy.

HSTi recommends that all Drug & Alcohol Counseling students obtain membership and certification within industry related organizations. Fees are not covered by HSTi.

### **Additional Expenses Not Paid by HSTI:**

- Online program Memberships, Registration, Applications for governing agencies.
  - Physical Examination
  - TB Test/ Chest X-ray (if TB test is positive)
  - HBV Series and/or HBV Titer
  - Additional Testing and/or National Certification (except for Phlebotomy Technician I, EKG Technician & EHR students)
  - HSTi is approved by the California Veterans state approving agency to enroll veterans and other eligible persons.
  - HSTi policy states "Registration fee for Veterans" is \$10.00.
  - HSTi does not participate in Federal Title IV funding of Pell Grants or student loans (Sub or Unsubsidized).
- ✓ Total Program Cost above indicates: Total cost of program, the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

## **Student Tuition Recovery Fund Rate Change**

### **Effective April 1, 2024**

Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

After the rate change, institutions will no longer be required to collect STRF assessment fees from students.

## CLINICAL & ADMINISTRATIVE MEDICAL ASSISTANT (CAMA)

In-class / On-line / Hybrid  
(FRONT AND BACK OFFICE)

### Course Description

930 Clock Hours / 42.0 Credit Hours

This nine hundred-thirty hours (930), 36-week program prepares the student for entry level employment in a clinical/administrative setting of a physician's office or a health care facility. Students receive instruction in medical law and ethics, terminology, anatomy and physiology, human relations, use and care of diagnostic equipment, venipuncture, injections, pharmacology, universal precautions, vital signs, CPR, first aid, hematology, EKG's, stress testing, Holter monitor, urinalysis, and microbiology. Basic computer operations, administration of front office medical procedures, insurance forms, and CPT codes are also included. Students will be required to participate in a 160-hour extern experience after completion of their classroom studies. Upon completion of this program, graduates will receive a certificate of completion, certification in BLS and AED, and will be eligible to test for national certification.

COURSE	COURSE NAME	CLOCK HOURS	UNIT	LECTURE	LAB	EXTERN
AMA 100	<i>Medical Assisting as a Career, Human Relations, Medical Law &amp; Ethics</i>	50	2.0	50	0	
AMA 101	<i>Reception, Office Equip. &amp; Telephone Techniques</i>	50	2.5	25	25	
AMA 102	<i>Safety, Patient Education &amp; Scheduling</i>	50	2.5	25	25	
AMA 103	<i>Managing Medical Records- Written &amp; Electronic</i>	50	2.5	35	15	
AMA 104	<i>Insurance, Billing, &amp; Coding</i>	50	2.5	35	15	
AMA 105	<i>Computers &amp; Electronic Health Record</i>	50	2.5	40	10	
AMA 106	<i>Patient Billing &amp; Collection / Financial Management</i>	50	2.5	35	15	
CMA 100	<i>Exam &amp; Treatment Areas, Anatomy &amp; Physiology I</i>	50	2.5	25	25	
CMA 101	<i>Applied Anatomy &amp; Physiology II</i>	50	2.5	30	20	
CMA 102	<i>Applied Anatomy &amp; Physiology III</i>	50	2.5	30	20	
CMA 103	<i>Clinical Practices I</i>	50	2.5	25	25	
CMA 104	<i>Clinical Practices II</i>	50	2.5	25	25	
CMA 105	<i>Assisting with Diagnostics I</i>	50	3.0	25	25	
CMA 106	<i>Assisting with Diagnostics II</i>	60	3.0	30	30	
CMA 107	<i>Pharmacology</i>	60	3.0	30	30	
CMA 108	<i>Career Preparation/Externship</i>	160	3.5			160
<b>TOTAL</b>		<b>930</b>	<b>42</b>	<b>465</b>	<b>305</b>	<b>160</b>

\*Clinical Medical Terminology is taught continuously throughout the course

Completion of this course could lead to a position in a Physician's Office, Managed Care Group, Clinic, Hospital, or Insurance Company.

Job Titles may include but are not limited to: Front Desk Receptionist, Front Office Medical Assistant, Unit Clerk, Clinical Medical Assistant, Medical Assistant, Medical Back Office Assistant, and Admissions Representative.

SOC CODE: 31-9092

**Prerequisite:** Student must have a high school diploma or GED prior to enrolling in this course, and no felonies or misdemeanors.

Equipment/Supplies include: Two sets of scrubs, stethoscope, and a laptop computer, if applicable.

**ADMINISTRATIVE MEDICAL ASSISTANT (AMA)**  
 In-class / On-line / Hybrid  
**(FRONT OFFICE, COMMUNITY HEALTH WORKER)**

**Course Description**

**600 Clock Hours / 25.5 Credit Hours**

This six hundred hours (600), 25-week program prepares the student for entry level employment in a front office setting of a physician's office, or Community Health Worker at a health care facility. The emphasis of the program is placed on medical ethics, medical terminology, human relations, insurance billing, and secretarial skills for a medical office. Basic computer operations (including MS Word and MS Excel), administration of front office medical procedures, insurance forms, and CPT, and ICD-10 codes are also included. Soft skills training will include ethics, good citizenship, teamwork, critical thinking and problem-solving skills, along with communication, interpersonal and effective listening skills as well as de-escalating procedures. Students will be required to participate in a 160-hour extern experience after completion of their classroom studies. Upon completion of this program, graduates will receive certification in BLS and AED, a certificate of completion, and are eligible to test for national certification.

Course	Course Name	Clock Hours	Unit	Lecture	Lab	Extern
<b>AMA 100</b>	<i>Medical Assisting as a Career, Human Relations, Medical Law &amp; Ethics, Teamwork, Interpersonal Skills</i>	50	2.5	50	0	
<b>AMA 101</b>	<i>Reception, Office Equip., &amp; Telephone Techniques, Communication &amp; Listening Skills</i>	50	2.5	25	25	
<b>AMA 102</b>	<i>Safety, Problem Solving, Patient Education &amp; Scheduling</i>	50	2.5	25	25	
<b>AMA 103</b>	<i>Managing Medical Records - Written &amp; Electronic, Philosophy &amp; Understanding of Healthcare</i>	50	2.5	35	15	
<b>AMA 104</b>	<i>Insurance, Procedure, Diagnosis, Billing, &amp; Coding (ICD-10)</i>	50	2.5	35	15	
<b>AMA 105</b>	<i>Computers &amp; Electronic Health Record, MS Word, MS Excel</i>	50	2.5	25	25	
<b>AMA 106</b>	<i>Patient Billing &amp; Collection/Financial Management</i>	50	2.5	30	20	
<b>AMA 107</b>	<i>Practice Management, De-escalating Procedures, Emergency Preparedness</i>	50	2.5	35	15	
<b>MT 100</b>	<i>Medical Terminology &amp; Abbreviations</i>	40	2.0	40	0	
<b>CMA 108</b>	<i>Career Preparation/Externship</i>	160	3.0			160
<b>TOTAL</b>		<b>600</b>	<b>25</b>	<b>300</b>	<b>140</b>	<b>160</b>

Completion of this course could lead to a position in a Physician's Office, Managed Care Group, Clinic, Hospital, or Insurance Company.

Job Titles may include but are not limited to: Front Desk Receptionist, Front Office Medical Assistant, Community Healthcare Worker, Unit Clerk, and Admissions Representative.

SOC CODE: 31-9092

**Prerequisite:** Student must have a high school diploma/GED/Assessment Test prior to enrolling in this course, and no felonies or misdemeanors.

Equipment/Supplies include: Two sets of scrubs, stethoscope, and a laptop computer, if applicable.

## CLINICAL MEDICAL ASSISTANT (CMA)

In-class / On-line / Hybrid

(BACK OFFICE)

### Course Description

#### 600 Clock Hours / 25.5 Credit Hours

This six hundred hours (600), 25 week program prepares the student for entry level employment in a clinical/medical setting of a health facility or a physician's office. Students receive instruction in medical law and ethics, terminology, anatomy and physiology, human relations, use and care of diagnostic equipment, venipuncture, injections, pharmacology, universal precautions, vital signs, CPR, first aid, hematology, EKG's, stress testing, Holter monitor, urinalysis, and microbiology. Students will be required to participate in a 160-hour extern experience after completion of their classroom studies. Upon completion of this program, graduates will receive certification in BLS and AED, a certificate of completion, and are eligible to test for national certification.

Course	Course Name	Clock Hours	Unit	Lecture	Lab	Extern
AMA 100	<i>Medical Assisting as a Career, Human Relations, Medical Law &amp; Ethics</i>	40	2.0	40	0	
CMA 100	<i>Exam &amp; Treatment Areas, Anatomy &amp; Physiology I</i>	50	2.5	25	25	
CMA 101	<i>Applied Anatomy &amp; Physiology II</i>	50	2.5	30	20	
CMA 102	<i>Applied Physiology &amp; Anatomy III</i>	50	2.5	30	20	
CMA 103	<i>Clinical Practices I</i>	50	2.5	25	25	
CMA 104	<i>Clinical Practices II</i>	50	2.5	25	25	
CMA 105	<i>Assisting with Diagnostics I</i>	50	2.5	25	25	
CMA 106	<i>Assisting with Diagnostics II</i>	50	2.5	25	25	
CMA 107	<i>Pharmacology</i>	50	2.5	25	25	
CMA 108	<i>Career Preparation/Externship</i>	160	3.0			160
<b>TOTAL</b>		<b>600</b>	<b>25</b>	<b>250</b>	<b>190</b>	<b>160</b>

Completion of this course could lead to a position in a Physician's Office, Managed Care Group, Clinic, or Hospital.

Job Titles may include but are not limited to: Clinical Medical Assistant, Medical Assistant, and Medical Back Office Assistant.

SOC CODE: 31-9092

**Prerequisite:** Student must have a high school diploma or GED prior to enrolling in this course, and no felonies or misdemeanors.

Equipment/Supplies include: Two sets of scrubs, stethoscope, and a laptop computer, if applicable.

## DRUG AND ALCOHOL COUNSELING (DAC)

In-class / On-line / Hybrid  
CCAPP & CADTP Approved Curriculum  
Alcohol and Drug Addiction Counseling

### Course Description

645 Clock Hours / 29.88 Semester Credit Units

This six hundred and forty-five hours (645), 24-week program prepares the student for entry-level employment as a Drug and Alcohol Counselor in different recovery settings. Students receive instruction in the basics of addiction, the 12 core functions of a counselor, basic counseling skills and methods, chemical dependency and the family, ethics and special treatment issues, and advanced counseling skills and methods. Students will be required to participate in a 255-hour externship in an approved facility, and 50 hours of educational required classroom lecture covering TAP 21\* addiction counseling competencies, and the 12 core functions. Upon completion of this program the student will receive a certificate of completion and official transcript. Graduates are eligible to apply for certification with CCAPP\* & CADTP\*\*. Students must complete 3000 hours of on the job experience (approximately 1.5 years full time) prior to being eligible to take the certification exam for CCAPP, or 2080 hours of an the job experience prior to being eligible to take the certification exam for CADTP

Course	Course Name	Clock Hours	Unit
DAC 100	<i>Introduction &amp; Orientation</i>	40	2.500
DAC 101	<i>Introduction &amp; Overview: Abnormal Psychology</i>	50	3.125
DAC 102	<i>Physiology &amp; Pharmacology</i>	50	3.125
DAC 103	<i>Law &amp; Ethics</i>	50	3.125
DAC 104	<i>Case Management</i>	50	3.125
DAC 105	<i>Individual Group &amp; Family Counseling</i>	50	3.125
DAC106	<i>Personal &amp; Professional Growth</i>	50	3.125
DAC 107	<i>Supervised Practicum</i>	50	3.125
DAC 108	<i>Practicum (Externship)</i>	255	5.5
<b>TOTAL</b>		<b>645</b>	<b>29.88</b>

Completion of this course could lead to a position in Rehabilitation Centers, Hospitals, Outpatient Clinics, Residential Treatment Facilities, and Community Health Organizations.

Job Titles may include but are not limited to Drug and Alcohol Counselor, Substance Abuse Counselor, Addiction Specialist, Case Manager, Rehabilitation Counselor, Behavioral Health Technician, and Recovery Support

SOC CODE: 21-1011

**Prerequisite:** Student must have a high school diploma/GED/Assessment Test prior to enrolling in this course. Prior To externship, student must have RADT certificate from CCAPP or SUDRC from CADTP

***The Drug and Alcohol Counseling program is approved by:***

\*California Consortium of Addiction Programs & Professionals website: <https://ccapp.us/>

\*California Association for DUI Treatment Programs website: <https://cadtpcounselors.org/>

**CCAPP Requirements:**

- Certificate of completion from an approved institution.
- Official transcript must state the following: Minimum of 288 core classroom hours, 45 classroom practicum hours, and 255 field experience hours.
- Must have completed work experience hours as follows prior to taking the CCAPP certification exam:
  - 3000 hours - High School Diploma
  - 2080 hours - A.S. or higher in Behavioral Health related field.
- Application, portfolio processing, test, and fees to CCAPP.

**Recommended:**

- CCAPP Membership
- CADTP Membership

**CADTP Requirements:**

- Certificate of completion from an approved institution.
- Official transcript must state the following: Minimum of 315 core classroom hours, 50 classroom practicum hours, and 255 field experience hours.
- Must have completed work experience hours as follows prior to taking the CADTP certification exam:
  - 2080 hours of SUD counseling work experience - High School Diploma
- Application, portfolio processing, test, and fees to CADTP.

Equipment/Supplies include: Laptop computer, if applicable.

## MEDICAL BILLING & CODING (MBC)

In Class / On-line / Hybrid

### Course Description

#### 240 Clock Hours / 15 Semester Credit/units

This two hundred forty hours (240), 12-week program is designed to provide the student with the skills and knowledge necessary to successfully perform multifaceted functions in a doctor's office. Knowledge of insurance providers is emphasized along with medical terminology, anatomy, and the training to perform basic techniques in billing and coding. Students are taught how to code using CPT, HCPCS, ICD-9, and ICD-10 resources. Extensive computer instruction and lab time is also provided in Windows 10, Electronic Medical Record, and other medical computer programs. Upon completion of this program, graduates will receive a Certificate of Completion.

Course	Course Name	Clock Hours	Units	Lecture	Lab
MB 100	<i>Medical Office Etiquette &amp; Ethics</i>	20	1.3	20	
MB 101	<i>Medical Terminology</i>	20	1.3	20	
MB 102	<i>Human Anatomy</i>	10	0.67	10	
MB 103	<i>Office Administration</i>	20	1.3	20	
MB 104	<i>International Classification of Diseases I &amp; II</i>	20	1.3	20	
MB 105	<i>Coding Techniques for ICD-9 &amp; ICD-10</i>	20	1.3	20	
MB 106	<i>Physicians' Current Procedural Terminology I &amp; II</i>	20	1.3	20	
MB 107	<i>Coding Techniques for CPT</i>	20	1.3	20	
MB 108	<i>Completion of the HCFA 1500 Form</i>	10	0.67	10	
MB 109	<i>Insurance Providers</i>	20	1.3	20	
MB 110	<i>Patient Case Studies &amp; History Charts</i>	20	1.3	20	
MB 111	<i>Medical Billing Software Application I &amp; II</i>	20	0.67		20
MB 112	<i>Career Management &amp; Communication Skills</i>	20	1.3	20	
<b>TOTAL</b>		<b>240</b>	<b>15</b>	<b>220</b>	<b>20</b>

Completion of this course could lead to a position in Medical Offices, Medical Billing Service Companies, Hospitals, Skilled Nursing Facilities, Clinics, Home Health Agencies, and Insurance Companies.

Job Titles may include but are not limited to Medical Biller, Medical Insurance Biller, Medical Coder, Medical Collector, Healthcare Claims Examiner, Claims Processor, Authorization Specialist, Reimbursement Specialist, Patient Service Representative and Data Entry Clerk.

SOC CODE: 43-3021

**Prerequisite:** Student must have a high school diploma or GED prior to enrolling in this course, and no felonies or misdemeanors.

Equipment/Supplies include: Laptop computer, if applicable.



## COMPUTERIZED OFFICE & ACCOUNTING (COA)

In-class / On-line / Hybrid

### Course Description

#### 510 Clock Hours / 21.5 Credit Hours

This five hundred and ten hours (510), 20-week program prepares the student for entry level employment in administration positions in office environments as well as entry level bookkeeping. Students receive instruction in Windows, Microsoft Office and QuickBooks. These skills can be utilized in general and specialized office settings. This program allows the student to obtain the technical skills and knowledge necessary to utilize computer software applications efficiently. Programs include but are not limited to Windows, Microsoft Word, Excel Outlook, PowerPoint, Access, QuickBooks and Internet operations. Throughout the course, students will be required to practice typing and 10-key skills in order to improve speed and accuracy. Upon completion of this program, graduates will receive a Certificate of Completion and be eligible to sit for certification exams if so desired.

Course	Course Name	Clock Hours	Units	Lecture	Lab
<b>CO 100</b>	<i>Windows, Internet, Computer Etiquette, E-Mail Techniques, Scheduling, Contact Management, Calendar</i>	50	2.1	10	40
<b>WD 101</b>	<i>Document Creation &amp; Maintenance, Editing, Word Tables, Formatting, Advanced Styles, Document Sharing, Mail Merging</i>	75	3.15	25	50
<b>EX 102</b>	<i>Spreadsheet Creation &amp; Maintenance, Editing, Conditional Formatting, Formulas, Charts, Graphs, Templates</i>	75	3.15	25	50
<b>PP 103</b>	<i>Presentation Development, Templates, Importing, Animation, Sound &amp; Graphics, Charts, Graphs, Templates</i>	25	1.05	10	15
<b>AC 104</b>	<i>Database Building, Management &amp; Maintenance, Data Entry, Running Queries &amp; Reports, MS Office Integration</i>	75	3.15	25	50
<b>QB 100</b>	<i>Record Keeping, Accounting, AR/AP, Invoicing, Banking, Account Set Up</i>	60	2.6	20	40
<b>QB 101</b>	<i>Navigation, Data Entry &amp; Management</i>	50	2.1	20	30
<b>QB 102</b>	<i>On-Line Banking, Report Generation</i>	50	2.1	20	30
<b>CP 100</b>	<i>General Office Skills, Machines, Business English, Terminology, Office Etiquette Career Preparation: Job Search &amp; Interview Techniques, Resume Preparation</i>	50	2.1	15	35
<b>TOTAL</b>		<b>510</b>	<b>21.5</b>	<b>170</b>	<b>340</b>

Completion of this course could lead to a position in any general office setting, payroll companies, or accounting firms.

Job Titles may include but are not limited to: Receptionist, Administrative Assistant, Administrator, Computer Operator, Data Entry, Accounting Clerk, Payroll Clerk, Accounts Payable & Account Receivable Clerk, and Bookkeeper.

SOC CODES: 43-3030, 43-1010, 43-6011, 43-3057, 43-6014, 43-3050, 43-6010, 43-4171

**Prerequisite:** Student must have a high school diploma/GED/Assessment Test prior to enrolling in this course.

Equipment/Supplies include a Laptop computer, if applicable.

**PHARMACY TECHNICIAN**  
In-class / On-line / Hybrid

**Course Description**

**600 Clock Hours / 25 Credit Hours**

This six hundred (600) hour, 27-week program prepares the student for entry level employment as a Pharmacy Technician in different pharmacy settings. Students receive instruction in pharmacy law and drug legislation, drug nomenclature, dosage forms, weights, measures, and calculations. Emphasis is placed on terminology, anatomy, and physiology as it relates to various diagnosis, medications, drug classifications, chemotherapy and antibiotic, automated drug distribution, sterile preparation and extemporaneous compounding. Students are required to participate in a one hundred twenty (120) hour externship in an approved hospital or pharmacy where they perform various pharmacy functions. Upon completion of this program, the student will receive a certificate of completion, qualify to apply to California State Board of Pharmacy for registration/licensing, and are eligible to sit for a national certification exam if they desire.

Course	Course Name	Clock Hours	Unit	Lecture	Lab	Extern
PT 100	<i>Pharmacy Law</i>	50	3.0	50		
PT 200	<i>Pharmacy Operations I</i>	50	2.0	10	40	
PT 300	<i>Pharmacy Operations II</i>	50	2.0	10	40	
PT 400	<i>Internal Medicine I</i>	50	3.0	40	10	
PT 500	<i>Internal Medicine II</i>	50	3.0	40	10	
PT 600	<i>Hospital Procedures &amp; Operations</i>	50	2.0	10	40	
PT 700	<i>Pharmacology I</i>	50	2.0	20	30	
PT 800	<i>Pharmacology II</i>	50	2.0	20	30	
PT 900	<i>Pharmacy Compounding</i>	50	2.0	10	40	
PT 920	<i>Career Prep</i>	30	1.5	15	15	
PT 950	<i>Externship</i>	120	1.75			120
<b>TOTAL</b>		<b>600</b>	<b>25</b>	<b>225</b>	<b>255</b>	<b>120</b>

Completion of this course could lead to a position in a retail pharmacy, hospital pharmacy, compounding pharmacy, or mail order pharmacy.

Job Titles may include but are not limited to Pharmacy Technician, Pharmacy Operations Specialist, and Medication Dispensation Technician.

SOC CODE: 29-2052

**Prerequisite:** Student must have a high school diploma or GED prior to enrolling in this course, and no felonies or misdemeanors.

California State Board Requirements:

- High school diploma or GED
- Course completion certificate
- Finger printing process (*Live Scan clearance from DOJ and FBI*)
- Application and fees submitted to California State Board of Pharmacy

Equipment/Supplies include: 2 sets of scrubs, and a laptop computer, if applicable.

## MEDICAL FRONT OFFICE ASSISTANT (MFO)

(Offered in English & Spanish both)

In-class / On-line / Hybrid

**(MEDICAL ASSISTANT, FRONT OFFICE, COMMUNITY HEALTH WORKER)**

### Course Description

#### 200 Clock Hours / 12.0 Credit Hours

This two hundred hours (200), 12-week program prepares the student for entry level employment in a front office setting of a physician's office, or Community Health Worker at a health care facility. The emphasis of the program is placed on medical ethics, medical terminology, human relations, insurance billing, and secretarial skills for a medical office. Basic computer operations (including MS Word and MS Excel), administration of front office medical procedures, insurance forms, and CPT, and ICD-10 codes are also included. Soft skills training will include ethics, good citizenship, teamwork, critical thinking and problem-solving skills, along with communication, interpersonal and effective listening skills as well as de-escalating procedures. Upon completion of this program, graduates will receive certification in BLS and AED, a certificate of completion, and are eligible to test for national certification.

Course	Course Name	Clock Hours	Unit	Lecture	Lab
AMA 100	<i>Medical Assisting as a Career, Human Relations, Medical Law &amp; Ethics, Teamwork, Interpersonal Skills</i>	40	1.65	10	30
AMA 101	<i>Reception, Office Equip., &amp; Telephone Techniques, Communication &amp; Listening Skills</i>	40	2.00	20	20
AMA 102	<i>Safety, Problem Solving, Patient Education &amp; Scheduling</i>	20	1.00	10	10
AMA 103	<i>Managing Medical Records - Written &amp; Electronic, Philosophy &amp; Understanding of Healthcare</i>	40	1.85	15	25
AMA 104	<i>Insurance, Procedure, Diagnosis, Billing, &amp; Coding (ICD-10)</i>	20	1.00	10	10
AMA 106	<i>Patient Billing &amp; Collection/Financial Management</i>	20	1.15	15	5
MT 100	<i>Medical Terminology &amp; Abbreviations</i>	20	1.15	15	5
<b>TOTAL</b>		<b>200</b>	<b>9.80</b>	<b>95</b>	<b>105</b>

Completion of this course could lead to a position in a Physician's Office, Managed Care Group, Clinic, Hospital, or Insurance Company.

Job Titles may include but are not limited to Front Desk Receptionist, Front Office Medical Assistant, Community Healthcare Worker, Unit Clerk, and Admissions Representative.

SOC CODE: 31-9092

**Prerequisite:** Student must have a high school diploma/GED/Assessment Test prior to enrolling in this course, and no felonies or misdemeanors.

Equipment/Supplies include: A laptop computer, if applicable.

## INTRODUCTION TO COMPUTER TECHNOLOGY (ICT)

(Offered in English & Spanish both)

In-class / On-line / Hybrid

### Course Description

#### 240 Clock Hours / 10.25 Credit Hours

This two hundred and forty hours (240), 12-week program prepares the student for entry level employment in administration positions and office environments. Students receive instruction in MS Windows, Cyber Security and Microsoft Office Suite. These skills can be utilized in general and specialized office settings. This program allows the student to obtain the technical skills and knowledge necessary to utilize computer software applications efficiently. Programs include but are not limited to Windows, Cyber Security, Microsoft Word, Excel, PowerPoint and Internet operations. Throughout the course, students will be required to practice typing and 10-key skills in order to improve speed and accuracy. Upon completion of this program, graduates will receive a Certificate of Completion and be eligible to sit for certification exams if so desired.

Course	Course Name	Clock Hours	Units	Lecture	Lab
CO 100	<i>Windows, Internet, File Explorer, Computer Etiquette, E-Mail Techniques, Outlook,</i>	40	1.65	10	30
WD 101	<i>Document Creation &amp; Maintenance, Editing, Word Tables, Formatting, Advanced Styles, Document Sharing, Mail Merging</i>	60	2.65	20	40
EX 102	<i>Spreadsheet Creation &amp; Maintenance, Editing, Conditional Formatting, Formulas, Charts, Graphs, Templates</i>	60	2.65	20	40
PP 103	<i>Presentation Development, Templates, Importing, Animation, Sound &amp; Graphics</i>	40	1.65	10	30
CP 100	<i>General Office Skills, Office Etiquette Career Preparation, Job Search &amp; Interview Techniques, Resume Preparation Cyber Security Introduction, Cyber Threats, Safe Internet Practice, Basic Data Protection.</i>	40	1.65	10	30
<b>TOTAL</b>		<b>240</b>	<b>10.25</b>	<b>70</b>	<b>160</b>

Completion of this course could lead to a position in any general office setting.

Job Titles may include but are not limited to Receptionist, Administrative Assistant, Administrator, Computer Operator, Data Entry, Clerk.

SOC CODES: 43-1010, 43-6011, 43-3057, 43-6014, 43-6010, 43-4171

**Prerequisite:** Student must have a high school diploma/GED/Assessment Test prior to enrolling in this course.

Equipment/Supplies include: Laptop computer, if applicable.

## ADVANCED MEDICAL CODING (AMC)

In-class / On-line / Hybrid

### Course Description

**160 Clock Hours / 3.16 Semester Credit/units**

This One hundred Sixty hours (160), 10-week program is designed to provide the student with the skills and knowledge necessary to successfully perform multifaceted medical coding functions in a doctor's office. Knowledge of ICD-10 diagnostic coding and CPT procedure coding with abstracting patient medical records to gain hands-on experience. Medical language is emphasized along with medical terminology, anatomy, and the training to perform proficient coding so the student can pass their medical coding certificate. Students are taught how to code using HCPCS, and inpatient PCS coding resources. Extensive computer instruction, lab coding time and lecture is also provided. Upon completion of this program, graduates will receive a Certificate of Completion.

Course	Course Name	Clock Hours	Units	Lecture	Lab
MBC 111	<i>Intro to Medical Coding</i>	16	0.31	4	1.5
MBC 112	<i>Intro to ICD-10 and Reporting Diagnosis</i>	16	0.31	4	1.5
MBC 113	<i>Diagnostic Coding of the Endocrine, Mental and Special Senses</i>	16	0.31	4	1.5
MBC 114	<i>Diagnostic Coding of Cardiovascular, Respiratory and Skeletal Systems</i>	16	0.31	4	1.5
MBC 115	<i>Diagnostic Coding of Integumentary, Muscular and External Causes</i>	16	0.31	4	1.5
MBC 116	<i>Diagnostic Coding of Obstetrics, Gynecology, and Abstracting the Procedure.</i>	16	0.31	4	1.5
MBC 117	<i>CPT Coding of Evaluation and Management and Anesthesia</i>	16	0.31	4	1.5
MBC 118	<i>CPT Coding of Pathology, Medicine and Transportation</i>	16	0.31	4	1.5
MBC 119	<i>Learning Inpatient Coding and PCS Codes</i>	16	0.31	4	1.5
MBC 120	<i>Coding Final, Study and Review for Coding Exam Send Resume to Placement Department</i>	16	0.31	4	1.5
<b>TOTAL</b>		<b>160</b>	<b>3.16</b>	<b>40</b>	<b>15</b>

Completion of this course could lead to a position in Medical Offices, Medical Billing Service Companies, Hospitals, Skilled Nursing Facilities, Clinics, Home Health Agencies, and Insurance Companies.

Job Titles may include but are not limited to Medical Biller, Medical Insurance Biller, Medical Coder, Medical Collector, Healthcare Claims Examiner, Claims Processor, Authorization Specialist, Reimbursement Specialist, Patient Service Representative and Data Entry Clerk.

SOC CODE: 43-3021

**Prerequisite:** Student must have a high school diploma or GED prior to enrolling in this course, and no felonies or misdemeanors.

Equipment/Supplies include: Laptop computer, if applicable.

## EKG TECHNICIAN (EKG)

Hybrid

### Course Description

#### 52 Clock Hours / 3.11 Semester Credit/units

This 3-week, 52-hour EKG Technician program is designed to equip students with the essential skills and knowledge to perform a wide range of electrocardiographic (EKG) functions in healthcare settings. The curriculum includes training in law and ethics, safety guidelines, infection control, communication, patient documentation, and an in-depth understanding of cardiovascular anatomy and physiology. Students will gain hands-on experience in vital signs measurement, CPR, Basic Life Support, electrocardiography procedures, and the use of Holter monitors and stress tests. Extensive computer instruction, lab time, and expert-led lectures are provided to ensure students are fully prepared for real-world scenarios. The program also includes preparation for the National Healthcareer Association (NHA) Certification Exam - Certified EKG Technician (CET). Upon successful completion of the course and passing the national certification exam administered by the school, the student will receive a certificate of completion as an EKG Technician, positioning them for a successful career in healthcare.

Course	Course Name	Clock Hours	Units	Lecture	Lab
EKG 100	<i>Law and Ethics</i>	3	0.16	2	1
EKG 101	<i>Safety Guidelines and Regulations</i>	3	0.16	2	1
EKG 102	<i>Introduction to Infection Control</i>	3	0.16	2	1
EKG 103	<i>Communication and Patient Documentation</i>	3	0.16	2	1
EKG 104	<i>Anatomy and Physiology</i>	3	0.16	2	1
EKG 105	<i>Vital Signs and Measurements</i>	3	0.16	2	1
EKG 106	<i>CPR and Basic Life Support</i>	3	0.16	2	1
EKG 107	<i>Electrocardiography</i>	3	0.16	2	1
EKG 108	<i>Holter Monitor and Stress Test</i>	3	0.16	2	1
NHA 100	<i>Study Guide, Practice Test and NHA Test</i>	25	1.67	25	
<b>TOTAL</b>		<b>52</b>	<b>3.11</b>	<b>43</b>	<b>9</b>

Completion of this course could lead to a position in Hospitals, Cardiology Clinics, Skilled Nursing Facilities, Outpatient Care Centers, and Diagnostic Laboratories.

Job Titles may include but are not limited to EKG Technician, Cardiovascular Technician, Monitor Technician, Cardiology Technician, ECG/EKG Technician, Stress Test Technician, Holter Monitor Technician, and Patient Care Technician.

SOC CODE: 29-2031

**Prerequisite:** Student must have a high school diploma or GED prior to enrolling in this course, and no felonies or misdemeanors.

Equipment/Supplies include: Two sets of scrubs, NHA EKG Technician National Exam, if applicable.

## ELECTRONIC HEALTH RECORDS (EHR)

In-class / On-line / Hybrid

### Course Description

80 Clock Hours / 3.44 Semester Credit/units

This 8-week, 80-hour Electronic Health Records (EHR) program is designed to equip students with the essential skills and knowledge to manage and utilize electronic health records in various healthcare settings. The curriculum includes comprehensive training in EHR simulation, medical records management, health information technology, insurance and coding, and the operation of office equipment. Students will also gain knowledge in accounting specifically tailored for healthcare, medical terminology, and an overview of healthcare systems. Extensive computer instruction, lab time, and expert-led lectures are integral to the program, ensuring students are fully prepared to manage electronic health records efficiently. The program also includes preparation for the National Healthcareer Association (NHA) Certification Exam - Certified Electronic Health Records Specialist (CEHRS). Upon successful completion of the course and passing the national certification exam administered by the school, the student will receive a certificate of completion as an EHR Specialist, positioning them for a successful career in healthcare administration.

Course	Course Name	Clock Hours	Units	Lecture	Lab
EHR 100	<i>EHR Simulation</i>	5	0.23	3	3
EHR 101	<i>Medical Records</i>	5	0.23	3	3
EHR 102	<i>Health Information Technology</i>	5	0.23	3	3
EHR 103	<i>Insurance and Coding</i>	5	0.23	3	3
EHR 104	<i>Office Equipment</i>	5	0.23	3	3
EHR 105	<i>Accounting-Health</i>	5	0.23	3	3
EHR 106	<i>Medical Terminology</i>	5	0.23	3	3
EHR 107	<i>Healthcare Systems</i>	5	0.23	3	3
NHA 100	<i>Study Guide, Practice Tests, and NHA</i>	32	1.60	32	
<b>TOTAL</b>		<b>80</b>	<b>3.44</b>	<b>56</b>	<b>24</b>

Completion of this course could lead to a position in Hospitals, Medical Offices, Skilled Nursing Facilities, Clinics, and Health Information Management Departments.

Job Titles may include but are not limited to Electronic Health Records Specialist, Health Information Technician, Medical Records Coordinator, EHR Implementation Specialist, Medical Office Administrator, Health Information Clerk, and Patient Information Coordinator.

SOC CODE: 29-2071

**Prerequisite:** Student must have a high school diploma or GED prior to enrolling in this course, and no felonies or misdemeanors.

Equipment/Supplies include: Laptop computer, if applicable.

## PHLEBOTOMY TECHNICIAN I

In-class

### Course Description

#### 100 Clock Hours / 4.2 Credit Hours

This one hundred (100) clock hour, six (6) week program is designed to provide the student with the skills and knowledge necessary to work in a clinical laboratory, hospital, clinic, or physician's office setting. Twenty hours of lecture will cover basic phlebotomy skills in the areas of infection control, universal precautions and safety, anatomy and physiology of body systems emphasizing the circulatory system, and appropriate medical terminology, proper identification of the patient and specimens, selection and preparation of the skin puncture site, blood collection equipment, types of tubes and additives, order of the draw, post-puncture care, and appropriate sharps, needle, and waste disposal. An additional twenty hours of lecture is provided in advanced infectious disease control and biohazards, anticoagulation theory, knowledge of pre-analytical sources of error in specimen collection, transport, processing, and storage, and anatomical site selection and patient preparation, risk factors and appropriate response to complications, recognition of and corrective action to take with problems in test requisitions, specimen transport and processing, applications of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics, legal implications pertaining to phlebotomy, and quality assurance. The student will have an additional 20 hours of lab time to learn, practice, and become efficient at skin punctures and venipunctures. The student will then perform a mandatory externship of forty hours of practical instruction and experience in phlebotomy. The student will be required to perform and document a minimum of 50 successful venipunctures and 10 skin punctures while in the clinical setting. The student will be required to pass a national certification exam administered by a certifying agency approved by the California Department of Public Health, Laboratory Field Services division.

Upon successful completion of the course and passing the national certification exam administered by the school, the student will receive a certificate of completion as a Phlebotomy Technician I and have their application submitted on line directly to the CDPH Laboratory Field Services division for certification as a Certified Phlebotomy Technician I.

Course	Course Name	Clock Hours	Units	Lecture	Lab	Extern
<b>BPT 1</b>	<i>Safety, Universal Precautions &amp; Infection Control</i>	3	0.2	3		
<b>BPT 2</b>	<i>Anatomy &amp; Medical Terminology</i>	5	0.33	5		
<b>BPT 3</b>	<i>Proper Identification of Patient &amp; Specimens</i>	2	0.13	2		
<b>BPT 4</b>	<i>Selection &amp; Preparation of Skin Puncture Site</i>	3	0.2	3		
<b>BPT 5</b>	<i>Blood Collection Equipment</i>	5	0.33	5		
<b>BPT 6</b>	<i>Post-puncture Care &amp; Proper Disposal of Sharps &amp; Waste</i>	2	0.13	2		
<b>APT 1</b>	<i>Advanced Infectious Disease Control</i>	2	0.13	2		
<b>APT 2</b>	<i>Anticoagulation Theory</i>	2	0.13	2		
<b>APT 3</b>	<i>Pre-analytical Sources of Error in Specimen Collection, Transport, Processing &amp; Storage</i>	4	0.27	4		
<b>APT 4</b>	<i>Anatomical Site Selection &amp; Patient Preparation</i>	2	0.13	2		
<b>APT 5</b>	<i>Risk Factors, Complications, &amp; Response to Complications</i>	2	0.13	2		
<b>APT 6</b>	<i>Test Requisition, Specimen Transport &amp; Processing, Problems &amp; Correction</i>	2	0.13	2		
<b>APT 7</b>	<i>Communication Skills &amp; Professional Behavior</i>	2	0.13	2		
<b>APT 8</b>	<i>Ethical &amp; Legal Implications</i>	2	0.13	2		
<b>APT 9</b>	<i>Quality Assurance</i>	2	0.13	2		
<b>PT LAB</b>	<i>Skin Puncture &amp; Venipuncture Lab</i>	20	0.67		20	
<b>PT EXT</b>	<i>Externship-Mandatory</i>	40	0.9			40
<b>TOTAL</b>		<b>100</b>	<b>4.2</b>	<b>40</b>	<b>20</b>	<b>40</b>



## PHLEBOTOMY TECHNICIAN I (CONT.)

### In-class

Completion of this course could lead to a position in a clinical laboratory, Hospital, Clinic, Medical Group, Research Company, Mobile Insurance Company, or Physician's Office.

Job Titles may include but are not limited to Phlebotomy Technician I, Phlebotomist, and Patient Services Technician

SOC CODE: 31-9097

**Prerequisite:** Student must have a high school diploma or GED prior to enrolling in this course, and no felonies or misdemeanors (See below). Prior to externship, student must have First Aid/CPR card. HSTi can refer students to an outside vendor for a special discounted fee.

Requirements for State Certification/Licensure:

- Must be 18 years of age and possess a valid High school diploma or GED
- Must complete a State of California, Department of Health Services approved minimum of 80 hours Basic & Advanced Phlebotomy course that includes a mandatory forty (40) hour externship and students must have 100% attendance in order to graduate.
- Applicants with misdemeanors and/or felonies are approved on a case by case basis and must be disclosed on the attestation page.

**Class Size:** The Phlebotomy Technician course is conducted only as an "in-class" course. The maximum number of students is 24 or under at each campus.

Equipment/Supplies include: Two sets of scrubs, NHA Phlebotomy Technician National Exam, and State license fees.

## Non-Career Training Programs

These programs are excluded from the definition of an “educational program,” and are not regulated by the Bureau (BPPE). These short programs will not be covered by many of the protections offered by the Private Postsecondary Education Act of 2009.

The following programs consist solely of video tutorials and are designed for self-paced learning without direct instructor involvement. Each program is 24 hours or less in duration and is exempt from BPPE regulations. These courses are intended for personal enrichment and skill enhancement rather than direct employment preparation. Please note that completion of these video-based tutorials alone may not qualify students for employment in the respective fields. Most of the Video Tutorial below are offered in both English & Spanish.

Program Name	Hours	Registration Fee	Tuition	Total Charges
Creative Canva Basics	24	\$250.00	\$1250.00	\$1500.00
Website Creation Basics	24	\$250.00	\$1250.00	\$1500.00
Floral Fun	24	\$250.00	\$1250.00	\$1500.00
Cake Decoration for Beginners	24	\$250.00	\$1250.00	\$1500.00
Digital Photography Playtime	24	\$250.00	\$1250.00	\$1500.00
Photoshop Basic Editing Techniques	24	\$250.00	\$1250.00	\$1500.00
Social Media Marketing 101	24	\$250.00	\$1250.00	\$1500.00
Basics of Artificial Intelligence	24	\$250.00	\$1250.00	\$1500.00
Warehouse Organization Essentials	24	\$250.00	\$1250.00	\$1500.00
Inventory Management Made Simple	24	\$250.00	\$1250.00	\$1500.00
Customer Service Essentials	24	\$250.00	\$1250.00	\$1500.00
Retail Merchandising 101	24	\$250.00	\$1250.00	\$1500.00
Cash Handling and Register Basics	24	\$250.00	\$1250.00	\$1500.00
Cultural Competency for Pharmacy Providers (CE)	3	\$250.00	\$250.00	\$500.00
Ethics	6	\$250.00	\$250.00	\$500.00

## Faculty Qualifications, & Email Addresses

### DRUG & ALCOHOL COUNSELING

**Miguel Palos:** CADC III, Drug and Alcohol Counseling Program Director  
Bachelor of Science Degree in Human Services, University of Phoenix, 2012  
Associate of Science Degree, Administration of Justice, Citrus College, 2010  
Certified Drug and Alcohol Counselor with 16 years of counseling and 5 years  
as a Drug and Alcohol Counseling Instructor  
miguel.p@hsti.com

Ontario/Temecula/  
Santa Ana

### CLINICAL & ADMINISTRATIVE MEDICAL ASSISTANT/CLINICAL MEDICAL ASSISTANT/ ADMINISTRATIVE MEDICAL ASSISTANT/ MEDICAL FRONT OFFICE ASSISTANT

**Shawna LaMunyon, CBCS:** CAMA/CMA/AMA Instructor  
Clinical & Administrative Medical Assistant certificate, Bryman College, 1995  
Over 26 years of experience in the medical field and 8 years as an instructor  
shawna.l@hsti.com

Ontario

**Adrienne Robinson, Diploma Medical Assistant:** CAMA/CMA/AMA Instructor  
Clinical & Administrative Medical Assistant certificate, Professional Career Institute, 1995  
Associated Degree in Business Management, BLS & CPR Certification  
Over 24 years of experience in the medical field and over 4 years as an instructor  
adrienne.r@hsti.com

Temecula

**Sally Jimenez, CCAMA:** CAMA/CMA/AMA Instructor  
Clinical & Administrative Medical Assistant certificate, National Education Center, 1986  
Over 34 years of experience in the medical field and a CAMA instructor with over  
9 years of teaching experience  
sally.j@hsti.com

Santa Ana

### PHARMACY TECHNICIAN

**Sona Minakian, Rph,** Pharmacy Technician Instructor  
Registered Pharmacist CA, University of Kentucky, Master's Degree, 1996  
Over 26 years as a Registered Pharmacist in both retail and hospital pharmacies  
Pharmacy Technician Instructor for 5 years  
sona.m@hsti.com

Santa Ana

**Michael Trailor, CPHT:** Pharmacy Technician Instructor  
Pharmacy Technician certificate, HealthStaff Training Institute, 2020  
Pharmacy Technician with 2 years of experience in pharmacy operations (both retail and Hospital)  
Pharmacy Technician Instructor with 1 year of experience  
m.trailor@hsti.com

Ontario/Temecula

### MEDICAL BILLING & CODING/ ADVANCED MEDICAL CODING

**Shawna LaMunyon, CBCS:** Medical Billing and Coding Instructor  
Clinical & Administrative Medical Assistant certificate, Bryman College, 1995  
Over 25 years of experience in the medical field and 7 years as an instructor  
shawna.l@hsti.com

Ontario/Santa Ana/  
Temecula

## PHLEBOTOMY TECHNICIAN 1

**Noemi Hernandez, CPT-1:** Phlebotomy Technician Instructor Ontario/Temecula  
Master's Degree in Business Administration, University of Phoenix, 2018  
Bachelor of Science in Health Services, University of Phoenix, 2016  
Certified Phlebotomy Technician certificate & license, California Health Institute, 1997  
Over 25 years of experience in the medical field  
noemi.h@hsti.com

**Andrea Torres, CPT-1:** Phlebotomy Technician Instructor Ontario/Santa Ana  
Certified Phlebotomy Technician certificate & license, US Colleges, 2009  
Over 13 years of experience as a phlebotomist.  
andrea.t@hsti.com

**Tami Burke, CPT-1:** Phlebotomy Technician Instructor Temecula  
Certified Phlebotomy Technician certificate & license, AUMT, 2016  
Over 7 years of experience as a phlebotomist.  
tami.b@hsti.com

**Avis Hartley, CPT-1:** Phlebotomy Technician Instructor Santa Ana  
Bachelor's Degree in Business Administration, University of Phoenix, 2005  
Certified Phlebotomy Technician certificate & license, 2003  
Over 19 years of experience as a Certified Phlebotomy Technician 1  
avis.h@hsti.com

## COMPUTERIZED OFFICE & ACCOUNTING/ INTRODUCTION TO COMPUTER TECHNOLOGY

**Nancy C Brady:** COA/ICT Instructor Ontario/Temecula  
Computerized Office Specialist certificate, Computer Career Connection, 2002  
U.S. Navy Veteran with over 20 years vocational teaching experience in Windows,  
MS Office and QuickBooks Pro  
nancy.b@hsti.com

**Gita Singh:** COA Instructor Santa Ana  
Bachelor of Science Degree in Business Administration, CSUF, 2012  
Vocational Training certificate, University of San Diego, 1995  
Over 21 years vocational teaching experience in Windows, MS Office, and QuickBooks Pro  
gita.s@hsti.com

**Michael Tran:** COA/ICT Instructor Santa Ana/Ontario  
Computerized Office & Accounting certificate, HealthStaff Training Institute, 2018  
Over 13 years of experience in the field of computer applications  
michael.t@hsti.com

**Alma Aispuro:** ICT Instructor (English & Spanish) Ontario/Santa Ana/  
Temecula  
Computerized Office & Accounting certificate, HealthStaff Training Institute, 2021  
Over 3 years of experience in the field of computer applications  
alma.a@hsti.com

**Norma Whitford:** ICT Instructor Assistant (English & Spanish) Ontario/Santa Ana/  
Temecula  
MA Certificate, HealthStaff Training Institute, 2019 ; Certified TPM Instructor  
Over 13 years of experience in the field of computer applications & healthcare

### EKG TECHNICIAN

- Shawna LaMunyon, CBCS:** EKG Instructor Ontario  
Clinical & Administrative Medical Assistant certificate, Bryman College, 1995  
Over 26 years of experience in the medical field and 8 years as an instructor  
shawna.l@hsti.com
- Adrienne Robinson, Diploma Medical Assistant:** EKG Instructor Temecula  
Clinical & Administrative Medical Assistant certificate, Professional Career Institute, 1995  
Associated Degree in Business Management, BLS & CPR Certification  
Over 24 years of experience in the medical field and over 4 years as an instructor  
adrienne.r@hsti.com
- Sally Jimenez, CCAMA:** EKG Instructor Santa Ana  
Clinical & Administrative Medical Assistant certificate, National Education Center, 1986  
Over 34 years of experience in the medical field and a CAMA instructor with over  
9 years of teaching experience  
sally.j@hsti.com

### ELECTRONIC HEALTH RECORDS

- Shawna LaMunyon, CBCS:** EHR Instructor Ontario  
Clinical & Administrative Medical Assistant certificate, Bryman College, 1995  
Over 26 years of experience in the medical field and 8 years as an instructor  
shawna.l@hsti.com
- Adrienne Robinson, Diploma Medical Assistant:** EHR Instructor Temecula  
Clinical & Administrative Medical Assistant certificate, Professional Career Institute, 1995  
Associated Degree in Business Management, BLS & CPR Certification  
Over 24 years of experience in the medical field and over 4 years as an instructor  
adrienne.r@hsti.com
- Sally Jimenez, CCAMA:** EHR Instructor Santa Ana  
Clinical & Administrative Medical Assistant certificate, National Education Center, 1986  
Over 34 years of experience in the medical field and a CAMA instructor with over  
9 years of teaching experience  
sally.j@hsti.com