

2009 Student Catalog

January 1st to December 31st 2009



Excellence in Health Care Training

Diploma Programs

MA	Medical Assistant
ST	Surgical Technologist (CAAHEP Accredited)
DMS	Diagnostic Medical Sonographer (Ultrasound Technician)
MIB	Medical Biller/Office Management
MLTA	Medical Laboratory Technician Associate

Certificate Program

CPT-1*	Certified Phlebotomy Technician (Phlebotomist) Licensed by the California Department of Health Services
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Separate Campuses**

Main Newbridge College-Santa Ana
1840 E. 17th Street Suite 140
Santa Ana, CA 92705
(714) 550-8000

Branch Newbridge College-Long Beach
3799 E. Burnett Street
Long Beach, CA 90815
(562) 498-4500

NOTE:

*This program is too short for accreditation with our accreditation agency ACCSCT

**Newbridge College-Long Beach is accredited by the Accrediting Commission of Career Schools and Colleges of Technology as a branch location of the main school Newbridge College Santa Ana.

Catalog Preparation - This catalog was prepared by Newbridge College. The information contained herein applies to the academic years 2009. Curriculum, fees, expenses, and other matters described herein are subject to change without notice at the discretion of Newbridge College. For more information write or telephone the school above.

GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

Newbridge College is a private educational institution, incorporated in the State of California. The College is in compliance with the Department of Consumer Affairs (DCA) and agreed to voluntarily comply with the former Bureau for Private Postsecondary and Vocational Education rules and regulations. For enquiries please contact:

Department of Consumer Affairs: 1625 North Market Blvd, Suite S-308, Sacramento
California 95834, Telephone (916) 574-8200

The following programs are approved*	Clock Hours	Credit Hours	WEEKS	
			Day	Eve
Diagnostic Medical Sonographer, (Ultrasound Technologist)	1800	115.2	76	88
Surgical Technologist	1668	103.6	64	75
Medical Laboratory Technician Associate	720	44	30	36
Medical Biller / Office Management	720	45	30	36
Medical Assistant	720	45	30	36
Certified Phlebotomy Technician (CPT-1)	40	2	6	6

Instruction is provided on campus with facilities to accommodate up to 500 students at each location. We encourage students, friends and families to visit our schools and discuss personal, educational, and occupational plans with school personnel especially prior to potential students enrolling or signing enrollment agreements. Newbridge College -

- Is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (“ACCSC”); an institutional accrediting body recognized by the United States Department of Education. For inquiries please contact: **Accrediting Commission of Career Schools and Colleges of Technology**, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, Telephone (703) 247-4212
- Is accredited by the Commission on Accreditation of Allied health Education programs (CAAHEP) for the Surgical Technologist program
- Is approved for training Veterans and eligible persons under the provisions of Title 38, United States Code
- Is approved to offer Federal Financial Aid programs for eligible students to pay for a portion of tuition and fees; all students are encouraged to apply for assistance
- Does not provide instruction in English-as-a-second language

All information in the content of this school catalog is current and correct and is so certified as true to the best of my knowledge and belief by:



Dr. D. Thomas, CEO



INSTITUTIONAL PHILOSOPHY

Our Mission

To develop well-trained Healthcare professionals Employers want to hire

To provide well-trained graduates we

- Teach job-specific curriculums using industry-experienced Instructors
- Build student skill and confidence needed in the work place
- Provide strong Student Services and Career Services to get a graduating job

Labor Market

The Bureau of Labor Statistics, US Department of Labor, indicates 13 percent of all wage and salary jobs created between 2000 and 2010 will be in healthcare services. Nine of the 20 occupations projected to grow the fastest are concentrated in health services. This area already provides 11 million jobs in the U.S. job market.

Brief College History

- 1976 - Established as Going Places Travel School in 1976
- 1988 - College received initial accreditation from ACCSCT
- 1990 - College acquired and name changed to Newbridge College
- 1990 - College relocated to the city of Tustin
- 1992 - College program objectives expanded to include allied health programs
- 1995 - College relocated to its present location in Santa Ana
- 1999 - Surgical Technology program accredited by Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- 2004 - Branch location established in the city of Long Beach and approved by the Bureau for Private Postsecondary and Vocational Education on June 17, 2004
- 2004 - Received approval to disclose and advertise the facility as a branch location
- 2005 - College acquired by Newcoast College
- 2005 - Newbridge College-Long beach branch approved by the ACCSCT



Surgical Technologist (D.O.T #: 079.374-022)

PROGRAM OBJECTIVES

This program provides graduates with the knowledge and technical skills to obtain entry-level employment in hospitals, outpatient surgery centers, clinics, urgent care health facilities, and private surgeon offices. Students receive a balanced education in both didactic and clinical settings.

The Surgical Technologist (ST) functions as a member of the surgical team and works with surgeons, anesthesiologists, certified registered nurse anesthetists, registered nurses, and other surgical personnel. The ST delivers patient care before, during and after surgery. The ST also prepares the operating room with sterilized instruments, equipment, fluids, and supplies utilized in surgical procedures. The ST must anticipate the needs of the surgeon, passing instruments and providing sterile items in an efficient manner.

This program is divided into 10 course modules and an externship. Students are awarded credits as they progress and successfully complete each segment. Students must start with the first segment of any module and complete all modules in sequence until all modules are completed. Students participate in an externship only upon successful completion of all academic requirements.

On successful graduation (including all academic, attendance, and financial requirements) graduates will receive a Surgical Technologist Diploma. Graduates are then eligible to take the national certifying examination, administered by the Liaison Council on Certification for the Surgical Technologist.

COURSE DESCRIPTION

ST I ANATOMY, PHYSIOLOGY AND MEDICAL TERMINOLOGY. This course has these 3 modules;

MODULE 1 - ST I/I - Anatomy and Physiology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	9.6	Days	Evening
		4	5

This module includes Structural Organization, Cells/Tissues, Glands and Membranes, Skeletal System, Muscular System, and Medical Terminology.

MODULE 2 - ST I/II - Anatomy and Physiology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	9.6	Days	Evening
		4	5

This module includes the Reproductive System, Cardiovascular System, Blood/Lymphatic System, Urinary System, and Medical Terminology. Prerequisites include Anatomy and Physiology Module 1.

MODULE 3 - ST I/III - Anatomy and Physiology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	9.6	Days	Evening
		4	5

This module includes Nervous System, Sensory and Integumentary System, Digestive System, and Endocrine/Respiratory Systems. Prerequisites include Anatomy & Physiology Module 1 and Module 2.



ST II INTRODUCTION TO SURGICAL TECHNOLOGY, SURGICAL PHARMACOLOGY, SURGICAL TECHNIQUES AND SKILL DEVELOPMENT. This course has these 3 modules:

MODULE 1 - ST II/I – An Introduction to Surgical Technology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module covers orientation to surgical technology, standards of conduct, the surgical patient, and special populations. Prerequisites include Anatomy and Physiology Module 1, 2 and 3.

MODULE 2 - ST II/II – An Introduction to Surgical Technology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module covers the physical environment and safety standards, biomedical science, asepsis and sterile techniques and general patient care. Prerequisites include Anatomy and Physiology Module 1, 2, 3 and Introduction to Surgical Technology Module 1.

MODULE 3 - ST II/III – An Introduction to Surgical Technology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module covers surgical pharmacology and anesthesia, instrumentation, equipment, supplies, wound healing, sutures, needles, stapling devices, and surgical case management. Prerequisites include Anatomy and Physiology Module 1,2, 3 and Introduction to Surgical Technology Module 1, 2.

ST III SURGICAL PROCEDURES. This is an introduction to surgical procedures and practice, diagnostic procedures, general surgery, general/GI/GYN/GU/, ENT/plastic, ophthalmology, outpatient, orthopedics, neurosurgery, thoracic, C.V. and Peripheral C.V. This course has these 3 modules.

MODULE 1 - ST III/I – Surgical Procedures

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

Prerequisites include Anatomy and Physiology Module 1, 2, 3 and Introduction to Surgical Technology Module 1,2, 3.

MODULE 2 - ST III/II – Surgical Procedures

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

Prerequisites include Anatomy and Physiology Module 1, 2, 3 and Introduction to Surgical Technology Module 1,2, 3 and Surgical Procedures Module 1.



MODULE 3 - ST III/III – Surgical Procedures

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

Prerequisites include Anatomy and Physiology Module 1, 2, 3 and Introduction to Surgical Technology Module 1,2, 3 and Surgical Procedures Module 1, 2.

ST IV – LABORATORY / PRECLINICAL

This module provides hands-on training in the laboratory / preclinical environment where students prepare the operating room, set up surgical instruments and equipment, and perform mock surgical procedures. This is a Pass / Fail module.

CLOCK HOURS	CREDIT HOURS	WEEKS	
288	14.4	Days	Evening
		12	16

Prerequisites include Anatomy and Physiology Module 1, 2, 3 and Introduction to Surgical Technology Module 1, 2, 3 and Surgical Procedures Module 1, 2, 3.

ST V - CLINICAL EXTERNSHIP. Students receive hands-on training at a Hospital or other Clinical site. Students must be available days to attend the externship. The externship schedule hours are similar to normal industry schedules. This Externship has these 3 modules;

MODULE 1 - ST V/I – Clinical Externship

CLOCK HOURS	CREDIT HOURS	WEEKS	
192	6.4	Days	Evening
		7	7

Prerequisites include completion of all lower level courses.

MODULE 2 - ST V/II - Externship

CLOCK HOURS	CREDIT HOURS	WEEKS	
192	6.4	Days	Evening
		7	7

Prerequisites include completion of all lower level courses and Clinical Externship Module 1.

MODULE 3 - ST V/III - Externship

CLOCK HOURS	CREDIT HOURS	WEEKS	
132	4.4	Days	Evening
		4	4

Prerequisites include completion of all lower level courses and Clinical Externship Module 1, 2.

TEXTBOOKS

Includes: Essentials of Anatomy and Physiology (textbook plus study guide); Taber's Cyclopedic Medical Dictionary; Surgical Technology for the Surgical Technologist (textbook plus study guide); Instruments of the Operating Room.

EQUIPMENT

Includes operating tables, back table, mayo stands, ring stands, basic laparotomy instrument tray, minor laparotomy instrument tray, laparoscopy instrument tray, disposable hemoclia applies, orthopedic tray, D&C tray, hysterectomy and tonsil tray, x-ray view box, protective eye wear, disposable packs,



basin sets, suture material, needles, disposable gowns, gloves, sponges, syringes, mayo covers, marking pens, labels, draping materials, culture tubes, bovie, suction tubing, needle magnets, scrub brushes, head coverings, shoe covering, masks, wrapping sterilizing supplies, sterilizing tape, penrose drains, scalpel blades, towels, sheets, blankets, fluids, television, VCR, overhead projector, video library, PDR, Anatomical charts, and mock surgery models.

SCHEDULE

Day 8:00am to 2:00pm (64 weeks) Monday through Thursday
Evening 5:30pm to 10:00pm (82 weeks) Monday through Thursday

Diagnostic Medical Sonographer (Ultrasound Technician) (D.O.T #: 078.364-010)

PROGRAM OBJECTIVES

This program provides students with a well-balanced education through competency-based training combining didactic instruction and demonstration and performance of practical skills. On graduating from this program students have technical knowledge and clinical skills necessary to potentially gain entry-level employment as Diagnostic Medical Sonographer.

Sonographers perform diagnostic studies on patients using ultrasound equipment to produce images of the patient’s anatomical areas for diagnosis and interpretation by a Physician. Sonographers work in various organizations such as hospitals, clinics, imaging centers, and mobile imaging services.

The program is divided into 12 course modules and externship. Students must start with the first segment of any module and complete all modules in sequence until all modules are completed. Students participate in an externship only upon successful completion of all academic requirements.

On successful graduation (including all academic, attendance, and financial requirements) students receive a Diploma. Graduation from this program does not automatically qualify all individuals for ARDMS. Immediately upon graduation Students that do not possess a four year degree are likely not qualified to take the American Registry for Diagnostic Medical Sonography (ARDMS) examination until 12 months of paid employment as a Sonographer has been accomplished. For eligibility requirements, contact ARDMS at (301) 738-8401. This program is not accredited with CAAHEP which is a voluntary accreditation.

COURSE DESCRIPTION

DMS101 ANATOMY, PHYSIOLOGY & MEDICAL TERMINOLOGY. This course has 3 modules;

MODULE 1 - DMS101/I - Anatomy and Physiology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	9.6	Days	Evening
		4	5

This module includes Structural Organization, Cells/Tissues, Glands and Membranes, Skeletal System, Muscular System, and Medical Terminology.

MODULE 2 - DMS101/II - Anatomy and Physiology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	9.6	Days	Evening
		4	5

This module includes Reproductive System, Cardiovascular System, Blood/Lymphatic System, Urinary System and Medical Terminology. Prerequisites include DMS101 Module 1.



MODULE 3 - DMS101/III - Anatomy and Physiology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	9.6	Days	Evening
		4	5

This module includes Nervous System, Sensory / Integumentary System, Digestive System and Endocrine/Respiratory Systems. Prerequisite: DMS101 Module 1, 2.

DMS102 SONOGRAPHIC PHYSICS AND INSTRUMENTATION AND INTRODUCTION TO VASCULAR TECHNOLOGY. This course develops an entry-level knowledge of ultrasound machines. This course has the following 3 modules.

MODULE 1 – DMS102/I - Physics

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module provides an understanding of the physics of ultrasound, transducer, image formation and display. Prerequisites include DMS101 Module 1, 2, 3.

MODULE 2 – DMS102/II - Physics

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module introduces and provides an understanding of the ultrasound machine and includes knobology, Doppler, color flow, m-mode, 2-D scan, instrumentation and safety. Prerequisites include DMS101 Module 1, 2, 3 and Physics Module 1.

MODULE 3 - DMS102/III - Introduction to vascular technology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module is an introduction to vascular sonography, hemodynamics, spectral analysis, limited vascular anatomy and pathology; this module does not prepare students as Vascular Technologists. Prerequisite: DMS101 Module 1, 2, 3 and Physics Module 1, 2.

DMS 103 ABDOMINAL SONOGRAPHY AND SMALL PARTS. This course teaches students entry level abdominal examinations. This course has the following 3 modules

MODULE 1 – DMS103/I – Abdomen

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module develops knowledge of basic anatomy and the basic scanning skills of the Aorta, IVC, Liver and Gallbladder. Prerequisites include DMS101 Module 1, 2, 3.



MODULE 2 - DMS103/II - Abdomen

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This develops knowledge of basic anatomy and basic scanning skill of Gallbladder, Pancreas, Kidney, and Spleen. Prerequisites include DMS101 Module 1, 2, 3; and DMS 103 Module 1.

MODULE 3 - DMS103/III - Small Parts

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This develops basic knowledge of small parts anatomy and pathology. Prerequisites include DMS101 Module 1, 2, 3 and DMS 103 Module 1, 2.

DMS104 Obstetrical and Gynecologic Sonography; this develops students ability to perform entry level Obstetrical & Gynecological examinations. This has the following 3 modules.

MODULE 1 - DMS104/I - Gynecology

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module provides the basic knowledge of anatomy, pathology and skill to perform OB/GYN ultrasound procedures. Prerequisites include DMS101 Module 1, 2, 3.

MODULE 2 - DMS104/II - Obstetrics

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module provides the basic knowledge of anatomy, pathology and skill to perform first trimester pregnancy; it also covers basic anatomy of 2nd and 3rd trimester. Prerequisites include DMS101 Module 1, 2, 3 and DMS 104 Module 1.

MODULE 3 - DMS104/III - Obstetrics

CLOCK HOURS	CREDIT HOURS	WEEKS	
96	7.2	Days	Evening
		4	5

This module provides the basic knowledge of pathological condition of 2nd and 3rd trimester. Students learn to perform Obstetric ultrasound procedures in more detail. Prerequisites include DMS101 Module 1, 2, 3 and DMS 104 Module 1, 2.

DMS105 CLINICAL EXTERNSHIP. Students gain hands-on training. Students must be available days to attend the externship. The externship schedule hours are similar to normal industry schedules. This Externship has the following three modules.



MODULE 1 - DMS105/I - Externship

CLOCK HOURS	CREDIT HOURS	WEEKS	
192	6.4	Days	Evening
		8	8

Prerequisites include completion of all lower level courses.

MODULE 2 - DMS105/II - Externship

CLOCK HOURS	CREDIT HOURS	WEEKS	
192	6.4	Days	Evening
		8	8

Prerequisite: Completion of all lower level courses and DMS105/I-Echo Externship Module 1.

MODULE 3 - DMS105/II - Externship

CLOCK HOURS	CREDIT HOURS	WEEKS	
264	8.8	Days	Evening
		12	12

Prerequisites include completion of all lower level courses and DMS105/I-Echo Externship Module 1 and DMS105/II-Externship Module 2.

TEXTBOOKS

Includes Anatomy and Physiology by Scanlon, Diagnostic Ultrasound, Principles and Instruments by Kremkau; Sonography, Intro to Normal Structure Text by Arnez Curry; Clinical Sonography a Practical Guide by Sanders and Taber's Cyclopedia dictionary.

EQUIPMENT

Includes the latest technology in computerized teaching system by MEDSIM, examination rooms, supplies, videotapes and audiovisual demonstrations; CD-ROM Ultrasound software, tables, chairs, overhead projector; DVD, VCR, and television.

SCHEDULE

Day 8:00am to 2:00pm (76 weeks) Monday through Thursday

Evening 5:30pm to 10:00pm (88 weeks) Monday through Thursday

Medical Laboratory Technician Associate (DOT#: 078.687-010)

PROGRAM OBJECTIVES

This program is designed to prepare graduates for entry-level employment in clinical and hospital medical laboratories, blood banks, and research centers.

Students are taught a balanced blend of both didactic and practical instruction. Upon successful graduation students will have the necessary knowledge and technical skills to perform routine laboratory tests under the supervision of medical technologists or laboratory managers. The program is divided into six modules and externship. Student must complete all modules, starting with any module and continuing in sequence until all six modules are completed. Students participate in an externship only upon successful completion of all academic requirements.

Newbridge College is approved by the Department of Health Services, Laboratory Field Services Division, to provide Phlebotomy instruction. Graduates of the program will meet eligibility requirements for Phlebotomy Certification examination upon completion.



On successful graduation (including all academic, attendance, and financial requirements) students receive a Medical Laboratory Technician Associate Diploma and Phlebotomy Certificate of Completion. Most graduates gain entry level employment in the laboratory not as Medical Laboratory Technicians (which is a degree program and not provided at Newbridge).

COURSE DESCRIPTION

MODULE 1 - MLT 01 - Basic Concepts for the Laboratory Professional

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module is an introduction to the clinical laboratory including laboratory concepts, laboratory safety, quality control systems, and laboratory math and familiarization of diagnostic equipment used. Peak performance lessons are included to enhance basic life and career skills.

MODULE 2 - MLT 02 - Phlebotomy and Specimen Collection

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module provides the didactic and practical instruction needed to meet training requirements for certification as a phlebotomy technician. Students are taught the role and responsibilities of the phlebotomist, the regulations and regulatory agencies, safety and infectious disease control issues, legal and ethical issues in the phlebotomists work, the basics of infectious control, universal precautions and safety, anatomy and physiology of body systems with emphasis on the vascular system including blood components, proper selection and preparation of skin puncture sites with emphasis on patient care, blood collection equipment and appropriate disposal of sharps and biohazard waste, specimen processing and special procedures, and quality assurance and risk management. Peak performance lessons are included to enhance basic life and career skills.

MODULE 3 - MLT 03 - Hematology and Coagulation

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module includes anatomy and physiology of blood including blood cell formation, blood function and body composition as well as the basics of common hematological diseases and coagulation disorders, various hematological testing procedures by operating the automated hematological analyzer, and preparation and staining of blood smears. Students will be taught the coagulation mechanism and will learn how to perform coagulation testing. Peak performance lessons are included to enhance basic life and career skills.

MODULE 4 - MLT 04 - Serology and Immuno-hematology.

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module teaches the basic knowledge and practical experience of serological procedures, antibody-antigen reactions, and coagulation testing and blood typing. Students are taught the process of collection for blood donation and processing of blood units. Peak performance lessons are included to enhance basic life and career skills.



MODULE 5 - MLT 05 - Urinalysis and Microbiology

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module provides the basic principles of kidney physiology, urinary system, forms and classification of microorganisms, basic parasitology, safety in clinical microbiology, microscopic examination of urine sedimentation, selection of media for bacteria growth and identification, thick smear and wet mount preparation, staining of bacterial smears, use of microscopes, and performance of urinalysis with a urine chemistry analyzer. Peak performance lessons are included to enhance basic life and career skills.

MODULE 6 - MLT 06 Clinical Chemistry

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module includes preparation of specimens for chemistry testing, the understanding of principals of spectrophotometry, colorimetry, and quality control and then the safety procedures in performing chemistry testing. Students will do tests on a DuPont chemistry analyzer. Peak performance lessons are included to enhance basic life and career skills.

EXTERNSHIP

CLOCK HOURS	CREDIT HOURS	WEEKS	
240	8	Days	Evening
		6	6

Students get hands-on experience in clinical laboratory, hospital laboratory or related clinical settings. Students must be available days to attend the externship. The externship schedule hours are similar to normal industry schedules.

TEXTBOOKS

Includes Basic Clinical Laboratory Techniques; Complete Textbook of Phlebotomy and Taber's Cyclopedia Medical Dictionary.

EQUIPMENT

Includes: Laboratory safety videotapes (OSHA), computers, laboratory computer software, venipuncture and skin puncture technique video, television, VCR, overhead projector hematology analyzer, urine chemistry analyzer, centrifuge, micro-centrifuge, microscopes, blood chemistry analyzer, pipettes, incubator, refrigerator, charts, chemistry reagents, serological testing kits, media for bacterial growth, stains, syringes, needles, collection tubes, practice arm for venipuncture and disposable laboratory supplies.

SCHEDULE

Day	8:00am to 12:00pm	(30 weeks)	Monday through Friday
Afternoon	1:00pm to 5:00pm	(30 weeks)	Monday through Friday
Evening	6:00pm to 10:00pm	(36 weeks)	Monday through Thursday

Medical Biller/ Office Management (D.O.T 079.367-014)

PROGRAM OBJECTIVES

This program teaches the knowledge, competencies, and technical skills needed for entry-level



positions in medical establishments.

This course focuses on basic human anatomy, medical terminology, medical front office procedures, and submission of medical claims, managed care, insurance reimbursement, procedure and diagnostic coding; it provides a thorough understanding of all phases of billing and collection procedures for insurance carriers; students are taught to manage accounts receivables for a medical office including tracing a medical claim, appealing low payments, patient accounts, and preparing an account for collection; in-depth training on processing Workers Compensation claims, Personal Injury, Medicare, and Medi-Cal; and additional topics including HIPAA, CMS and OSHA.

The program is divided into six modules and externship. Students must complete all modules, starting with any module and continuing in sequence until all six modules are successfully completed. Students participate in an externship only upon successful completion of all academic requirements.

On successful graduation (including all academic, attendance, and financial requirements) students receive a Medical Biller / Office Management Diploma

COURSE DESCRIPTION

MODULE 1 - MIB01 Medical Terminology / Anatomy & Physiology

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

Students will learn elements, suffixes, root elements, word terminals, and combining vowels. Basic Human Anatomy is presented to give a better understanding of the body systems and functions. Students will be introduced to the job descriptions and responsibilities of all aspects of medical reimbursement/medical billing specialists; Introduction to the Health Insurance Portability and Accountability Act of 1996 (HIPAA); and the basics of health insurance. Peak performance lessons are included to enhance basic life and career skills.

MODULE 2 - MIB02 Medical Front Office Administration

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

Students will learn what it takes to work as a front office or admitting clerk in a medical facility. Knowledge and full understanding of medical-legal responsibilities, patient charting, medical records, telephone techniques, appointment scheduling, insurance verification, and an overview of forms that are used in a front office setting; introduction to all types of insurance plans, referral authorizations, and managed care guidelines. Students will be introduced to medical coding; diagnostic and procedural; Official coding guidelines and practices will be presented with in-depth practical application; Terminology and coding hierarchy rules and standards will be accomplished including and introduction to modifiers and claim form completion regulations. Peak performance lessons are included to enhance basic life and career skills.

MODULE 3 - MIB03 Medical Insurance Reimbursement / Coding

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

Students will continue to learn and apply diagnostic coding (ICD-9-CM), current procedural terminology (CPT), modifiers for higher reimbursement, importance of attaching proper documentation for appropriate payment, insurance carrier fee schedules, payment profiles for many carriers, pre auditing



charge tickets, importance of quality control, overview of the HCPC coding system used by Medicare for coding therapeutic and supplies, instruction of basics in healthcare, state and federal programs; thorough presentation of Medicare, Medi-Cal, TRICARE and Worker's Compensation programs with both state and federal rules. Peak performance lessons are included to enhance basic life and career skills.

MODULE 4 – MIB04 Computerized Medical Billing

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

Using the latest 10.0 version of Medical Manager Software and MediSoft software students will be trained in the basic fundamentals of computerized accounting system for a medical provider. Primary functions include patient registration, appointment scheduling, posting charges and payments, printing health insurance claim forms, patient statements and accounts receivable reports. Students will be guided through the hands-on preparation of a medical record with detailed instruction of the importance and legalities of all documents. Peak performance lessons are included to enhance basic life and career skills.

MODULE 5 - MIB05 Medical Collections

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

Students are taught the importance of educating a patient of the financial policies of your practice, all phases of claim follow-up and the appeals process for insurance companies; review of basic limitations on collection procedures for patient accounts and insurance carriers; the insurance commissioner, the State Bar Association and how medical providers file complaint; understanding of personal injury, worker's compensation, Medi-Cal, Medicare, and Disability Insurance programs' accounts receivable and collection process, actual training in Electronic health records (EHR) using Spring Charts; and understanding compliance under the rules and regulations of the Certification Commission for Health Information Technology (CCHIT). Peak performance lessons are included to enhance basic life and career skills.

MODULE 6 - MIB06 Managed Care

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

Student's gain a clear understanding of what managed care is, how it works, and the task and responsibility of the office staff; knowledge of insurance companies and provider contracts and requirements set forth in those contracts; review medical information management and technology; introduction to HMO, PPO, IPA, and MCO providers using the Windows-based program Medi-Soft, instruction and application of OSHA rules and Regulations and standards of operations for managing a medical facility and staff. Peak performance lessons are included to enhance basic life and career skills.

EXTERNSHIP

CLOCK HOURS	CREDIT HOURS	WEEKS	
240	8	Days	Evening
		6	6



Students are provided hands-on training in a Hospital, Clinic, or Private Billing company. Students must be available days to attend the externship. The externship schedule hours are similar to normal industry schedules.

TEXTBOOKS

Includes Quick Filing Practice – 5th Ed, Medical Terminology for Health Professions – 6th Ed, Administrative Procedures for MA – 3rd Ed, Step by Step Medical Coding 2008 WB & TB – 2007 Ed, 2008 ICD-9-CM Vol. 1,2&3 HCPCS – 1st Ed, CPT 2009 Professional Ed, Insurance Handbook Textbook w/workbook – 10th Ed, Computer Medical Office – 5th Ed., Medical Manager 10 – 1st Ed

EQUIPMENT

Includes Gregg Quick Filing Practice Kit; medical management, Medisoft, computer laboratory, printers, Office XP software, TV/VCR and overhead projectors

SCHEDULE

Day	8:00am to 12:00pm	(30 weeks)	Monday through Friday
Afternoon	1:00pm to 5:00pm	(30 weeks)	Monday through Friday
Evening	6:00pm to 10:00pm	(36 weeks)	Monday through Thursday

Medical Assistant (D.O.T 079.362-010)

PROGRAM OBJECTIVES

This program is designed to prepare students for entry-level positions as a Medical Assistant in either clinical and/or administrative capacity.

The course focuses on providing knowledge and understanding of basic human anatomy and common pathology. Students learn the use of medical terminology as it relates to the clinical environment. The instruction provides student with the skills for routine diagnostic laboratory procedures, understanding of administration of medications, entry-level skill proficiency required for assisting in routine patient examinations and surgical procedures. In addition, students will gain knowledge of the legal as well as ethical responsibilities outlined in the Scope of Practice.

The program is divided into six modules and externship. Students must complete all modules, starting with any module and continuing in sequence until all six modules are successfully completed. Students participate in an externship only upon successful completion of all academic requirements.

On successful completion, students will have the knowledge and technical skills to obtain entry-level employment in HMOs, medical clinics, chiropractic offices, and rehabilitation centers. On successful graduation students (including all academic, attendance, and financial requirements) will receive a Medical Assistant Diploma, EKG Certificate, Injection Certificate, OSHA and HIPAA Certificates and CPR health care provider level. Graduates are eligible to take the examination for Certification by the California Medical Assistant Association.

COURSE DESCRIPTION

MODULE 1 - MA01 Administrative Medical Assistant I

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module includes related terminology, anatomy and physiology, medical-legal aspects, and history of medicine, interpersonal communications, confidentiality, reception environment, appointment control, record management, professionalism, and telephone communications. Peak performance lessons are included to enhance basic life and career skills.



MODULE 2 - MA02 Administrative Medical Assistant II

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module includes related terminology, anatomy and physiology office management equipment, the patient's medical record, medical care expenses, credit arrangements, bookkeeping procedures, collection on overdue accounts, health insurance, Medical Insurance claims (preparation and processing), medical billing procedures, banking, and general management duties. Peak performance lessons are included to enhance basic life and career skills.

MODULE 3 - MA03 Specimen Collection and Laboratory Procedures

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module includes related terminology, anatomy and physiology, OSHA, HIPPA and CLIA regulations, laboratory safety, biohazard safety, microscope and basic diagnostic laboratory equipment, collection and handling of capillary and venous blood samples, bacterial smears and cultures, urine, sputum, and stool specimens. Peak performance lessons are included to enhance basic life and career skills.

MODULE 4 - MA04 Exam Room Procedures

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This class provides students with the necessary skills to assist in performing exam room procedures including: Preparing the patient for various types of examinations in a medical clinic, chiropractic office and other related clinical settings, positioning and draping, assisting the physician, language of charting by use of abbreviations and symbols, anatomy and physiology, instrument identification and usage, aseptic technique, diagnostic tests and procedures, EKG, minor surgical procedures, medical emergencies, CPR-health care provider level. Peak performance lessons are included to enhance basic life and career skills.

MODULE 5 - MA05 Pharmacology

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module includes related terminology, anatomy and physiology, medical-legal/ethical aspects, drug classifications, and dosage calculations; also use of the PDR, abbreviations and symbols, charting, pharmacy calls, and storing medications. Peak performance lessons are included to enhance basic life and career skills.

MODULE 6 - MA06 Administration of Medications

CLOCK HOURS	CREDIT HOURS	WEEKS	
80	6	Days	Evening
		4	5

This module includes conversion of orders to milligrams for injection, handling of and safety in using the syringe and needle, selecting correct size, anatomy-identifying correct site for injection, injection



technique of intra-dermal, subcutaneous and intramuscular (deep and Z-track), anaphylactic reaction, considerations of drug action and interactions and scheduling and delivery of immunization. Peak performance lessons are included to enhance basic life and career skills.

EXTERNSHIP

CLOCK HOURS	CREDIT HOURS	WEEKS	
240	6	Days	Evening
		6	6

Students are provided hands-on training in a Medical Office, Clinic, or a Health Maintenance Organization (HMO, PPO etc). Students must be available days to attend the externship. The externship hours are similar to normal industry schedules.

TEXTBOOKS

Includes Medical Terminology; Clinical Procedures for Medical Assisting; Dosage Calculations (Pharmacology) Book; Taber’s Cyclopedic Medical Dictionary and Administrative Procedures for Medical Assisting.

EQUIPMENT

Includes exam tables, sphygmomanometer, stethoscope, otoscope, ophthalmoscope, electrocardiograph equipment, various gowns and drapes, medical and surgical instruments, scales, syringes, needles, assorted laboratory and specimen collection supplies, centrifuge, microscopes, culture media, incubator, glucometer, 10-key calculators, bookkeeping equipment, insurance claim forms, assorted charting forms, TV/VCR and overhead projectors.

SCHEDULE

- Day** 8:00am to 12:00pm (30 weeks) Monday through Friday
- Afternoon** 1:00pm to 5:00pm (30 weeks) Monday through Friday
- Evening** 6:00pm to 10:00pm (36 weeks) Monday through Thursday

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURE

GENERAL STATEMENT

Applicants must be at least 18 years old or be a high school graduate or equivalent and pass an entrance examination to be eligible to enroll. A high school diploma, GED or official transcripts must be provided at the time of enrollment. All foreign high school graduates must provide diploma equivalency evaluation. Foreign college graduates must provide translated and notarized degrees. Applicants that do not have a high school diploma or GED are required to take an "Ability-to-Benefit" entrance examination (see below “Entrance Exams”) administered by an Independent Test Administrator (ITA).

The following are the specific admission requirements for each of the occupational training programs at Newbridge College.

Diagnostic Medical Sonographer

Must be a High School graduate or equivalent and have passed the CPAt entrance evaluation with a total score of 165 and satisfy one of the following:

- An Associate Degree or equivalent from an accredited college
- Graduate of a two year Allied Health education program that is patient care related. Allied Health Occupations include but are not limited to Diagnostic Medical Sonographer, Radiologic Technologist, Respiratory Therapist, Registered Nurse and Surgical Technologist



- Foreign graduates with a minimum of an Associate Degree or equivalent. All transcripts and documents must be in English and evaluated by a foreign education transcript evaluation organization
- Pass a program admissions examination, interview and obtain a favorable recommendation from the program director and or director of education or campus director

Important Note

On successful graduation (including all academic, attendance, and financial requirements) students receive a Diploma. Graduation from this program does not automatically qualify all individuals for ARDMS. Immediately upon graduation Students that do not possess a four year degree are likely not qualified to take the American Registry for Diagnostic Medical Sonography (ARDMS) examination until 12 months of paid employment as a Sonographer has been accomplished. For eligibility requirements, contact ARDMS at (301) 738-8401. This program is not accredited with CAAHEP which is a voluntary accreditation.

Surgical Technologist

Must be a High School graduate or GED.

Important Note

Surgical Technologist (ST) students are required to sign a statement of general health. Health screening examinations, pathology tests (if applicable), and/or immunizations for the ST students are required prior to clinical assignments. No ST student will be sent to externship prior to completing their immunization requirements

Medical Laboratory Technician Associate

Must be a High School graduate or GED.

Medical Assistant

Must be a High School graduate or GED and/or successfully pass the Ability-to-Benefit examination administered by an Independent Test Administrator (ITA).

Medical Biller /Office Management

Must be a High School graduate or GED and/or successfully pass the Ability-to-Benefit examination administered by an Independent Test Administrator (ITA).

Applicants are interviewed after completing their application for admission and are given a tour of the campus and other information regarding the nature of the program(s) interested in; applicants are provided a catalog after enrollment.

An Admissions Representative or other designated person normally will determine if the applicant meets the minimum admission requirements for a program of interest. If the applicant is not a high school graduate or equivalent an Admissions Representative or other appropriately designated person may then provide the applicant with a list of approved centers in the area that offer GED classes and testing. The Admissions Representative or another appropriately designated person may also assists the applicant in coordinating and scheduling appointments.

Note well: Certain national and/or state licensing or certification requirements or options may be required for each of the occupational training programs. Contact the respective department for specific information.



ENTRANCE EXAMS

Ability-to-Benefit Students

CPAt	Minimum Passing Score	Wonderlic	Minimum Passing Score
Language Usage	42	Verbal	200
Reading Skills	43	Quantitative	210
Numerical Skills	41		

1. CPAt and Wonderlic Students (**Note** - students may be given either exam)

CPAt	Minimum Passing Score
Diagnostic Medical Sonographer	165
Surgical Technologist	145
Medical Laboratory Technician/Associate	140
Medical Assistant	118
Medical Biller/Office Management	118
Wonderlic	Minimum Passing Score
Diagnostic Medical Sonography	20
Surgical Technologist	16
Medical Laboratory Technician/Associate	15
Medical Assistant	13
Medical Biller/Office Management	17

Note:

1. A students has up to 3 attempts to pass the entrance exam (Wonderlic and CPAt exams)
 - a. If a student fails the first exam they must wait a minimum of 7 calendar days before retaking the exam (i.e. the second exam)
 - b. If a student fails the second exam a student must wait a minimum of 60 calendar days from the time of the first exam to retake the exam (i.e. the third exam)
2. Passing scores are valid for one calendar year from the date of the exam passed
3. A student re-entering school into a program different from the original enrollment may be required to retest for eligibility for program entry
4. A student that is dropped or withdrawn and returns at least one calendar year from the date of the exam may need to retest for eligibility
5. A student retaking an exam will take a different version of the exam each time

POLICY FOR EVALUATION OF CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Newbridge will conduct an evaluation of previous education and training for all eligible applicants, grant appropriate credit, shorten the training period proportionally, and notify the student accordingly. The college will maintain a written record of the previous education and training of veterans and eligible persons, the record will clearly indicate that credit has been granted, if appropriate, with the VA and the student being notified accordingly. At least one business day prior to the applicant being allowed to sit in courses or engage in externship, an **Advanced Standing Worksheet** must be completed and signed. The worksheet must be supported with evidence of previous training and all training evaluations completed.

NON-DISCRIMINATION & DISABILITY SERVICES / ACCOMODATION

Newbridge College does not discriminate on the basis of sex, age, race, national origin, creed,



religion or handicaps that would not preclude employment or enrollment within their selected program area, or in Admissions, Counseling, Training, Placement and Employment, or any other services. The college is committed to providing equal educational opportunities for qualified candidates with disabilities in accordance with State and Federal laws and regulations, including the American Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities the school will provide accommodations and auxiliary aids and services to the extent necessary to comply with State and Federal laws. For each student these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the School Director.

ATTENDANCE & ACADEMIC POLICIES

Regular class attendance and being on time helps students develop good habits and attitudes necessary to compete in the job market. Attendance is monitored and recorded daily. It is the responsibility of the student to notify the school in advance to advise if they will be absent or late, just as it is necessary to inform an employer. Strong attendance often helps student employment prospects.

1. Absence

Absences equal to or in excess of 30% of any module or term, or 30% of the cumulative hours scheduled for the program, may lead to dismissal from school for a full module, and may be extended in some cases. Students may be dismissed from the program if their attendance does not improve or their grades have been affected. If students are absent more than 30% of a module, term or course, they will be required to repeat the module, term or course. Note: for a course with externships, attendance is required for 100% of scheduled hours (see # 4). Satisfactory attendance is a minimum policy. Individual programs may require stricter attendance in order to assure that the student meets the program requirements. Attendance will reflect upon a student's grade in the program. Absences may not be made up for purposes of removing absences. Students are encouraged to schedule personal appointments, such as medical and dental, before and after school hours. Students should notify their instructors if they plan to be tardy or absent. There are no excused absences. However, students must make up absences that occur during externship to ensure that the required extern hours are completed prior to graduation.

Students who have been absent from their scheduled classes for 14 consecutive school days not including holidays will be automatically dropped from the program. Students will be issued an **Attendance Warning Letter** when they reach 20% or more absences of any module or term. Students will be required to repeat a module or class when they reach absences of 30% or more of any module or term.

Military:

Students who participate in military duties and are absent from their scheduled classes for 12 consecutive school days will not be dropped and will be offered an approved Leave of Absence (LOA); students must provide appropriate official written documentation verifying the required military leave and the length of time requested.

2. Tardiness & Early Departure

Tardiness and early departure is a disruptive to a learning environment. Students arriving or leaving outside the scheduled class hours may receive a tardy on their attendance record. Excessive tardies and/or early departures may lead to probation or dismissal from school.

3. Make-up Work and Exams

Students are required to make-up all course work missed due to absenteeism. Note that Newbridge does not permit students to make up absences that accrue on their attendance record; students must make up absences in externship to ensure the required hours and program requirements are met prior to graduation. The instructor may assign additional make up work to be completed for each absence. Students are responsible for arranging time with



the instructor for make-up work and exams. Arrangements to take tests and/or quizzes missed due to absence or tardy can only be made with the instructor's approval. Hours of make-up work cannot be accepted as hours of class attendance.

4. Clinical Externship Training

Externships enable students to work with patients/clients and apply the principles and practices learned in the classroom. Students will learn under the direct supervision of qualified personnel in participating institutions/businesses and under the general supervision of the school staff. If a student is going to be absent from the externship site they are required to notify their designated supervisor and the school staff member should an absence occur. Students are required to make up absences that occur during externship training to ensure that 100% of required hours are completed prior to graduation. Students are evaluated by their supervisory personnel and evaluations are placed in the students' permanent records. Students are required to arrange and pay for their own transportation to and from their assigned clinical or externship experience. Note: The college contracts with and provides Students with externships; the college makes a concerted effort to balance Student experience, travel time, personal circumstance and overall Student body needs but cannot guarantee that either a externship site will be immediately available on completion of the didactic period and may require a waiting time for a site to open nor that the site fits the students personal needs; some sites may require travel of up to 50 miles from their campus. Students are required to submit to the college weekly timesheets from their extern sites. Externship guidelines and requirements for each program can be obtained from the Program Director. Students can expect the hours and days to vary according to the host site. For some programs, an externship site may be 50 miles or more from the school. Students will earn a "Pass/Fail upon successful completion of externship determined by guidelines and requirements for each program."

LEAVE OF ABSENCE ("LOA")

Students may request a Leave of Absence (LOA) in case of serious illness, death in the family, or other emergency circumstances. Students must submit a written request outlining the circumstances and duration of leave prior to taking an LOA. Written requests are reviewed on an individual basis and must be approved by the School Director. LOA requests for medical purpose require medical documentation.

Failure to return from a LOA: Students who fail to return to class as scheduled following a LOA will be terminated from the program and the college will invoke the Cancellation/Refund Policy. As required by federal statute and regulation the students last date of attendance prior to the leave of absence will be used in order to determine the amount of tuition and funds the college earned. Students who have received Federal Student Loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse impact on the student loan repayment schedules. Students making regularly scheduled tuition payments to the college remain under that obligation during a LOA. Students will not be eligible for any financial aid assistance while on an LOA and are responsible for making school payments.

Federal Loan programs provide students with a "grace period" which delays the student obligation to begin repaying their loan debt for 6 months (180 days) from the last day of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted forcing the borrower to begin making payments immediately.

Effects of LOA on Satisfactory Academic Progress: Students contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time (a) students returning from LOA are not guaranteed that the module required to maintain the normal progression will be available at that time of reentry, (b) they may have to wait for the appropriate module to be offered, (c) they may be required to repeat the module from which they withdrew prior to receiving a final grade and (d) Financial Aid and/or



tuition costs may be affected.

GRADING AND PROGRESS SYSTEM

Students are graded by objective written tests based on materials presented in class lectures and required assignments, as well as on the acquisition of practical demonstrable skills. Any assignment not submitted timely or any test missed will be graded as an "incomplete". If approved by their instructor and as provided in make-up work and exams section, students are allowed one week to make up required tests or missed work to improve a grade. If a student does not complete the required class work or assignments and tests within the one week time period a "F" or "0" will be averaged in with the students' other grades to determine GPA and will remain as a permanent grade on the student's record. An "Incomplete" cannot be given as a final grade. Externships are graded on a pass/fail basis. Newbridge uses the following grading system:

PERFORMANCE	GRADE	VALUE
Excellent	A	4.0
Good	B	3.0
Average	C	2.0
Failure	F	0
Incomplete	I	
Passing	P	
Withdraw	W	
Repeat	R	
Withdraw failing	WF	
Withdraw passing	WP	
Transfer Credit	E	

SATISFACTORY ACADEMIC PROGRESS

The Higher Education Act mandates that institutions of higher education establish minimum standards of "SATISFACTORY ACADEMIC PROGRESS" for students receiving financial aid. Newbridge College applies these standards to all students, regardless of whether or not they are financial aid recipients.

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by Newbridge College. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and laboratory/practical), attendance and other criteria and observations as the school deems appropriate in the training of technical personnel.

Student progress will be measured at the end of each module or term. In order to maintain satisfactory academic progress a student must:

- Maintain a grade percent average of at least 70%
- Progress at a satisfactory rate toward completion of their programs
- Complete the training programs within 1½ times the published program length

To maintain Satisfactory Academic Progress

A student attending on a full time basis has a maximum time frame in which to complete all graduation requirements as follows:

	Scheduled	Maximum Attempts
Program Title	Credit Units	Credit Units
Medical Assistant	44	66



Medical Biller / Office Management	44	66
Medical Laboratory Technician Associate	44	66
Surgical Technologist	103	155
Diagnostic Medical Sonographer	115	173

PROBATION

Students who fail to maintain Satisfactory Academic Progress as specified above will be placed on probation for the duration of the following scheduled period. To be removed from probation status, students must show improvement and meet the minimum progress requirements by the next scheduled progress verification point. Students who fail to show improvement will be dismissed. Students eligible for veteran benefits who fail to meet satisfactory attendance and/or academic progress shall be placed on probation. When probation leads to dismissal these students will be deemed ineligible for certification for veteran benefits and will not be re-certified for benefits until the progress deficiencies are corrected.

TERMINATION

A student will be terminated, if at the end of a probationary period, the student has not corrected all progress deficiencies. A student may be terminated for noncompliance of any school policy.

REINSTATEMENT & STUDENT APPEAL PROCESS

Once terminated, a student may request reinstatement by reapplying for enrollment. The student may be granted reinstatement at the discretion of the School Director. Students must initiate the process by submitting a written request for a waiver of the policies in place if they believe there are extenuating circumstances. A decision is normally provided within 14 working days from the date the appeal is submitted. Students terminated for failure to maintain attendance and/or academic progress and who are granted reinstatement will be placed on probation automatically for the first 30 days of attendance.

TRANSFER OF CREDIT

Newbridge can accept a maximum of 15% of the total credits to complete a program as transfer credits. The college reserves the right to accept or reject any or all credit units earned at another institution at its own discretion. The college will review previous education and training and adjust credit and tuition where appropriate, in accordance with the Department of Veteran Affairs Regulation CFR 21.4253(b)(3). At any time during the enrollment process the student can request to have their transcript reviewed for transfer of credit. The student will receive an "E" grade on their transcripts for credits transferred which will count as credits attempted and successfully completed but will not be calculated into a students' GPA. Newbridge does not guarantee the transferability of credits earned at other institutions and this is always at the sole discretion of Newbridge College.

GRADUATION REQUIREMENTS

To graduate, students are required to complete a prescribed course of study with a cumulative Grade Point Average (GPA) of 2.0 (C) and discharge all financial obligations to the school. Students completing these requirements will receive a diploma in their program of study.

DRESS CODE

Students must wear campus issued uniforms and a student ID while on campus. Tennis shoes must be worn at all times. No sandals or open toed shoes are permitted in the classroom . While in the Lab there may be other items required such as a lab coat, mask, goggles, or other safety items as



deemed necessary by the school. Students must also follow individual programmatic dress code requirements

CONDUCT

Students attending Newbridge College are expected to treat all personnel, other students, and the premises with consideration. Graffiti on walls, equipment, or furniture is not tolerated. The school buildings and campus are smoke free environments. No smoking is permitted on the perimeter of the school or in the parking lot. Smoking, eating, and visiting are not permitted in the classroom. The School Director may suspend or terminate a student for any of the following reasons: cheating, serious incident of an intoxicated or drugged state of behavior, possession of drugs, alcohol or weapons on school premises, stealing property of another student or school property, creating a safety hazard to other persons at the college, disobedient or disrespectful behavior to another student, an administrator or faculty member, or any other determined infraction of conduct including smoking in and around the school facilities.

FACILITIES

Newbridge College-Santa Ana is the main facility and located in the city of Santa Ana, near the 5 Fwy and 55 Fwy. The campus is contained in a facility of approximately 16,000 square feet consisting of classrooms, laboratory areas, conference facilities, and administrative offices. The facilities meet all applicable city occupancy and fire safety codes. The classroom facilities are designed to accommodate classes from 5 to 35 students. Student parking space is available and the facility is easily accessible by public transportation.

Newbridge College-Long Beach is a branch of the main school located in the city of Santa Ana, CA. The branch facility is located near the 405 Fwy and consists of approximately 16,000 square feet of classrooms, laboratory areas, conference facilities, and administrative offices. The facilities meet all applicable city occupancy and fire safety codes. The classroom facilities are designed to accommodate classes from 5 to 35 students. Student parking space is available and the facility is easily accessible by public transportation.

CHANGE OF PROGRAM

Newbridge College reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials, scheduled hours and books, to remain current with industry standards and advancements in technology, as necessary. Any changes in tuition will not affect those students already enrolled.

INSTRUCTIONAL EQUIPMENT

The school has the necessary equipment to provide appropriate lecture and laboratory practice. The training and instructional equipment used is of the type and variety typically found in industry. Instructional equipment and materials are frequently evaluated and updated to ensure that students are trained to achieve the level of competency required.

CREDIT HOUR SYSTEM

Newbridge College has adopted the Quarter Credit Unit System.

- 10 or more lecture hours to 1 Quarter Credit Unit
- 20 or more supervised lab hours or documented independent study activities to 1 Quarter Credit Unit
- 30 or more Externship/Internship hours to 1 Quarter Credit Unit

A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work.



PROGRAM COSTS & FEE SCHEDULE

- **Medical Assistant**
- **Medical Biller / Office Management**
- **Medical Laboratory Technician Associate**

Tuition Fee	\$12,900
Registration Fee	\$75
Books & Supplies	Included
Total	\$12,975

- **Surgical Technologist**

Tuition Fee	\$23,900
Registration Fee	\$75
Books & Supplies	Included
Total	\$23,975

- **Diagnostic Medical Sonographer (Ultrasound Technician)**

Tuition Fee	\$31,900
Registration Fee	\$75
Books & Supplies	Included
Total	\$31,975

The tuition outlined in this fee schedule cover the entire period of enrollment.

STUDENT RIGHTS

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment and tuition receipts or canceled checks to verify the total amount of tuition paid. Such information may substantiate a claim for reimbursement.

CANCELLATION, WITHDRAWAL AND REFUND RIGHTS

The school employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the school retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

Cancellations

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment



Agreement. Notice of cancellation may be given by mail, hand delivery or Fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will receive a full refund of all money paid if they withdraw no later than the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the applicant has not commenced training.

Students that have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within five days following a tour of the school facilities. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition.

Institutional Refund Policy: In calculating any tuition refund due, the period of enrollment is from the first day in class to last date of recorded attendance. The time and percentage or fraction of attendance will be determined by the time of attendance divided by the total hours scheduled to complete during the billed payment period of the program. In all cases, a students who withdraw, or who are suspended or expelled, or fail to attend classes for 14 consecutive days, the following minimum refund policy shall apply.

The refund of tuition fees (excluding equipment and registration fees) shall be equal to the total amount of tuition billed for the enrollment period multiplied by the fraction or percentage of time remaining. ***Pro-rata Refund Hypothetical Example: A Student who completes 20% (or 1/5th) with educational costs of \$1,075 will receive a prorated refund of 80% less a \$75 registration fee or \$800. Refund amounts of three dollars or less will be retained by the school.*** All refunds will be made within 30 days from the date of withdrawal (as described in par. 1 and 3 above). If the student does not return from an approved Leave of Absence, refunds will be made within 30 days from the end of the Leave of Absence. Within 10 days of any refund the Student will receive a Notice of Refund stating the amount of the refund and to whom refund was made. For Students receiving Federal Title IV financial aid or other tuition assistance, any tuition refunds will be made first to any Title IV lender and/or other tuition lender up to the amount of such disbursement. Any additional refunds will next be made to other Title IV funding source accounts or any other sponsoring source up to the amount of such disbursement. Any additional refunds due will be made to the Student or sponsor. Any overpayment of monies disbursed for non-tuition educational expenses will be based on the percentage of time completed over the total time in that payment period. The Student will be responsible for the repayment of any such overpayment. The refund for non-tuition educational expenses, if any, will be made to the appropriate agency account or individual.

IF YOU OBTAIN A LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE ENTIRE AMOUNT OF THE LOAN PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

If you default on a government student loan, the government may do the following:

1. Apply any income tax refund to reduce the balance owed on the loan
2. You may not be eligible for any other federal financial aid assistance for education at a different school or for government housing assistance until the loan is repaid.

Federal Refunds

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.



To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, withdrawal or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.



Return of Unearned SFA Program Funds

The school must return the lesser of:

- The amount of SFA program funds that the student did not earn, or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant

Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the school to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (or his or her parents in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

- 1 Unsubsidized Federal Stafford Loan Program;
- 2 Subsidized Stafford Loan Program;
- 3 Unsubsidized Federal Direct Stafford Loan Program;
- 4 Subsidized Federal Direct Stafford Loan Program;
- 5 Federal Perkins Loan Programs;
- 6 Federal PLUS Loan Program;
- 7 Federal Direct PLUS Loan Program;
- 8 Federal Pell Grant Program;
- 9 Federal Supplemental Education Opportunity Grant (FSEOG) Program;
- 10 Other federal, state, private and/or institutional sources of aid; and
- 11 The student.

Workforce Training and Education Coordinating Board Refund Requirements

The school will calculate refunds using the Workforce Training and Education Coordinating Board Refund Requirements and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

For the purpose of determining a refund under the Workforce Training and Education Coordination Board Refund Requirements, refunds for students who withdraw after starting school or are terminated by the school will be computed as follows: (see over)



A Student Who Withdraws or Is Terminated	Is Entitled to Refunds of	The Institution is Eligible to Retain
During the first week of instructional time, whichever is less	90% of Tuition	10% of Tuition
After the first week or 10%, but prior to completion of 25% of the contracted instructional time	75% of Tuition	25% of Tuition
After the first 25%, but within 50% of the contracted instructional time	50% of Tuition	50% of Tuition
After completion of more than 50% of contracted instructional time		100% of Tuition

Institutional Refund Calculation

For students attending this campus who terminate their training before completing more than 60 percent of an enrollment period (academic year), the school will perform a pro rata refund calculation.

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

The school may retain the entire contract price of the period of enrollment – including tuition, fees and other charges – if the student terminates the training after completing more than 60 percent of the enrollment period.

Veteran Students

The Veterans Administration has established rules and regulations pertaining to refund policy and procedures. The Financial Aid Department can provide this information upon request.

Financial Assistance

This Campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account or to the lender if they received a federal loan.

The following are descriptions of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available



from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through the agencies.

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Stafford Loan (FSL)

Formerly the Guaranteed Student Loan (GSL), this low interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half time status, terminates training or graduates.

Federal Parent Loan for Undergraduate Students (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

Sallie Mae Alternative Loan Program (SLM)

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

Past Due Account

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to catch up their account in a timely manner, may be subject to college disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. Newbridge College reserves the right to withhold a student's transcripts until the account is brought current.

STUDENT SERVICES

ADVISING

Student advising is an integral part of the teaching process and the delivery of supportive services provided to students. An outside counseling referral service is available for our students to advise them and, if possible, assist students overcome any difficulties they may encounter in the school. Students are encouraged to take advantage of this service, whenever difficulties arise.

CAREER SERVICES

While the school provides assistance with job placement no guarantee for employment or income level is made. Agencies and companies contact the school for likely candidates for employment. The Career Services office provides graduates with job leads and may arrange for an interview with prospective employers. The Career Service office meets with graduates on an individual basis to provide training where special attention is given to such topics as resume preparation, job search interview techniques, how to retain employment, and career advancement.

HOUSING

The school does not maintain housing for students, nor does it make specific recommendations regarding housing. However, some accommodations are available in the community.



TRANSPORTATION

Public transportation is available with stops located close to the campus. It may also be possible for students to arrange for transportation by another student if schedules are compatible.

REFERENCE MATERIALS

The school maintains a number of reference materials including: books, magazines, and other pertinent trade publications as well as audio and visual instructional aides. Reference materials are kept for use on campus and/or arrangements can be made with the office for home use.

FINANCIAL AID

Newbridge College is an institution recognized by the U.S. Department of Education and approved to offer the following financial aid Title IV programs for qualified students.

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Parent Loan to Undergraduate Students
- Subsidized and Unsubsidized Stafford Loan

Additional information can be obtained from the Financial Aid Office.

FINANCIAL AID POLICIES & PROCEDURES

Newbridge College has developed the following procedures and policies for students applying for Federal financial aid assistance:

- Application for financial aid must be completed prior to starting classes, unless other arrangements have been made
- Documentation of information supplied in the application will be required only of students selected by the U.S Department of Education. Students selected for verification will be notified and informed of the supporting documentation required. The school will use as its reference the most recent verification guide supplied by the U.S Department of Education. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The school will notify the student of the result of the verification and any other documentation needed. The school will assist the student in correcting any information that is inaccurate
- No Pell or Campus Based Funds (for eligible courses) will be disbursed prior to verification. If the documentation required for verification is not received within 60 days, the financial aid that might have been due may be forfeited and the student will be held liable for immediate payment of tuition and other charges
- If a student supplies inaccurate information or false documentation and fails to correct it after being advised by a Financial Aid official, the school must refer the case to the Department of Education for resolutions. Unless required by the U.S Department of Education, no financial aid will be disbursed and the student will be liable for immediate payment of all tuition and other charges
- The student is responsible for timely and accurate application for Federal financial aid assistance

STUDENT RECORDS & RIGHT OF PRIVACY

In compliance with Public Laws 930380 of 1974 the Family Educational Rights and Privacy Act, Newbridge College has adopted policies and procedures that permit students the opportunity to review their educational records on written request to the School Registrar. Educational records refer to the records, files, documents, and other material containing information directly related to the student. State law requires the school to maintain these records for a minimum of five years. Grades



and transcripts are maintained indefinitely. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are the sole possession of the faculty, staff or school. These items are not accessible or revealed to any other individual. Newbridge College will not permit access to or release of educational records without the written consent of the student.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs caller to treatment centers in the local community is available through Student Services. Newbridge College prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If a student suspects someone under the influence of any drug (or alcohol) they should immediately contact the School Director. Violations of this policy may lead to discipline include expulsion of the student and notification of Law Enforcement. In certain circumstances students may be referred to counseling sources and abuse centers and continued enrollment is subject to successful completion of any prescribed counseling or treatment program

CRIME AWARENESS

Newbridge College is in compliance with the Crime Awareness and Campus Act of 1990, monitors, reports and provides yearly statistical information involving campus crimes. The most current statistics are posted at each campus and can also be provided by the School Director.

STUDENT COMPLAINT & GRIEVANCE PROCEDURE

Students who are experiencing problems with the school or its employees or who have concerns or complaints of any kind are encouraged to bring them to the attention of their instructor. If within reasonable time, the concern or complaint is not resolved, the matter should be brought to the attention of the School Director. Unresolved complaints may be directed to:

The Department of Consumer Affairs

1625 North Market Blvd., Suite S 308, Sacramento, CA 95834, (916) 574-8200

All schools accredited by the Accrediting Commission for Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. In addition, students may receive comparable program information related to tuition and program length by contacting the Accrediting Commission of Career Schools and Colleges of Technology. To file a complaint or obtain comparable program information, contact the commission at:

Accrediting Commission of Career School and Colleges of Technology (ACCSCT)

2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201, (703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained from the Campus President

VETERAN'S BENEFITS

Newbridge College is approved for the training of veterans and eligible veterans' dependents. Students sponsored or assisted by the Veterans Administration may receive assistance from Registrar's office in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (see policies section of the catalog for more information.) Students receiving veterans' benefits must report all prior education and training before attending. We will evaluate prior credit, maintain a written record, and accept that which is appropriate. The time to complete the program and



the total tuition will be reduced proportionately and the US Department of Veterans Affairs will be notified.

GOVERNING BODY, OFFICIALS & FACULTY

Governing Body, Board of Directors

Dr. D. Thomas, Dr. S. Egglund, B. Kim

Officials

Dr. D. Thomas CEO & President; A. Robertson VP Operations & Chief People Officer; C. Arnink VP Financial Aid & Chief Compliance Officer; S. Mechling VP Accounting & Chief Financial Officer

Administration

L. Rhodes, Campus President-Santa Ana; D. Day Campus President-Long Beach; B. Gross, Regional Director of Admissions

Faculty – Santa Ana

A. Rios - Medical Assistant

Riverside Community College, Moreno Valley, CA; Emergency Medical Technician, US Colleges, Riverside, CA; Phlebotomy Certificate, US Colleges, Riverside, CA

A. Thomas – Surgical Technology

Loma Linda School of Medicine, Loma Linda, CA

D. Diab, MS, CLS, MT (ASCP) – Medical Laboratory Technician Associate

Williamsfort, Pennsylvania, School of Medical Technology; University of Alexandria, Egypt

D. Tuggle - Medical Billing / Office Management

Cypress College, Cypress, California

J. Salazar - Surgical Technology

Newbridge College, Santa Ana, CA

K. Patel, B.S/RDMS (Abdomen, OB/GYN) - Diagnostic Medical Sonography

Gujarat University, India

K. Smith – Medical Assistant

Corpman, US Navy, Irvine Valley College, AA, Pre-Nursing

L. Rahman, MBBS/MS – Medical Laboratory Technician Associate

General Medicine and Surgery, Bangladesh Institute of Child Health, Dhaka, Bangladesh; Pediatric Surgery, Chittagong Medical College, Chittagong, Bangladesh

M. Mehta, ARDMS - Diagnostic Medical Sonography

University of Bombay, India

S. Cantero - Medical Billing / Office Management

S. Bates – Surgical Technology

Certified Surgical Technologist, ST Diploma Glendale Career College

Faculty – Long Beach

A. Salem, MD, RDMS (Abdomen, OB/GYN) – Diagnostic Medical Sonography

Aleppo University of Medicine, Aleppo, Syria

D. Silver, PhD - Licensed Clinical Laboratory Scientist

University of Illinois, University of Minnesota

D. Odum, CMA - Medical Assistant



I. Frazeli, MD – Medical Laboratory Technician Associate

Certified in Hematology and Cytopathology, Certified Phlebotomist Eastern Kazakstan State University, Kazakstan

J. Ballesteros, MD – Surgical Technology

University of Santo Tomas, Manila, Philippines; B.S. Arts/Pre-Medicine; University of Negros Occidental, Philippines; A.A. Pre-Law; Silliman University Negros Oriental, Philippines

K. Arnold – Medical Insurance Billing & Coding / Medical Office Management

Medical Practice and Hospital Administration and Pre-Nursing; Kirby College, Liverpool, UK

M. Akkinepalli – Diagnostic Medical Sonographer

Certificate of Ultrasound Technology, Cypress College; Certificate in Vascular Scanning, UCSD Medical Center; Associate Degree Computer Programming Cerritos College; RDMS Certified; Bachelors Business Management UOP La Mirada

M. Garcia – Surgical Technology

University of California, Los Angeles, California; Surgical Technology, Newbridge College, Santa Ana, CA; Nationally Certified Surgical Technologist

M. Khoram – Surgical Technology

Medical Training, Afghan University Peshawar, Pakistan; Surgical Technology, Newbridge College, Santa Ana, CA; Nationally Certified Surgical Technologist

K. Parsa – Medical Laboratory Technician Associate

Shiraz University Bachelor in Social Sciences, Master of Arts in Sociology, Associate Degree in Medical Laboratory Technology; AMT Certified as Medical Technologist and Medical Laboratory Technician; Phlebotomy Certificate

T. King, CST - Surgical Technology

California Paramedical and Technical College

S. Moin, MD, ARDMS – Diagnostic Medical Sonography

Hawabshah Medical College, Pakistan



2009 School Calendar and Class Schedule

MEDICAL ASSISTANT				MEDICAL BILLER/OFFICE MANAGEMENT				MEDICAL LABORATORY TECHNICIAN ASSOCIATE			
AM & Afternoon Start Dates	AM & Afternoon End Dates	Evening Start Dates	Evening End Date	AM & Afternoon Start Dates	AM & Afternoon End Dates	Evening Start Dates	Evening End Date	AM & Afternoon Start Dates	AM & Afternoon End Dates	Evening Start Dates	Evening End Date
1/5/2009	8/5/2009	1/5/2009	9/18/09	1/5/2009	8/5/2009	1/5/2009	9/18/09	1/5/2009	8/5/2009	1/5/2009	9/18/09
2/3/2009	9/2/2009	2/10/2009	10/23/2009	2/3/2009	9/2/2009	2/10/2009	10/23/2009	2/3/2009	9/2/2009	2/10/2009	10/23/2009
3/4/2009	10/1/2009	3/18/2009	12/1/2009	3/4/2009	10/1/2009	3/18/2009	12/1/2009	3/4/2009	10/1/2009	3/18/2009	12/1/2009
4/1/2009	10/31/2009	4/22/2009	1/7/2010	4/1/2009	10/31/2009	4/22/2009	1/7/2010	4/1/2009	10/31/2009	4/22/2009	1/7/2010
4/29/2009	12/1/2009	5/28/2009	2/9/2010	4/29/2009	12/1/2009	5/28/2009	2/9/2010	4/29/2009	12/1/2009	5/28/2009	2/9/2010
5/28/2009	12/31/2009	7/2/2009	3/17/2010	5/28/2009	12/31/2009	7/2/2009	3/17/2010	5/28/2009	12/31/2009	7/2/2009	3/17/2010
6/25/2009	1/27/2010	8/6/2009	4/23/2010	6/25/2009	1/27/2010	8/6/2009	4/23/2010	6/25/2009	1/27/2010	8/6/2009	4/23/2010
7/23/2009	2/25/2010	9/14/2009	5/28/2010	7/23/2009	2/25/2010	9/14/2009	5/28/2010	7/23/2009	2/25/2010	9/14/2009	5/28/2010
8/20/2009	3/29/2010	10/19/2009	7/2/2010	8/20/2009	3/29/2010	10/19/2009	7/2/2010	8/20/2009	3/29/2010	10/19/2009	7/2/2010
9/18/2009	4/26/2010	11/23/2009	8/6/2010	9/18/2009	4/26/2010	11/23/2009	8/6/2010	9/18/2009	4/26/2010	11/23/2009	8/6/2010
10/16/2009	5/24/2010	12/29/2009	9/14/2010	10/16/2009	5/24/2010	12/29/2009	9/14/2010	10/16/2009	5/24/2010	12/29/2009	9/14/2010
11/13/2009	6/22/2010			11/13/2009	6/22/2010			11/13/2009	6/22/2010		
12/15/2009	7/21/2010			12/15/2009	7/21/2010			12/15/2009	7/21/2010		
SURGICAL TECHNOLOGIST				DIAGNOSTIC MEDICAL SONOGRAPHER							
Morning Start Date	Morning End Date	Evening Start Date	Evening End Date	Morning Start Date	Morning End Date	Evening Start Date	Evening End Date				
1/5/2009	4/15/2010	1/5/2009	8/19/2010	1/5/2009	6/24/2010	1/5/2009	11/01/2010				
4/1/2009	7/08/2010			4/1/2009	9/30/2010						
		4/29/2009	12/14/2010			4/29/2009	2/24/2011				
6/25/2009	10/07/2010			6/25/2009	12/23/2010						
		8/20/2009	4/07/2011			8/20/2009	6/16/2011				
9/21/2009	1/06/2011			9/21/2009	3/14/2011						
12/15/2009	4/07/2011	12/15/2009	8/01/2011	12/15/2009	6/09/2011	12/15/2009	10/11/2011				
CLASSES NOT SCHEDULED ON THE FOLLOWING DATES				PROGRAMS				Didactic Length (Weeks)	Externship Length (Weeks)	Total Length (Weeks)	
New Years Day		Thursday, Jan 1, 2009		Medical Assistant				24-30	6	30-36	
MLK Day		Monday, Jan 19, 2009		Medical Biller / Office Management				24-30	6	30-36	
President's Day		Monday, Feb 16, 2009		Medical Laboratory Technician Associate				24-30	6	30-36	
Memorial Day		Monday, May 25, 2009		Surgical Technologist – AM				48	18	66-75	
Independence Day		Friday, Jul 3, 2009		Surgical Technologist – PM				64	18	75	
Labor Day		Monday, Sep 7, 2009		Diagnostic Medical Sonographer – AM				48	28	76	
Thanksgiving Day and Day After Thanksgiving		Thursday, Nov 26 & Friday, Nov 27, 2009		Diagnostic Medical Sonographer - PM				64	28	88	
Christmas Day		Friday, Dec 25, 2009									