



# HEALTHSTAFF

## TRAINING INSTITUTE

### 2011 – 2012

## GENERAL CATALOG

BI-LINGUAL APPROVED FACILITY  
ENGLISH/SPANISH

### ONLINE & CORRESPONDENCE COURSES

28671 Calle Cortez, Suite F  
Temecula, Ca. 92590  
Phone: (951) 694-4784  
Fax: (951) 694-4785

1970 Old Tustin, Suite C  
Santa Ana, Ca. 92705  
Phone: (714) 543-9828  
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[www.healthstafftraining.com](http://www.healthstafftraining.com)



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# HEALTHSTAFF TRAINING INSTITUTE, INC. (HSTi)

## (A CALIFORNIA CORPORATION) GENERAL CATALOG 2011-2012

HealthStaff Training Institute's main campus is located at **28671 Calle Cortez, Suite F, Temecula, California 92590**, auxiliary campus at **1970 Old Tustin Ave., Suite C, Santa Ana, California 92705**. Both have been granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code, Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every three years and is subject to continuing review. HealthStaff Training Institute offers the following approved programs/courses: Clinical and Administrative Medical Assistant, Medical Assistant Front/Back Office, Computerized Office & Accounting, Drug and Alcohol Counseling, Pharmacy Technician.

Instruction is in residence with the facility occupancy level accommodating 30 students at any one time in each location.

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

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement. This school currently has available sponsored programs, government or otherwise, to provide grants, or to pay for portions of tuition and fees. They are: Employment Development Department (EDD), Workforce Investment Act (WIA) and Veteran Administration (VA), and private Lending Institutions available for Orange County, Riverside, San Diego, and surrounding areas for those who qualify. HSTi also accepts Visa and MasterCard.

Persons seeking to resolve problems or complaints should first contact their instructor. Request for further action may be made to the Director of Education or Campus Director. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education: 2535 Capitol Oaks Dr. Suite #400; Sacramento, CA 95833. Mailing address for regular mail is: P.O. Box 980818: W. Sacramento, CA 95798-0818. Toll Free Phone 1-888-370-7589, Phone 916-431-6959, Fax 916-263-1897.

All information in the content of this school catalog is current and correct and is so certified as true by  
Judee R. Tompkins  
Chief Executive Officer/President

## Mission

HealthStaff Training Institute, Inc. (HSTi) is a professional, private vocational educational institution, training technical health care, and professional personnel.

It is the overall objective of HSTi to conduct business in a moral, forthright, and effective manner while providing the medical and office community with properly trained technical personnel that perform their duties with expertise so as to be an asset to the employer.

## Objective

The programs offered at HealthStaff have three major objectives:

(1) To provide the student with the knowledge and skills necessary for entry into the career of their choice, (2) To provide the student with an opportunity for on-site practical experience, and (3) To develop in students the confident and positive attitude that is necessary for success.

- ◆ Maintains a highly skilled and qualified instructional staff,
- ◆ Provides the student with a comprehensive curriculum, with emphasis on practical techniques,
- ◆ Realizes that each student has worthwhile aspirations and a valuable contribution to make to the community,
- ◆ Conducts business in an ethical and professional atmosphere that is a credit to vocational education.

## Philosophy

HealthStaff is dedicated to providing high caliber, entry-level vocational training in a relatively short period of time. The specially designed courses and curriculum are geared to quickly educate the student in one of several allied health fields.

As the quality of health care for our nation's citizens is a critical concern, the properly trained health care professional becomes a priority. HSTi endeavors to train and place competent professionals. In addition, the staff at HSTi assumes a responsibility to each student. As a member of the community, a representative of vocational training, and an educational institution, we are committed to uphold the basic tenets of education; honesty and integrity. To fulfill this commitment, HSTi uses current teaching techniques, state-of-the-art equipment, up-to-date curriculum, and a professional, qualified faculty to develop the potential and talent in all of our students.

**We welcome you and encourage you to do your best!**

## History

The Education and Training Division of Pharmacy Enterprises, Inc. founded HealthStaff September of 1986. When the anticipated expansion of HSTi exceeded the scope of Pharmacy Enterprises, Inc., the Institute became a privately owned entity, carrying on the name of HealthStaff Training Institute, Inc. (HSTi)

HealthStaff Training Institute, Inc., a privately owned entity that operates under the corporation laws of the State of California.

The directors and instructors hold a certificate of authorization for service pursuant to California Education Code, Section 94720 issued by the Bureau for Private Postsecondary Education 2535 Capitol Oaks Dr. Suite #400, Sacramento, CA 95833. Mailing address for regular mail is: P.O. Box 980818, W. Sacramento, CA 95798-0818. Toll Free Phone 1-888-370-7589, Phone 916-431-6959, Fax 916-263-1897.

## Description of Facility

HSTi main campus is located at **28671 Calle Cortez, Suite F, Temecula, CA 92590**. The campus is housed in an air-conditioned professional office building in the heart of Temecula, right off the 15 freeway. There are two (2) administrative offices, one (1) lecture classroom, one (1) computer lab, and a student lounge. The school consists of approximately 2,000 square feet with the occupancy capability of 30 students.

HSTi auxiliary classrooms are located at **1970 Old Tustin Ave, Suite C; Santa Ana, CA 92705**. The campus is housed in an air-conditioned professional office building in the heart of Santa Ana, near the I-22, I-55 and I-5 freeways. There is one (1) administrative office and three (1) (3) lecture classrooms which include: student computer and medical and pharmacy laboratories with teaching equipment sufficient to meet educational needs. The school consists of approximately 2,000 square feet with the occupancy capability of 30 students.

- ADA approved restrooms are located inside the building.
- Parking is readily available

### **Professional Advisory Board**

HealthStaff has an active advisory board comprised of educators, allied health personnel, business managers and professional personnel who are working in the industry for which training is offered. The function of the board is to keep the course programs current with innovations in the medical community and to make recommendations regarding technological advancement in equipment and procedures. A list of the members serving on the advisory board can be obtained by request.

### **Accreditation, Approvals and Memberships**

California Bureau for Private Postsecondary Education  
CAADAC California Association of Alcoholism & Drug Abuse Counselors/CFAAP  
Approved for training of eligible persons under Workforce Investment Act  
Approved for training of eligible persons under Veterans and Administration Act

FACULTY and STAFF
-------------------

Judee R. Tompkins  
Chief Executive Officer

Douglas Satkofsky/Director of Education  
Alcohol & Drug Counselor Program Instructor

Arlene Almaleh  
Chief Academic Officer

Peggy Stedman/Director of Online Education  
Pharmacy Technician Program Instructor

Michelle McKeehan-Kincaid  
Chief Operating Officer

Alisa Nicholl  
Medical Assistant Program Instructor

Jack A. Fitzgerald, MA, CRC, CEES  
Director Student Services  
Santa Ana Campus

Samy Selim  
Alcohol & Drug Counselor Program Instructor

INSTRUCTOR QUALIFICATIONS
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#### **Jack Fitzgerald      Director of Student Services/Career Preparation Instructor**

EDUCATION: Pepperdine University, MA Counseling, California State University Long Beach, BA Psychology  
CREDENTIALS: Certified Rehabilitation Counselor, (CRC), Certified Ergonomic Evaluation Specialist, (CEES)  
EXPERIENCE: Twenty-four years experience in the Vocational Counseling and Education. Assists adult clients with career choices, job seeking skills, and transition into new career choice upon entry into new employment.

#### **Douglas Satkofsky      Director of Education/Drug & Alcohol Instructor**

EDUCATION: New York University, MA Cultural Anthropology, Georgia State University, BA Sociology, minor in Psychology  
CREDENTIALS: California Association of Alcoholism and Drug Abuse Counselor (CADCA, CCJP, ICCJP), CBEST, CSET, and AADE certified.  
EXPERIENCE: 20 years in the addiction field working with high-risk youth, individuals in prison, and developing and operating recovery programs. Served on the Presidential Advisory Board Drug Abuse Coalition of instructors & counselors for at-risk high school students. Served as a consultant for programs world wide.

#### **Peggy Stedman      Director of On-Line Education/Pharmacy Technician Instructor**

EDUCATION: HealthStaff Training Inst, 1994, University of Phoenix, 2004  
CREDENTIALS: California State Pharmacy Technician Registered, Nationally Certified with PTCB  
EXPERIENCE: Eighteen years various Pharmacy positions, six years Pharmacy Technician Education, Past President CSHP Technician Division

#### **Alisa Nicholl      Medical Assisting Instructor**



## **Academic Freedom**

HealthStaff is dedicated to ensuring that all students and faculty enjoy academic freedom during their education process. In keeping with the desire to foster inquiry and critical thinking, the faculty is free to address significant issues, provided that their opinions offered are clearly presented as those of the individual, not those of HSTi.

## **Housing**

HealthStaff does not have dormitories at any of its campuses and does not offer housing arrangement services for HSTi students.

## **Transportation**

Regular bus and Metro line services offering multiple connections are available near most of the HSTi campuses. MTA riders may be eligible for student discount by providing proof of enrollment.

## **Grievance/Complaint Procedures**

HealthStaff offers supportive training for entry-level employment opportunities. Problems don't usually occur but if something does arise, you are encouraged to first bring the matter in writing to the student's instructor or any administrator. Requests for further action may be made to the School Director. The recipient of the complaint shall transmit it as soon as possible to the School Director. The person authorized to resolve complaints would attempt to resolve the complaint within ten (10) days from the date in which it was received. Students, who are unable to resolve their complaint with the school, are encouraged to contact the President of HealthStaff Training Institute by telephone or mail at:

**Judee R. Tompkins**  
**28671 Calle Cortez Suite F**  
**Temecula, Ca. 92590**  
**(951)694-4784 Fax (951)694-4785**

If there is no resolution at the school after thirty (30) days, you have the right to contact the appropriate agency: Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr. Suite #400, Sacramento, CA 95833. Mailing address for regular mail is: P.O. Box 980818, W. Sacramento, CA 95798-0818. Toll Free Phone 1-888-370-7589, Phone 916-431-6959, Fax 916-263-1897.

## **Student Conduct**

Students must adhere to the standards set by HSTi. Those whose conduct reflects discredit upon them or the school may be subject to termination.

Proper safeguards for the welfare, safety and educational opportunity for all students will be provided. Students must conduct themselves in a way that will not interfere with the learning process of any other student, the classroom presentation by the Instructor or the progress of the class in general.

## **Code of Conduct Infractions**

The administration reserves the right to dismiss a student on any of the following grounds:

- Non-conformity with the school's rules and regulations
- Failure to abide by the rules and regulations of all clinical sites
- Possession of illegal drugs or alcohol upon school premises
- Incidents of intoxicated or drugged state of behavior on school or externship premises
- Possession of weapons or instruments construed as weapons upon school premises
- Behavior creating a safety hazard to staff, other persons or to the facilities
- Disrespectful or lewd behavior towards another student, school administrator or faculty member, including profanity and/or elicit sexual advancements
- Defacing or destruction of school property
- Stealing evidence of acting in a conspiracy or as an accomplice in a crime on school property
- Cheating or changing grades on test

## **Dress Code**

Students are preparing for careers. Preparation includes developing the habit of wearing appropriate professional attire. All students are required to wear a standard uniform during class session. Students are required to purchase appropriate attire within 30 days of starting class.

No shorts, skirts, sandals or open-toed shoes will be permitted in the Clinical Laboratory. Any student wearing any combination of these articles will not be permitted to participate in medical lab practice.

### **Health & Safety**

It is the policy of HSTi to maintain a safe environment for its students and staff members, and as such has annual fire and safety inspections. Exit signs are posted prominently throughout the classrooms, and a first-aid kit is located in the administrative office.

### **Drug-Free Workplace Policy**

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

### **Student Records**

Student records are maintained for five years from the date of student's graduation, termination or withdrawal. Records are available upon individual student request for a five-year period only. For security purposes all records are destroyed after the five-year term. The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law, prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Transcripts are kept permanently. (Rv.1/10)

### **Educational & Career Assistance**

Students may seek personal assistance to meet their individual educational needs. Help with academics and practical procedures are available from a variety of staff members. Contact the Program Coordinator or Director to make arrangements.

### **Job Placement Assistance**

HealthStaff offers job placement assistance to graduates in career planning and job placement. Employment preparation begins the first week of class. Techniques such as networking, finding the hidden job market, writing an effective resume and interviewing techniques are taught in a practical classroom approach.

**HealthStaff Training Institute does not guarantee employment.**

- **Pharmacy Technicians** must be registered with the California State Board of Pharmacy.
- **Certified Drug & Alcohol Counselor** employers are required, by 2012, to have 66% of their staff approved by the California Foundation for Advancement of Addiction Professionals.

**\*Both require that Applicants possess a High School Diploma or GED**

## **Student-Teacher Ratio**

In evaluating the needs of the student attending class, it has been determined that the student-teacher relationship is of the greatest importance in assuring student progression. To maintain a realistic student-teacher ratio, and to support the commitment of the Instructor to work in close unison with the student, HSTI has established a maximum student-teacher ratio of 30:1 students for lecture and 20:1 for lab. Student may enroll in any given program at the beginning of any modular. Please check with administration for actual start dates.

**Clinical and Administrative Medical Assistant  
Administrative Medical Assistant (Front Office)  
Clinical Medical Assistant (Back Office)  
Certified Drug and Alcohol Counselor  
Pharmacy Technician  
Computerized Office & Accounting**

\*A ten-minute break will be allowed for each hour attended in class. Break times may vary at Instructor's discretion.

### **Campus Business Hours**

**Temecula Corporate/Campus  
9:00 a.m.-5:00p.m. Monday-Thursday**

**Santa Ana Campus  
9:00 a.m.-3:00p.m. Monday-Thursday**

## **Notice of Student Rights**

You may cancel your contract for school, without any penalty or obligation, by midnight the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you attend.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period, you may also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and phone number printed below for information.

If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

**Bureau for Private Post-secondary and Vocational Education:** 2535 Capitol Oaks Dr., Suite #400, Sacramento, CA 95833. Mailing address for regular mail is: P.O. Box 980818, W. Sacramento, CA 95798-0818. Toll Free Phone 1-888-370-7589, Phone 916-431-6959, Fax 916-263-1897.

## **Cancellation Policy**

You have the right to cancel this agreement for educational service, any equipment or other goods and services, until midnight of the fifth business day after the first class attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written Notice of Cancellation at the school address shown on the front page of this catalog. You can submit your cancellation by mail, in person, by fax or email. The Notice of Cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. You will be given one (1) Notice of Cancellation form on the first day of class.

An applicant not accepted by the school shall be entitled to a refund of all money paid. If a student cancels his/her contract and requests a refund in writing by the fifth business day after attending the first class, all monies collected by the school shall be refunded. If the student received any books, he/she must return the books within thirty (30) days of the date he/she signed a cancellation notice. If the books are not returned in good

condition within the 30-day period, the school will deduct the cost of the books from the refund due to the student. A list of book prices is attached to the Enrollment Agreement.

The cost of physical exams, HPV series, and CPR courses are not refundable.

### **Calendar**

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

- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day (and day after)
- Christmas (the 24<sup>th</sup> – Jan 2<sup>nd</sup>)
- New Year's Day

### **Semester Unit**

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

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

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

### **Attendance Procedure**

Students are expected to attend all regularly scheduled classes. It is the responsibility of a student to telephone in advance to advise the school when he/she will be absent or late. All students are considered full-time status, which is defined as the enrollment of at least 12 hours per week.

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

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

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

### **Daily Attendance**

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

### **Online/Correspondence Students**

Each modular is presented with lessons, assignments, hand outs, and modular testing. Instructor will review log on time and educational activity on a weekly basis. This will include: message board, live classroom, and chat room forum with instructor and fellow class mates.

### **Tardiness**

HealthStaff understands that an occasional tardy may be unavoidable; however, excessive tardiness will cause the student to be counseled and/or placed on probation status.

### **Leave of Absence Policy**

The school must approve all Leave of Absence requests. If approved, a leave may be granted for a period of up to 60 calendar days for one 12-month period. Students may not return in the middle of any given module. Return dates must fall on the first day of a scheduled module start date. (To be determined by administration). This may extend the 60 days but must comply with BPPE rule set by the Department of Education maximum of 180 days.

### **Make-Up Examination**

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

### **Course Incomplete**

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

### **Transcripts**

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

### **Course Evaluation**

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

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

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

### **Course Completion**

A course completion is defined as:

- Minimum of 2.0 grade point average, which is an indication of successful academic performance, as measured by passing examinations with 70% accuracy or better, timely completion of assignments, and acceptable performance of pertinent skills
- Achieved the minimum number of semester credits
- Achieved the minimum number of course hours required

### **Monitoring of Progress**

Progress reports are reviewed on the 5th of every month by Director, Instructor and student. During the first increment (25%) of the program, a minimum of 67% of the attempted clock hours and "C" average (70%) are required. If the minimums are not achieved, the student will be placed on academic probation. The second increment is reviewed at 50% of the program, which requires a minimum of 67% of the attempted clock hours and "C" average (70%). If the minimums are not achieved, the student will be placed on probation for 30 days. If unsuccessful, the student will be terminated from the program.

Students who are placed on probation will be notified in writing that they are being placed on academic probation, which will begin at the start of the next module. Students on probation will be considered to be making satisfactory academic progress.

## Academic Probation

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

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

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

If after the thirty (30) days, probation period the student has violated the standards set in probation agreed by student, the student will then be terminated from the program.

Students on probation will be considered to be making satisfactory academic progress.

## Withdrawal

Students have the right to withdraw from their training program at any time. To officially withdraw from school, a student must initiate withdrawal procedures by informing the administration in writing. Refunds will be calculated in accordance with State and Federal refund policies. Unpaid charges resulting from these calculations will be billed to the student.

## Grading System

The grading system is as follows:

<b>Grade</b>	<b>Interpretation</b>
A (90-100)	Excellent
B (80-89)	Above Average
C (70-79)	Average
D (60-69)	Below Average
F (0-59)	Failed
T (Transfer Credit)	Credit

## Academic Reinstatement

Students failing a module must retake that module in order to continue the program. Repeating the module may not exceed 1.5% or 150% of the program length. A failed module may only be retaken once. A student may re-enroll at a later date if authorized by the Instructor and School Director (and Career Counselor, if applicable). To re-enroll, the student must submit a written request for re-admittance to the School Director. The student will be notified of his/her re-admittance status within forty-eight (48) hours after receipt of the written request. Students who are re-admitted must sign a new Enrollment Agreement, and will receive credit only for courses in which a 2.0 GPA was received. The time attended is counted towards maximum time frame.

## Appeals Process

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

## Satisfactory Progress Guidelines

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

- Maintaining a 2.0 grade-point average, which is an indication of successful academic performance, as measured by passing examinations with 70% accuracy or better, timely completion of assignments, and acceptable performance of pertinent skills
- Achieving the minimum number of semester credits

- Meeting standards specified on probation agreement
- Meet the specified conditions for incomplete, withdrawals, or probation status
- Tutoring is available upon student request and scheduling to help students meet these guidelines

If a student falls below the criteria listed above, consultation with a school official will be scheduled. The student will receive a written notice of probation. At the end of probation period if student has not satisfied probationary status, checks will be held. Any student, whose training has been interrupted for academic reasons, or administrative withdrawals, may be reviewed for reinstatement. Request must be in writing and submitted to the campus Director. HealthStaff does not have: Non-credit, remedial courses, or non-punitive grades on satisfactory progress.

### **Plagiarism Policy**

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

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

### **Maximum Time Frame For Program Completion**

All students are required to complete their program within a maximum time. (All programs must be completed within 1.5% times the normal duration of time required to complete the program). A Leave of Absence is not counted in the maximum time frame.

### **Financial Assistance**

HealthStaff participates in the following sponsored programs to assist the student with the financial investment in their education. Some of the entities include but not limited to:

- Visa, Master Card, Private Payment Arrangements
- Private Banking Lending Agencies, TFC Loans
- Employment Development Department (EDD)
- Workforce Investment Act (WIA) (Orange County and Riverside areas)
- Veterans Affairs

Applicant interested in more information regarding financial availability should contact the Financial Advisor at the College. Additional consumer information and forms are available to interested students. The Financial Advisor will be happy to assist in filling out the appropriate forms.

HealthStaff is approved by the California State Approving Agency to enroll Veterans and other eligible persons.

### **Refund Policy**

If a student cancels his/her contract more than five (5) business days after attending his/her first class, he/she shall be entitled to a refund of all monies paid, less a pro-rata calculation of tuition, registration fees, book charges and physical examination cost.

Enrollment time is defined as the time between the actual starting date and the date of the student's last day of physical attendance in the school. Any money due to the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student. Students who are terminated by the school shall receive a refund within thirty (30) days from the student withdrawal date. In the case of a failure to return from a leave of absence, the student shall receive a refund within thirty (30) days, after the expected date of return.

If a course is canceled subsequent to a student's enrollment, the school shall:

- Provide completion of the course, or
- Provide a full refund of all monies paid

### **Sample Refund Calculator**

Refunds will be calculated in clock hours using the elapsed time method. (See below):

The student is entitled to a refund based upon the portion of the program not completed, excluding a maximum registration fee of \$75. (CEC Sec 94870)

**Example:** If a student pays \$5850.00 for tuition (\$5775.00 for tuition fee + 75.00 registration fee) in advance for a 720 hour course and withdraws after 200 hours, the tuition refund would be \$4170.83.

\*Refund Table is included as part of the orientation packet prior to start of class.

### **Rights & Responsibilities of Financial Recipients**

As a recipient of financial assistance, you have certain rights and responsibilities:

You have the right to:

- Know what financial programs are available at this campus
- Know how financial services are distributed to you, the student
- Receive an explanation of repayments concerning loans, the amount of interest you will be charged and the total amount of repayment
- Know how we determine whether you are making satisfactory progress
- Know the refund policy

The following are your responsibilities as a recipient of financial assistance:

- You must complete all application forms accurately and submit them in a timely manner
- You must provide the correct information.  
In most cases misrepresentation of information on financial application and forms is a violation of law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code

### **Student Tuition Recovery Fund**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition and the STRF fee, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed
- The school's failure to pay refunds of charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school
- The school's failure to pay or reimburse loan proceeds under the federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost
- The school's breach or anticipatory breach of the agreement for the course of instruction
- There was a decline in the quality of the course of instruction within thirty (30) days before the school closed, or if the decline began earlier than thirty (30) days prior to closure, a time period if decline determined by the Bureau
- The school committed fraud during the recruitment or enrollment or program participation of the student

You may also be eligible for STRF if you were a student that was unable to collect a court judgment, which was rendered against the school for violation of the Bureau for Private Postsecondary Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

- You are not a California resident,
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have not separate agreement to repay the third party

## Tuition & Fees

### **CLINICAL & ADMINISTRATIVE MEDICAL ASST.**

Tuition	\$8260.00
Registration	75.00
Books	200.00
Supplies/Uniform	<u>110.00</u>
Total Program Cost	\$8645.00

### **CLINICAL MEDICAL ASSISTANT**

Tuition	\$6900.00
Registration	75.00
Books	200.00
Supplies/Uniform	<u>110.00</u>
Total Program Cost	\$7285.00

### **ADMINISTRATIVE MEDICAL ASSISTANT**

Tuition	\$6760.00
Registration	75.00
Books	200.00
Uniform	<u>85.00</u>
Total Program Cost	\$7120.00

### **CERTIFIED DRUG & ALCOHOL COUNSELOR**

Tuition	\$7575.00
Registration	75.00
Books	<u>300.00</u>
Total Program Cost	\$7950.00

### **PHARMACY TECHNICIAN TECHNICIAN**

Tuition	\$8183.00
Registration	75.00
Books	200.00
Uniform	30.00
State Board of Pharmacy	<u>161.00</u>
Total Program Cost	\$8649.00

California State Board of Pharmacy fee includes:  
Photo, fingerprint, and application fee; CSBP does not refund money.

HSTI recommends for all (CDAC) Certified Drug and Alcohol students to gain membership within Industry related organization. Fees are not covered by HSTI.

### **COMPUTERIZED OFFICE & ACCOUNTING**

Tuition	\$4875.00
Registration	75.00
Books	375.00
Supplies/Testing	<u>not included</u>
Total Program Cost	\$5325.00

### **Online Programs Summer 2011 Tuition Special**

### **CERTIFIED DRUG & ALCOHOL COUNSELOR**

Tuition	\$4250.00
Registration	75.00
Books	<u>300.00</u>
Total Program Cost	\$4625.00

### **P H A R M A C Y**

Tuition	\$4250.00
Registration	75.00
Books	200.00
Uniform	<u>30.00</u>
Total Program Cost	\$4555.00

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



Online programs Memberships, Registration, Applications for governing agencies.

- Physical Examination
- TB Test/ Chest X-ray (if TB test is positive)
  - HBV Series and/or HBV Titer
- Additional Testing and/or National Certification

- HealthStaff is approved by the California Veterans state approving agency to enroll veterans and other eligible persons.
- HealthStaff policy states "Registration fees for Veterans" are \$10.00.
- HealthStaff has contracts with private agencies and tuition changes may vary based upon each contract. (EPTL, Individual WIA/WIB Agencies).

### **Externship (Practical Training) Assignment**

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

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

Requirements:

- Student must have a minimum of 84% attendance for pharmacy and 70% minimum for medical programs
- Student must have a minimum of 70% Grade Point Average
- Student must return all property of HSTI
- Phlebotomy Technician CPT-1 Requirements set forth by California Department of Health Services

### **Externship Attendance**

The externship facility will place the same demands on the student that they will face with any employer on the job. HSTi attendance policy applies. (See attendance)

Students are encouraged to participate in their externship training on a full-time basis (30-40 hours per week), but must participate a minimum of twelve (12) hours per week.

Students in the **Medical Assistant** programs must complete the required number of externship hours at least four (4) months from the date they begin their externship. **Pharmacy** students must complete their externship requirements at least six (6) months from the date they begin their externship. **Drug and Alcohol Counselors** must complete the entire required hours (255) to be recognized by CAADAC, registration or testing must be completed with in twelve (12) months of externship.

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

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

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

### **Externship Completion**

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

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

**ADMINISTRATIVE CLINICAL MEDICAL ASSISTANT**  
**(FRONT AND BACK OFFICE)**  
**Catalog Description**

930 Clock Hours / 45.5 Credit Hours

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

<b>Course</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Unit</b>	<b>Lec</b>	<b>Lab</b>	<b>Extern</b>
CMA 100	Clinical Theory	45	2.5	30	15	
CMA 101	Medical Terms & Abbreviations	80	5	80		
CMA 102	Clinical Assisting 1	45	2.5	30	15	
CMA 103	Clinical Assisting II	60	3	30	30	
CMA 104	Career Preparation	30	1.5	15	15	
CLA 101	Laboratory Procedures I	60	3	30	30	
CLA 102	Laboratory Procedures II	60	3	30	30	
EKG 101	ECG and Basic Life Support	60	3	30	30	
AMA 100	Introduction to Front Office	60	2.5	15	45	
AMA 101	Introduction to Health Insurance	60	3.5	45	15	
AMA 102	Intro to Business Procedures	45	2.5	30	15	
AMA 103	Human Relations	60	3.5	45	15	
AMA 104	Medical Law & Ethics	45	2.5	30	15	
AMA 105	Clinical Medical Terminology	60	4	60		
CMA 106	Externship	160	3.5			160
Total		930	45.5	500	270	160

\*CMA 101 Medical Terms & Abbreviations are taught continuously throughout the course.

**ADMINISTRATIVE MEDICAL ASSISTANT (AMA)**

**(FRONT OFFICE)**

**Catalog Description**

600 Clock Hours / 28.5 Credit Hours

This six hundred hour (600) program prepares the student for entry level employment in a front office setting of a health care facility. The emphasis of the program is placed on medical ethics, terminology, human relations, insurance billing, and secretarial/business skills for a medical office. Basic computer operations include Microsoft programs and Medisoft, administration of front office medical procedures, insurance forms, and CPT codes. Students will be required to participate in a 160 hour extern experience after completion of their classroom studies. Upon completion of this program, graduates will receive certification in BLS and AED and a certificate of completion.

<b>Course</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Unit</b>	<b>Lec</b>	<b>Lab</b>	<b>Extern</b>
AMA 100	Introduction to Front Office	60	2.5	15	45	
AMA 101	Introduction to Health Insurance	60	3.5	45	15	
AMA 102	Intro to Business Procedures	45	2.5	30	15	
AMA 103	Human Relations	60	3.5	45	15	
AMA 104	Medical Law & Ethics	45	2.5	30	15	
AMA 105	Clinical Medical Terminology	60	4	60		
CMA 101	Medical Terms & Abbreviations	80	5	80		
CMA 104	Career Preparation	30	1.5	15	15	
CMA 106	Externship	160	3.5			160
Total		600	28.5	320	120	160

\*CMA 101 Medical Terms & Abbreviations are taught continuously throughout the course.

**CLINICAL MEDICAL ASSISTANT (CMA)**  
**(BACK OFFICE)**  
**Catalog Description**

600 Clock Hours / 27 Credit Hours

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

<b>Course</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Unit</b>	<b>Lec</b>	<b>Lab</b>	<b>Extern</b>
CMA 100	Clinical Theory	45	2.5	30	15	
CMA 101	Medical Terms & Abbreviations	80	5	80		
CMA 102	Clinical Assisting I	45	2.5	30	15	
CMA 103	Clinical Assisting II	60	3	30	30	
CLA 101	Laboratory Procedures I	60	3	30	30	
CLA 102	Laboratory Procedures II	60	3	30	30	
EKG 101	EKG Technique	60	3	30	30	
CMA 104	Career Preparation	30	1.5	15	15	
CMA 106	Externship	160	3.5			160
Total		600	27	275	165	160

\*CMA 101 Medical Terms & Abbreviations are taught continuously throughout the course.

**CERTIFIED DRUG AND ALCOHOL COUNSELOR**

CAADAC/CFAAP

California Alcohol And Drug Addiction Counseling

**Catalog Description**

636 Clock Hours / 31 Semester Credit/units

This six hundred thirty six hour (636) program prepares the student for entry level employment as a Drug and Alcohol Counselor in different recovery settings. Students receive instruction in the basics of addiction, the 12 core functions of a counselor, basic counseling skill and methods, chemical dependency and the family, ethics and special treatment issues, and advanced counseling skills and methods. Students will be required to participate in a 255 hour externship in an approved facility, and 45 hours of educational required classroom lecture covering TAP 21\* addiction counseling competencies, and the 12 core functions. Upon completion of this program the student will receive a certificate of completion and official transcript. Graduates are eligible to apply for testing with CAADAC\* and CFAAP\*.

<b>Course</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Unit</b>	<b>Lec</b>	<b>Lab</b>	<b>Extern</b>
CDAC 101	Addiction Basics & Drug Pharmacology	48	3.2	48		
CDAC 102	The Counseling Core Functions	48	3.2	48		
CDAC 103	Building Basic Counseling skills	48	3.2	48		
CDAC 104	Ethics, Special Populations & Treatment Issues	48	3.2	48		
CDAC 105	Counseling Families	48	3.2	48		
CDAC 106	Advance Counseling Theories & Techniques	48	3.2	48		
CDAC 107	Career Preparation	48	2.4	24	24	
CDAC 108	Practicum (TAP 21)	45	3.2	45		
CDAC 109	Externship (supervised field internship)	255	6			255
Total		636	31	357	24	255

CAADAC Requirements:

- Certificate of completion from an approved institution.
- Official transcript must state the following: 270 core classroom hours, 45 classroom practicum hours, and 255 field experience hours.
- Application, portfolio processing, test, and fees to CAADAC.

Recommended:

- CAADAC Membership

\*California Association of Alcohol & Drug Abuse Counselors [www.caadac.org](http://www.caadac.org)

\*California Foundation for Advancement of Addiction Professionals [www.cfaap.org](http://www.cfaap.org)

\*Technical Assistance Publication [www.samhsa.gov](http://www.samhsa.gov)

**COMPUTERIZED OFFICE & ACCOUNTING**  
**Catalog Description**

510 Clock Hours / 23.9 Credit Hours

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

<b>Course</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Units</b>	<b>Lec</b>	<b>Lab</b>
CO 101	Keyboarding Skills Keyboarding Skills/Functions, 10-Key, Speed/Accuracy Building	32.0	1.5	10	22
CO 102	Business Office Skills General Office Skills, Machines, Business English, Terminology, Office Etiquette	32.0	1.6	15	17
CO 103	Basic Computer Operations Windows, Internet, Computer Etiquette	32.0	1.5	10	22
CO 104	Microsoft Word Document Development, Editing, Formatting, Advanced Styles, Doc. Sharing	64.0	3.0	20	44
CO 105	Microsoft Excel Formulas, Charts, Graphs, Templates	64.0	3.0	20	44
CO 106	Microsoft PowerPoint/ Microsoft Outlook Presentation Development, Templates, Importing, Slide Show/Output Formulas, Charts, Graphs, Templates E-Mail Techniques, Scheduling, Contact Management, Calendar	32.0	1.5	10	22
CA 101	Basic Accounting Record Keeping, Accounting, AR/AP, Invoicing, Banking, Account Set Up	64.0	3.0	20	44
CA 102	QuickBooks Navigation, Data Management, On-Line Banking, Report Generation	64.0	3.0	20	44
CP 101-A	Career Preparation Job Search Techniques, Interview Techniques, Resume Preparation	32.0	1.5	15	17
CP 101-B	Career Preparation Working with Job developer Job Search Techniques,	32.0	1.5	0	32
<b>Total</b>		<b>510</b>	<b>23.9</b>	<b>163.0</b>	<b>347.0</b>

**PHARMACY TECHNICIAN**  
**Catalog Description**

720 Clock Hours / 29 Credit Hours

This seven hundred twenty hour (720) program prepares the student for entry level employment as a Pharmacy Technician in different pharmacy settings. Students receive instruction in pharmacy law and drug legislation, drug nomenclature, forms of medication, weights, measures and calculations. Emphasis is placed on terminology, anatomy and physiology as it relates to various medications, chemotherapy and antibiotic, drug distribution, sterile preparation and the daily operations of a pharmacy. Students will be required to participate in a 240 hour externship in an approved hospital or pharmacy where they perform all pharmacy functions. Upon completion of this program, the student will receive a certificate of completion, qualify to apply to California State Board of Pharmacy for registration, and are eligible to sit for a certification if they desire.

<b>Course</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Unit</b>	<b>Lec</b>	<b>Lab</b>	<b>Extern</b>
PT 101	Pharmacology Cancer, Antibiotics, Endocrine	52.5	3.5	52.5		
PT 101	Pharmacy Practice Cassette Filling, Reference Paper,	52.5	2.0	11.5	41	
PT 102	Pharmacology Respiratory, Urinary, Cardiovascular	52.5	3.5	52.5		
PT 102	Pharmacy Practice Pharmacy Law, Typing, Computer IV Order Entry, Unit Dose Profiling	52.5	2.0	12.0	40.5	
PT 103	Pharmacology Digestive, CNS I and CNS II	52.5	3.5	52.5		
PT 103	Pharmacy Practice Aseptic Techniques and I.V. Admixture Crash Cart, Safety of Hazardous Material (Open Book Test)	52.5	2.0	13.5	39	
PT 104	Pharmacy Practice Outpatient Prescriptions, Career Prep, Prepackaging, Trade and Generic Overall, Math Final	165	7.0	48.0	117	
PT 105	Externship	240	5.3			240
Total		720	29	242.5	237.5	240

California State Board Requirements:

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

## **COURSE DESCRIPTIONS**

### **Administrative Medical Assistant (Front Office)**

- AMA 100 INTRODUCTION TO FRONT OFFICE 60 Clock Hours /2.5 Units  
To provide the student with the basic functions and understanding of front office operations in the medical office. Learning the basics of medical assisting, daily functions including, correspondence and mail, dictation and transcription, the computer, filing methods, record keeping, computer operations and word processing.
- AMA 101 INTRODUCTION TO HEALTH INSURANCE & BILLING 60 Clock Hours / 3 Units  
Billing and collecting procedures will be overview. Health insurance including managed care will be discussed. Students will learn basic medical coding including ICD-9 CPT codes. Patient billing, collections and accounting in the medical office will be taught.
- AMA 102 INTRODUCTION TO BUSINESS PROCEDURES 45 Clock Hours / 2.5 Units  
Student will cover in depth operations of a business, banking services and procedures, professional fees and credit arrangements, managing practice finances, assisting with research management of responsibilities, and utilizing computer software. Programs such as Excel and Medisoft will be introduced.
- AMA 103 HUMAN RELATIONS 60 Clock Hours /3.5 Units  
Basic study of relating and communicating. Attitude, patient communication techniques, relating to co- workers and employers, and problem solving.
- AMA 104 MEDICAL LAW AND ETHICS 45 Clock Hours / 2.5 Units  
Understanding the protocols of medical practice and systems which include the business structure of medical practices. Covers delivery of medical care, fee for service, managed care, preventive care, and public health.
- AMA 105 MEDICAL TERMS AND ABBREVIATIONS 60 Clock Hours / 4 Units  
Students will be provided with an overview of anatomy and physiology. Subjects covered will include: body planes and cavities, directional terms, abdominal regions, and an introduction to medical terminology. Word roots, combining forms, and suffixes/prefixes will be introduced and examined. Flash cards are utilized to allow the student to identify the different parts of medical terms. The following systems will be examined: muscular, skeletal, cardiovascular, digestive, respiratory, endocrine, and female reproductive.

### **Clinical Medical Assistant (Back Office)**

- CMA 100 CLINICAL THEORY 45 Clock Hours / 2.5 Units  
OSHA regulations, the medical assistants conduct and responsibilities, professional liability, medical law and ethics and an overview of the medical environment. Specialties and different types of medical practices will be discussed. Skills required for success and a brief history of medicine will be addressed.
- CMA 101 MEDICAL TERMS AND ABBREVIATIONS 80 Clock Hours / 5 Units  
Students will be provided with an overview of anatomy and physiology. Subjects covered will include: body planes and cavities, directional terms, abdominal regions, and an introduction to medical terminology. Word roots, combining forms, and suffixes/prefixes will be introduced and examined. Flash cards are utilized to allow the student to identify the different parts of medical terms. The following systems will be examined: muscular, skeletal, cardiovascular, digestive, respiratory, endocrine, and female reproductive.
- CMA 102 CLINICAL ASSISTING I 45 Clock Hours / 2.5 Units  
Student will participate in an eight hour CPR training class sponsored by the American Heart Association. Clinical patient assessments, proper charting, chart preparation and vital signs will be introduced. Students will demonstrate their ability to take and chart vital signs with 100% accuracy. Vital signs include respiration, pulse, temperature, blood pressure, height and weight. Introduction to medical asepsis, assisting in routine physical examinations, and positioning and draping of patients will be demonstrated. Systems including special senses and nervous system will be discussed. Office emergency and first aid will also be examined.

- CMA 103 CLINICAL ASSISTING II 60 Clock Hours / 3 Units



## **Certified Drug and Alcohol Counselor**

- CDAC 101      Addiction Basics & Drug Pharmacology      48 Clock Hours/3.2 Units**  
This modular gives the student basic knowledge and skills to understand the various aspects of chemical addiction, it's processes, signs, symptoms, and addictive behavior will be explored. Student will learn the specifics of cocaine, heroin, marijuana and other commonly abused substances and their addictive properties. Other drug dependencies along with co-dependency and multiple addictions will also be covered. Various approaches to substance abuse treatment, recovery, the role of spirituality, and 12 step programs such as Narcotics Anonymous, Alcoholics Anonymous, Al-Anon and Gamblers Anonymous will be covered.
- CDAC 102      The Counseling Core Functions      48 Clock Hours/ 3.2 Units**  
This modular covers the 12 core functions of the counselor. In addition, the student will learn about the DSM-IV (Diagnostic and Stoical Manual of Mental Disorders), classifications of substance abuse disorders, limits and parameters in identifying substance abuse disorders vs. other disorders, along with dual and multiple diagnoses.
- CDAC 103      Building Basic Counseling Skills      48 Clock Hours/ 3.2 Units**  
This modular gives the student basic knowledge and skills to understand the basic techniques of active listening, attentiveness, reflection, paraphrasing, and summarization. They will also cover the basics of group process, group dynamics, dealing with denial and resistance, defense mechanisms, and other specifically group related approaches.
- CDAC 104      Ethics, Special Populations, & Other Treatment Issues      48 Clock Hours/ 3.2 Units**  
This modular will cover the role and dynamics of the family in chemical dependency counseling. Relevant issues will include: co-dependency, enabling and collusion, adult children of alcoholics, family of origin issues, prevention and treatment in adolescents, sex addiction, domestic violence, couples/multi- family counseling, and guilt and shame in the recovery process.
- CDAC 105      Counseling Families      48 Clock Hours/ 3.2 Units**  
This modular will cover the ethical guidelines that pertain to the substance abuse counseling field. Critical topics will include confidentiality laws, informed consent, client privilege, expectations to confidentiality, dual relationships, peer confrontation, and more. Student will cover special issues relevant to chemical dependency counseling such as HIV-AIDS awareness, gambling, sex addiction, multi-cultural awareness and sensitivity, counseling special populations, women's issues, and fetal alcohol syndrome will be covered.
- CDAC 106      Advanced Counseling Theories & Techniques      48 Clock Hours/ 3.2 Units**  
This modular will cover the theories of personality development and how each method of therapy is created. Seriously depressed and/or suicidal clients, counselor burnout vs. counselor resilience, the 12 phases of relapse (particularly the work of renowned relapse preventions Terence T. Gorski) will be studied. Issues related to counseling and the criminal justice system, therapeutic treatment communities, and the continuum of care for the criminal justice offender. A systematic review for the written portion of the IC&RC written exam will be conducted.
- CDAC107      Career Preparation      48 Clock Hours/ 2.4 Units**  
This portion of the program is designed to assist the student to compete in the current labor market. The course will cover resume writing, job search techniques, interview techniques, and application completion. Each student will create and format their resume and conduct a job search survey in their demographic area.
- CDAC108      Practicum      45 Clock Hours/ 3.2 Units**  
This portion of the program is designed to meet and complete the 300 hour practicum requirements as outlined by CAADAC. These 45 hours of educational requirements provide the student with the guidelines under the TAP 21 (The Knowledge, Skills and Attitudes of Professional Practice) and the 12 core functions of a counselor to prepare the student for the environments and populations they will work directly with.
- CDAC109      Externship      255 Clock Hours\ 6 Units**  
During this modular the student will participate in supervised on the job training experiences. This is a combined effort between HSTi and the externship facility. Students are able to apply the knowledge acquired in the classroom to real life situations. Evaluations occur routinely to provide the student the opportunity to discover any apparent weaknesses while receiving support from the instructor. Meets CAADAC required hours.



## **Pharmacy Technician**

### **PT101 PHARMACOLOGY 101**

52.5 Clock Hours / 3.5 Units

This course introduces the student to major types of antibiotics, antivirals, antiretrovirals, antifungal, corticosteroids, hormones, chemotherapy, vitamins, and herbs. Define therapeutic effects, side effects, and administration effects of drug classes. Knowledge of classification, brand/trade and generic names of medications. Provides a brief history of pharmacology, explains role of pharmacist and pharmacy technician, introduces student to terminology related to drugs as well as legislation and drug testing approval.

### **PHARMACY PRACTICE 101**

52.5 Clock Hours / 2 Units

This course introduces the student to drug uses and various subfields in pharmacy. Introduction to abbreviations and symbols in regards to prescriptions and medication orders. Distinguish to legend and OTC drugs. Identify reference materials, National Drug Code, multiple dosage forms, and routes of administration. Knowledge of proper cassette filling and patient profiling.

### **PT102 PHARMACOLOGY 102**

52.5 Clock Hours / 3.5 Units

This course introduces the student to respiratory, urinary, and cardiovascular systems and their mechanism of action. Students are aware of the five patient rights, and are able to recognize different dosage forms and routes of administration. Knowledge of the goals of asthma treatment, specific pulmonary diseases, and understand the differences in antihistamines, decongestants, antitussives, and expectorants.

### **PHARMACY PRACTICE 102**

52.5 Clock Hours / 2 Units

This course introduces the student to skills necessary to interpret, transcribe, and maintain records of physicians medication orders. Designed to train students in the administration of supply, inventory, and data entry. Provides students with skills to input IV orders into the computer system and to distinguish among common law, statutory law, regulatory law, ethics, and professional standards. Introduction of pharmaceutical mathematics including conversion of measurements within the metric system and interpreting and solving calculation problems.

### **PT 103 PHARMACOLOGY 103**

52.5 Clock Hours / 3.5 Units This course

This course introduces the student to various aspects of the central nervous system, digestive system, topicals, ophthalmics, and optics. Knowledge of classification, brand/trade and generic names of medications. Awareness of anesthetics and their uses. Knowledge of specific drugs and classes used to treat seizures, Parkinson's disorder, multiple sclerosis, attention deficit disorder, and Alzheimer's disease.

### **PHARMACY PRACTICE 103**

52.5 Clock Hours / 2 Units

Introduces the student to sterile products, hand washing techniques, safety techniques, and aseptic techniques in regards to parenteral compounding, and preparation of sterile products. Provides necessary skills of human relations in regard to telephone technique, customer service and advisement. Introduces the student to pharmaceutical percentage calculations and the skills to identify various units of measure and converting temperatures.

### **PT 104 PHARMACY PRACTICE 104**

165 Clock Hours / 7 Units

Provides the student with necessary skills to interpret, prepare, label, and maintain prescriptions in a community pharmacy, packaging and label operations, as well as extemporaneous compounding. Exploration of the role of pharmacy technicians in an institutional pharmacy with emphasis on the daily pharmacy operations. Introduces the student to the future and growth of the pharmacy field along with the tools to create a cover letter, resume, and successfully complete an employment interview.

### **PT105 EXTERNSHIP**

240 Clock Hours / 5.3 Units

This 240 hour on the job training experience is a combined effort between HSTi and the externship facility. Students are able to apply the knowledge acquired in the classroom to real life situations. Evaluations occur routinely to provide the student the opportunity to discover any apparent weakness while receiving support from the instructor.