

**4901 CASWELL PLACE W.**

**SUITE D**

**WILSON, NC 27896**

**07/01/2023**

**Volume 2, Issue 1**

ACADEMIC YEAR 2023-2024

**Mission Statement**: Fast Track Career Prep, Inc. was founded on the idea that compassion is one of the major fundamentals of nursing that is required in today's healthcare field. We believe in keeping the human aspect in all areas of patient care. Our mission is to teach students to perform at their highest level in the health care field but to always put the patient's needs first. Our purpose is to encourage others to learn with the compassion and the skills to have them excel in the workforce.

**Governing Body**

NIKISHA WILLIAMS, B.S., Administrator

**Officials**

NIKISHA WILLIAMS, B.S., Administrator

Cathy Shearin, RN Program Director

**Faculty**

MIRACLE MOORE, CPHT (Instructor)

CATHRYN SHEARIN, RN (Instructor)

Quanisha King, RN (Instructor)

**HOLIDAYS**

New Year’s Day

Martin Luther King, Jr. Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Fast Track Career Prep, INC 2023-2024 Academic Calendars

\*\*Class schedules are subject to change. Please contact our admissions office to verify class dates\*\*

**September 2023- December 2023**

**Nurse Aide 1 Program**

September 4, 2023- October 15, 2023

November 06, 2023- December 10, 2023

**Nurse Aide Refresher Program**

October 16, 2023- October 29, 2023

**Pharmacy Technician Program**

September 4, 2023- October 15, 2023

October 23, 2023- December 03, 2023

**Medical Billing and Coding Program**

September 18, 2023- October 29, 2023

November 06, 2023- December 17, 2023

**Medical Administrative Assistant Program**

September 04, 2023- October 15, 2023

October 23, 2023- December 03, 2023

\*\*Class schedules are subject to change. Please contact our admissions office to verify class dates\*\*

**School Policies and Regulations**

**Leave**

Our institution does not authorize or approve leave of absence.

**Absences**

Full attendance is required for students to complete the program. If for any reason, the student is to be absent from school or clinical, it is the student's responsibility to notify the school in advance of class time if he/she will be absent for that class day. When absent, it is the student's responsibility to make up assignments within a week's period by making arrangements with the Instructor. There are no excused absences, regardless of the reason, if a student is absent from lab, clinical, or classroom, he/she will be dropped from the course. Two (2) tardiness or early departures will also result in termination.

Absenteeism is calculated from the first day of class and there is no excused absence. Students must be on time for all class, lab and clinical assignments and stay for the duration of the class, lab and clinical time.

**Nurse Aide:** Any student who misses more than 8hrs, will be dropped from program immediately.

**Med Tech**: Student must be present for 100% of course. Students will be dropped from the course if not present for entire course duration.

**Pharmacy Tech:** Any student who misses more than 8hrs, will be dropped from program immediately.

**Medical Billing & coding**: Any student who misses more than 8hrs, will be dropped from program immediately.

**Medical Administrative Assistant**: Any student who misses more than 8hrs, will be dropped from program immediately.

**Class Cancellation**

Fast Track Career Prep, Inc. reserves the right to cancel classes due to insufficient number of students enrolled in a class.

**Make up Work**

All missed classroom, laboratory, and/or clinical time must be made up for the student to complete their designated program. It is the student's responsibility, to contact the instructor and arrange to make-up material and experiences missed. The instructor may assign additional make-up work to be completed for each absence.

**Tardiness**

Excessive tardiness for class lecture, lab or clinical will be grounds for withdrawal from the program. Students who have two (2) tardiness or early departures, will be dropped from their designated program. A student is considered tardy if she/he comes to or leaves class, lab or clinical setting outside of designated program start of or before the end of class, lab or clinical.

**Online Attendance**

Fast Track Career Prep, Inc. online courses are equivalent to their seated courses in both academic rigor and student requirements. Online students are required to regularly attend their online courses and complete assignments. Because online courses require a student to be in continuous contact with the instructor, Fast Track Career Prep, Inc. online course instructors will administratively drop students who miss more than the equivalent of 8 of class hours. Instructors will identify in their syllabus what the equivalent of 8 of class hours is for each course. Students who do not adhere to the specific attendance guidelines established by their instructor will be dropped from the course. Students should carefully review the attendance policy as stated in the course syllabus.

**Interruption for Unsatisfactory Attendance**

Students who have unsatisfactory attendance records will be dropped from the program. Unsatisfactory attendance includes missing more than 8 hours of class hours, missing any lab/ clinical hours (2) late arrivals or (2) early departures from class, laboratory or clinical time.

**Admission**

Admission to Fast Track Career Prep, Inc. is open to all on a first come served basis. No person shall on the basis of race, color, creed or religion, age, sex, national origin, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution. It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972. In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Fast Track Career Prep, Inc. will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities. Any student or prospective student who believes that discrimination has limited any educational opportunity, or any Institution employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy should contact the following designated responsible employee: Program Director.

**Student Responsibility**

Each student is responsible for the completion of the academic program in which the student is enrolled. The student must understand all of the requirements for the program, including unacceptable behaviors and the minimum grades required to graduate from the program.

**Admission Requirements**

Prospective students must be eighteen (18) years or older and show proof of:

A. High School Transcripts or

B. High School Equivalency (G.E.D) or Secondary education transcript showing proof of program completion.

**Admission Procedure**

1. Submit a completed admission application and enrollment agreement.
2. After desired course date is verified by the Institution of availability, the student must submit the non-refundable enrollment fee and initial deposit if applicable to complete the registration process for that particular class. (If the desired class date is not available, the student will be given a list of available class dates and the non-refundable deposit may be applied to any of the dates given.)
3. Two forms of ID (i) Picture ID and Social Security Card.
4. Submit all documented proofs of educational requirements
5. Submit evidence TB Test\*
6. Criminal Background (must be submitted no later than 10 days after start of class or student will be dismissed) \*
7. Drug Screening (must be submitted no later than 10 days after start of class or student will be dismissed) \*
8. Immunization Records and Drug Test (if applicable) \*
9. Hep B Vaccines/Declination \*

**\*NURSE AIDE I COURSE ONLY**

The Institution is not responsible for students who apply, receive notice of class availability, but fail to pay the non-refundable enrollment fee and/or initial deposit in a timely manner with regards to receipt of class availability notice. The Institution reserves the right to accept students with completed registrations on a first-come, first-served basis.

Students who apply, receive notice of availability, and pay the non-refundable enrollment fee and/or deposit after a course has closed its registration due to a lapse of time, will be offered the next available class.

Fast Track Career Prep, Inc. reserves the right to evaluate special cases and to refuse admission to an applicant when it is in the best interest of the individual and/or the program

**Technical Requirements for Completing Online Classes**

Fast Track Career Prep, Inc., offers online and hybrid courses that require the use of Student-Provided personal computers. Sufficient technology and Internet access is required to complete online classes. Taking an online course with Fast Track Career Prep, Inc. requires the following to help verify that you are adequately equipped.

*NOTES: Specific curricula courses may require additional software purchases. Any additional software requirements will be provided in the syllabus for your courses.*

•Computer specifications are reviewed and revised bi-annually to accommodate changes in technology. While every attempt is made to ensure that these specifications satisfy all curricular needs for students completing courses, Fast Track Career Prep, Inc. reserves the right to require upgrades in the event of technology changes. Students will be given 90 days’ notice before such changes are implemented.

•While tablets, smartphones and other mobile devices may allow for some completion of course work, they are not guaranteed to work in all areas. Please ensure you have a Windows or Mac based computer available to complete coursework in the event your selected mobile device does not meet the needs of the course.

**Acceptance**

Each prospective student will be notified in writing of registration confirmation.

**Enrollment Date**

The enrollment date is on or before the first day of each session. No enrollment will be accepted after the third day of the class session

**Grading System**

The progress and quality of a student's work is measured by a system of letter grade. Separate grades will be allocated to class work and clinical work.

**Nurse Aide & Medication Tech**

Grading Scale for Nurse Aide Theory Work

Any grade less than 77% will result in “U” Unsatisfactory.

A clinical procedure sheet will be used to access and document student's ability to perform all the critical components if skill expectations. Clinical and laboratory learning experiences are graded either S =Satisfactory or U=Unsatisfactory. Each student must achieve a minimum of a satisfactory rank for clinical performance in order to pass. A student who is unable to demonstrate the competency profile for each skill will receive an unsatisfactory grade.

**Medical Billing & Coding**

Grading Scale for Theory Work

A=90-100 B=80- 89 C=70 - 79 D=60-69 F=60 and below

**Medical Administrative Assistant**

Grading Scale for Theory Work

A=90-100 B=80- 89 C=70 - 79 D=60-69 F=60 and below

**Pharmacy Technician**

Grading Scale for Theory Work

A=90-100 B=80- 89 C=70 - 79 D=60-69 F=60 and below

**Minimum Satisfactory**

**Nurse Aide:** Students must score 77% or better in theory and satisfactory in clinical to graduate. Lab and Clinical learning experience with a grade satisfactory will be accepted to continue and pass the program. A student with a grade of "D" or below 77% and/or Unsatisfactory in clinical or lab will be dismissed from the program.

**Medication Tech:** Students must score 77% or better in theory and satisfactory in skills checkoff to graduate. Skills learning experience with a grade satisfactory will be accepted to continue and pass the program. A student with a grade below 77% and/or Unsatisfactory in skills checkoff will be dismissed from the program.

**Medical Billing & Coding:** Students must score 70% or better in theory portion of program in order to graduate. A student with a grade of "D" or below 70 will be dismissed from the program.

**Pharmacy Technician:** To receive a certificate of completion, students must achieve a passing average of 80% or higher on all course exams, and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

**Medical Administrative Assistant:** Students must score 70% or better in theory portion of program in order to graduate. A student with a grade of "D" or below 70 will be dismissed from the program.

**Probation**

There is no probationary period allowed by institution.

**Re-entrance if Students Dismissed for Unsatisfactory**

Students who withdrew or were dismissed from the program for unsatisfactory progress will have the opportunity to re-enter the program after consultation with the program director. To be considered are:

a. Past history of student's performance

b. Evidence of potential for successful performance

c. Extent to which extenuating circumstances affected student's performance and whether these circumstances have been removed.

d. Available space and resources

***Note: upon re-entry, the student will be required to re-pay all tuition and fees. Tuition and fees paid previously will not be applied to future classes unless they meet the requirements of the Tuition Refund Policy.***

**Transcripts**

A permanent transcript will be established for each non-credit student. The transcript will be updated each time the student completes a non-credit course. All students' progress records shall be accurately recorded and ready to be furnished to the student upon request of transcript. The first student transcript will be provided at no charge to the student. However, subsequent additional transcript will be at a cost of $15.00 to the student. The student is to request in writing the transcript with the proper fees stating name, social security number and date of graduation.

**Student Conduct**

Students are expected to exhibit acceptable behaviors at all times while on school ground for the following reasons:

A. To maintain an appropriate learning environment

B. To enable the students to enter the health care profession

C. To maintain the safety of the school premises, students and staff

Fast Track Career Prep, Inc. will not tolerate any behavior considered inappropriate, disruptive, and unacceptable. Exhibiting such unacceptable conduct may result in either probation, suspension, expulsion or other disciplinary action. The following behaviors are considered unacceptable but this list is not all inclusive:

1. For conduct that constitutes a danger to the personal safety of other members of the Institution community, including guests or licensees of Fast Track Career Prep, Inc.(Intentionally causing or attempting to cause injury is included within the meaning of this provision.);
2. For conduct that materially and adversely affects the educational process. Complete honesty is essential for a healthy learning environment.
3. For sexual assault, defined as any attempted or actual sexual activity carried out by and/or against a member of Fast Track Career Prep, Inc., and/or it's students that is unwanted or nonconsensual, including forcible or non-forcible sex offenses;
4. For behavior that distracts from or disrupts the learning environment and is not considered professional. Examples of disruptive behavior include but are not limited to suggestive or revealing clothing or use of profanity.
5. The Institution prohibits the use of alcoholic beverages or illegal drugs on campus or at its activities. This includes clinical, lab and classes on and off campus and events in which the student is representing the Institution.

**Student Expenses Tuition & Fees**

**Certified Nursing Assistant I ONLINE HYBRID** *(Must have HS/GED Transcripts)*

This course teaches individuals to be proficient in the skills of vital signs, personal care, rehabilitative care, mental health & social needs, interpersonal skills; safety & emergency procedures in order to be prepared for the state approved Competency Exam. This course is a hybrid online class where the theory portion will take place online. Students will physically attend labs and clinical the 1st – 5th weekend of the 5 week course and 3rd – 4th week of the 4 week course. In summary, all reading and workbook assignments will be done online, during the students’ own time. Labs will take place at the Fast Track Career Prep Campus and Clinical will take place at a local healthcare facility. This is a certificate level course Total Clock Hours: 136

$75.00 (NON REFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED)

$420.00 TUITION, eText ,student handbook

$50.00 Professional Liability Insurance (non-refundable)

$75.00 Material Kit (non-refundable)

* + Elastic stocking
  + Emesis basin
  + Wash basin
  + Bedpan
  + PPE (gown and gloves)
  + Chuck Pad
  + Skills DVD
  + Blood Pressure Cuff
  + Stethoscope
  + NC Nurse Aide Candidate Handbook

**Required Textbooks May be purchased through outside Vendor or through Fast Track $45.00**

Uniforms: Cost may vary

**MEDICATION TECH** *(Must be 18yrs of age)*

The course introduce is designed to teach unlicensed personnel to administer medication in a safe competent manner. Upon completion of the course, the student will be prepared to take the NC Medication Aide Exam for Adult Care Homes. The course focuses on the responsibilities associated with medication administration. (No clinical) Target Audience: Unlicensed personnel desiring to administer medications, as a Med Tech, in an assisted living, mental health facility or group home setting. This is a certificate level course Total clock Hours: 15

$75.00 (NON REFUNDABLE REGISTRATION FEE IS PAID WHEN APPLICATION IS SUBMITTED)

$200.00 TUITION & Handbook

**PHARMACY TECH**

Students enrolled in this class will learn the concepts necessary to become a pharmacy technician, as well as preparation for the Pharmacy Technician Certification Board examination (PTCB) in order to obtain national certification. They will discover and develop foundation skills that are essential to work in a pharmacy. The course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend 16 hours (2 eight hour days) in the classroom in order to complete the course. Upon successful completion of the course, students will be capable of understanding the medical language as it relates to pharmacy; dispensing medications in varying forms; appropriate record­keeping; and adhering to applicable healthcare laws and ethics. Students will be able to work in Community Pharmacies as well as Hospital Pharmacies.

$380.00 Includes: Tuition and $75 Registration Fee

Deposit of $190.00 required to reserve seat in session. Remaining balance of $190.00 due 5 days prior to orientation date. If payment is not received student forfeits their seat. (PTCB Exam fee and books fee not included in price)

**MEDICAL BILLING AND CODING**

$450.00***(***includes tuition $375 and non-refundable registration fee $75)

Deposit of $225.00 required to reserve seat in session. Remaining balance of $225.00 due 5 days prior to orientation date. If payment is not received student forfeits their seat. *(NHA Exam fee and books fee not included in price)*

**MEDICAL ADMINISTRATIVE ASSISTANT**

$500.00 (includes tuition $425 and non-refundable registration fee $75)

Deposit of $250.00 required to reserve seat in session. Remaining balance of $250.00 due 5 days prior to orientation date. If payment is not received student forfeits their seat. *(NHA Exam fee and books fee not included in price)*

**Refund Policy**

A refund shall not be made except under the following circumstances.

1. A student who officially withdraws (in writing\*) from a class(es) prior to the first class meeting shall be eligible for a 100 percent refund, not including the Non-refundable fees. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment.
2. After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws (in writing\*) from the class prior to or on the 25 percent point of the scheduled hours of the class.
3. To comply with the applicable federal regulations regarding refunds; federal regulations regarding refunds will supersede state refund regulations in this rule.

All refunds will be issued to the student who officially withdraws in writing no later than 4 weeks from the receipt of the approved written withdraw.

**No refunds will be issued on the registration fee, material kit, or insurance fee.**

**No refunds will be issued to a student who was made to drop due to misconduct, failure to submit required documents in designated time, clinical site refusal or poor progress.**

**Student Withdrawal**

A student may voluntarily withdraw from any program. It is the student’s responsibility to obtain a withdrawal form, present it to the program instructor for completion, and submit the completed form to the Program Director’s Office. The official date of withdrawal is the date the completed withdrawal form is received by the Program Director’s office. The official date of the withdrawal will be used in determining tuition refund eligibility according to the tuition refund policy. Students who do not complete the withdrawal form, notify the school of departure, or fail to inform the school of absences after the allowed missed time, will be considered dropped from the selected program and all other rules regarding the tuition policy will apply. Any student that withdraws must wait 60 days to enroll in future classes.

**Description of Space, Facilities and Equipment**

Class/lab will be conducted at Fast Track Career Prep, Inc. building. The rooms have tables and chairs to accommodate 30 students comfortably with adequate lightening and atmosphere conductive to the student learning and testing.

Lab Room are set similar to a resident's room, complete with the equipment and supplies normally found in a resident's room, as well as those items needed for skill instruction, practice, and return demonstration.

Physical layout of lab • Resident bed(s) • Bedside table(s) • Overbed table(s) • Full suspended privacy curtains for each bed • Call signal(s) • Wastebasket • Other furniture or materials • Nearby Sink(s) with hot and cold running • Chairs

The faculty and students will have equipment, materials, and supplies necessary for student education.

Fast Track Career Prep, Inc. will continually seek relationships with nursing facilities that will provide rich clinical experience for the students. Currently, Fast Track Career Prep, Inc. is affiliated with Parkwood Village ALF of Wilson, Wilson Pines Nursing and Rehab of Wilson, NC.

**Course Outline, Clock Hours and Certification Exam Boards.**

**Nurse Aide I Online Hybrid: Clock Hours 136Hrs.**

This course is a hybrid online class where the majority of the assignments will take place online. Students will physically attend labs and/or clinical at their designated course schedule. In summary, all reading and workbook assignments will be done online, during the students’ own time. Labs & clinical will take place at the Fast Track Career Prep, Inc. Campus. Clinical will take place at designated facilities.

COURSE TITLE: NURSE AIDE I

COURSE NUMBER: \_\_\_\_\_\_101\_\_\_\_\_\_

TOTAL CONTACT HOURS: 136

COURSE DESCRIPTION: This course introduces basic nursing skills required to provide

Personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

**CO-REQUISITES /PREREQUISITES**: Basic Life Support for the Healthcare Professional

**REQUIRED TEXT:**

* Nursing Assistant Care: The Basics

**OTHER**: Instructor /Student Ratio is 1 to 16 Lab, 1 to 30 Online, 1 to 10 clinicals

**RESOURCES AND MATERIALS**:

Nursing uniform for clinical to include close toe shoes

SUPPLEMENTARY REFERENCES:

**TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)**

\_\_x\_ Lecture \_\_x\_ Role-Playing \_x\_\_ Small Group Discussion

\_\_x\_ Clinical \_\_\_x\_ Skills Lab \_\_x\_ Video Tapes \_x\_\_ Demonstration

Does your course require completing a special project or assignment or passing a certain test?

\_\_x\_ Yes \_\_\_ No (If yes, please explain.)

Course includes passing a laboratory and clinical component. To pass the laboratory and clinical components, the individual must be proficient in demonstrating all skills. Proficiency is defined as the ability to perform a skill in a competent and safe manner. All skills in this course must be successfully performed prior to completion of the training program.

**COURSE OUTCOMES**:

Upon completion of this course, the student should be able to:

1. List the members of the health care team and describe their role.

1. Understand the responsibilities of the nursing assistant.

3. List and observe patient / resident rights.

4. Display the awareness that health care workers must have in order to avoid legal

dilemmas.

5. Describe and display basic safety methods designed to prevent accidents in a health

care facility.

6. Describe and perform activities of daily living used in caring for patients/residents.

7. Understand the human body anatomy and physiology and the systems and common

diseases seen in the elderly.

8. Understand and practice effective communication in the provision of quality healthcare.

9. Perform the basic nursing skills listed in the skills handbook competently and

proficiently in both the lab and clinical settings.

10. Provide organized and safe care for a minimum of 2 patients in a healthcare facility.

**METHODS OF EVALUATING OUTCOMES**:

\_x\_\_ Assignments \_\_x\_ Demonstration Skills \_\_x\_ Class Participation

\_\_x\_ Written Tests \_x\_ Instructor Assessment & Observation

**THE PRIMARY METHOD OF EVALUATION IS** Online written tests with overall average of 77 or greater in addition to passing the lab and clinical portion of the course which includes skill performance and instructor assessment and observation.

COURSE TITLE: MEDICATION TECH (ADULT CARE HOMES)

COURSE NUMBER: \_\_\_\_101\_\_\_\_\_\_\_

TOTAL CONTACT HOURS: \_\_15\_\_

**COURSE DESCRIPTION:**

This course prepares unlicensed medical personnel in adult care homes, assisted living facilities, and group homes to take the Medication Administration Exam, administered by the NC Division of Facility Services. Students receive basic information needed to perform basic competencies required to safely administer medications by the following routes: oral, buccal, sublingual, optic, transdermal, nasal, topical, inhalant, vaginal and rectal.

Other topics include, but are not limited to, drug interactions; side effects; and the administration of subcutaneous injections, dosage calculations, and controlled substances and their documentation.

15 Hours (No Clinical)

**CO-REQUISITES /PREREQUISITES: NONE**

**RESOURCES AND MATERIALS:** Medication Administration Simulation

**REQUIRED TEXT: Medication Administration: A Medication Tech Training Course, Student Manual**

**OTHER: Instructor/ Student ratio is 1 to 16**

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

\_\_x\_ Lecture \_\_x\_ Role-Playing \_x\_\_ Small Group Discussion

\_x\_\_ Audio Visual \_\_x\_ Lab \_x\_\_ Demonstration

Does your course require completing a special project or assignment or passing a certain test? **YES**

Student must demonstrate understanding of the “six rights” and be able to safely and proficiently administer medication in the lab setting. In addition, student must be able to document medication administration appropriately on the Medication Administration Record (MAR) prior to completion of the training program.

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. List the members of the health care team;
2. Understand the role and limitations of the Medication Tech;
3. Explain the client’s right to privacy, confidentiality, independence and refusal;
4. Demonstrate understanding of the “six rights” safely and proficiently to administer medication;
5. Demonstrate appropriate documentation of medication administration on the Medication Administration Record (MAR);
6. Understand the concepts of medication administration, including terminology and abbreviations;
7. Understand how to document and report medication errors;
8. Display the awareness that health care workers must have in order to avoid legal dilemmas;
9. Understand and practice effective communication with supervising licensed nurse.

METHODS OF EVALUATING OUTCOMES:

\_\_x\_ Demonstration Skills

\_\_x\_ Written Post-Tests \_x\_ Instructor Assessment & Observation

**PRIMARY METHOD OF EVALUATION**

Student will achieve a grade of 75 or greater on the post-test in addition to passing the lab portion of the course which includes the performance of medication administration and documenting on the Medication Administration Record.

**ATTENDANCE:**

This course requires students be in attendance one hundred (100 %) percent of the class hours in order to successfully complete the course.

COURSE TITLE: MEDICAL BILLING & CODING

COURSE NUMBER: \_\_\_\_\_\_101\_\_\_\_\_\_

TOTAL CONTACT HOURS: 258

Course Description:

This course focuses on the fundamentals of medical billing and coding to include compliance standards, medical terminology, patient registration, health insurance, claims, account receivables management, coding, and other key functions of the healthcare revenue cycle. The course is a hybrid course meaning the majority of assignments, quizzes, tests, and course materials will be online. Students will be required to physically attend 16 hours (2 eight hour days) in the classroom in order to complete the course. Upon successful completion of the course, students are eligible to take the Certified Billing and Coding Specialist (CBCS) certification exam offered by the National Healthcare Association (NHA).

Total contact hours:

258 (242 hours online, 16 hours in classroom)

Required Text(s):

Medical Billing & Coding For Dummies 2nd Edition

ISBN - 978-1118982549

Medical Terminology Made Easy

ISBN - 9781532721513

OTHER: Instructor/ Student ratio is 1 to 30

Prerequisites:

N/A

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

\_\_x\_ Lecture \_\_\_ Role-Playing \_x\_\_ Small Group Discussion

\_x\_\_ Audio Visual \_\_\_ Lab \_x\_\_ Demonstration

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Understand regulatory compliance guidelines specific to healthcare and reimbursement.
2. Demonstrate standard patient registration practices.
3. Identify and understand proper usage of forms used in healthcare settings for patient registration and medical record compliance.
4. Demonstrate the ability to use the three clinical coding systems: CPT, HCPCS and ICD.
5. Identify and understand health insurance types, patient cost shares, and guidelines for filing claims.
6. Explain the account management process including patient and insurance account receivables.
7. Comprehend basic medical terminology.
8. Demonstrate completion of a CMS-1500 claim form.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 70% or higher on all course exams, and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

**Student Expenses Tuition & Fees**

$75.00 (NON REFUNDABLE REGISTRATION FEE)

$375.00 TUITION

$30.00 Textbook: Medical Billing & Coding For Dummies 2nd Edition

$30.00 Textbook: Medical Terminology Made Easy

**\*\*Additional Fees:**

NHA CBCS Examination (Fee varies depending on chosen exam location)

**SCHEDULE**

**Medical Billing & coding Program Online Hybrid (258 Clock Hours)**

242 Hours of Online Theory (Online Theory: No Specific hours per day)

16 hour Class Time

COURSE TITLE: Medical Administrative Assistant

COURSE NUMBER: \_\_\_\_\_\_101\_\_\_\_\_\_

TOTAL CONTACT HOURS: 136

Course Description:

This course focuses on the fundamentals of medical office administrative responsibilities to include compliance standards, medical terminology, patient registration, health insurance, medical office management, basic billing and account management, and other key functions of the medical office environment. The course is a hybrid course meaning the majority of assignments, quizzes, tests, and course materials will be online. Students will be required to physically attend 16 hours (2 eight-hour days) in the classroom in order to complete the course. Upon successful completion of the course, students are eligible to take the Medical Administrative Assistant (MAA) certification exam offered by the National Health Career Association (NHA).

Total contact hours:

136 (120 hours online, 16 hours in classroom)

Required Text(s):

Administrative Medical Assisting Fourth Edition ISBN-13: 978-1496302427

Prerequisites:

N/A

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

\_\_x\_ Lecture \_\_\_ Role-Playing \_x\_\_ Small Group Discussion

\_x\_\_ Audio Visual \_\_\_ Lab \_x\_\_ Demonstration

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to

1. Identify and understand the primary responsibilities and functions of a Medical Administrative Assistant.
2. Understand regulatory compliance agencies and guidelines specific to a medical office environment including patient rights, medical records, HIPAA, and other standards.
3. Demonstrate standard patient registration practices including appointments and scheduling management.
4. Identify and understand proper usage of forms used in healthcare settings for patient registration and medical record compliance to include patient education and intake documents.
5. Demonstrate the ability to perform opening and closing office procedures.
6. Identify and understand health insurance types and patient cost shares.
7. Explain the account management process including patient and insurance account receivables.
8. Comprehend basic medical terminology.
9. Demonstrate the ability to sort and prioritize mail, manage office supplies, and maintain the office environment.
10. Understand and follow general office policies and procedures.
11. Demonstrate the ability to properly communicate with patients using verbal and written communication skills.
12. Understand general medical coding concepts to include CPT, HCPCS and ICD.

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, case studies, and competency assessments. To receive a certificate of completion, students must achieve a passing score of 70% or higher on all course assignments complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

**Student Expenses Tuition & Fees**

$75.00 (NON REFUNDABLE REGISTRATION FEE)

$425.00 TUITION

$100.00 (IF PURCHASED THROUGH FAST TRACK) Textbook: Administrative Medical Assisting Fourth Edition ISBN-13: 978-1496302427

**\*\*Additional Fees:**

NHA CMAA Examination (Fee varies depending on chosen exam location)

COURSE TITLE: Pharmacy Technician

COURSE NUMBER: \_\_\_\_\_\_101\_\_\_\_\_\_

TOTAL CONTACT HOURS: 125

Course Description:

Students enrolled in this class will learn the concepts necessary to become a pharmacy technician, as well as preparation for the Pharmacy Technician Certification Board examination (PTCB) in order to obtain national certification. They will discover and develop foundation skills that are essential to work in a pharmacy. The course is a hybrid course meaning the majority of assignments, quizzes, tests and course materials will be online. Students will be required to physically attend 16 hours (2 eight hour days) in the classroom in order to complete the course. Upon successful completion of the course, students will be capable of understanding the medical language as it relates to pharmacy; dispensing medications in varying forms; appropriate record­keeping; and adhering to applicable healthcare laws and ethics. Students will be required to work in Community Pharmacies as well as Hospital Pharmacies.

Total contact hours:

125 (109 hours online, 16 hours in classroom)

Required Text(s):

The Pharmacy Technician 5th Edition

ISBN 13 : 978­1­61731­070­6

The Pharmacy Technician Workbook & Certification Review 5th Edition

ISBN 13 : 978­1­61731­072­0

OTHER: Instructor/ Student ratio is 1 to 30

Prerequisites:

N/A

TEACHING STRATEGIES: (CHECK THOSE YOU PLAN TO UTILIZE)

\_\_x\_ Lecture \_\_\_ Role-Playing \_x\_\_ Small Group Discussion

\_x\_\_ Audio Visual \_x\_\_ Lab \_x\_\_ Demonstration

Instructor info:

Instructor information will be found in Moodle including contact information.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Describe the job description of a Pharmacy Technician
2. Discuss the Federal Drug Administration (FDA)
3. Describe and discuss Controlled Substances ­ their classification and laws
4. Discuss the importance of ethics in the workplace
5. Demonstrate uses of pharmacy terminology
6. Explain the steps of prescription processing
7. Demonstrate correct conversion techniques
8. Demonstrate mathematical problem solving for Pharmacy Technicians
9. Discuss classifications of medication
10. Demonstrate principles of compounding

Methods of Evaluation:

The instructional methods used include reading assignments, practice exercises, PowerPoint slides, recorded content, and tests. To receive a certificate of completion, students must achieve a passing score of 80% or higher on all course exams, and complete all online content within 6 weeks. Instructor assessment and observation will be used during classroom hours.

**Student Expenses Tuition & Fees**

$75.00 (NON REFUNDABLE REGISTRATION FEE)

$305.00 TUITION

REQUIRED TEXT(s):

***Students may purchase through Fast Track Career Prep or outside vendor***

**$100.00** The Pharmacy Technician 5th Edition

ISBN 13 : 978­1­61731­070­6

**$75.00** The Pharmacy Technician Workbook & Certification Review 5th Edition

ISBN 13 : 978­1­61731­072­0

**\*\*Additional Fees:**

PCTB Examination Fee $129.00

**SCHEDULE**

**PHARMACY TECHNICIAN Online Hybrid (125 Clock Hours)**

109 Hours of Online Theory (Online Theory: No Specific hours per day)

16 hour Class Time

**Transferring Credits**

Fast Track Career Prep, Inc. at this time does not accept credits from other educational institutions.

**Certification**

Every student who has completed the requirements for a program, upon graduation will receive a certificate of completion.

**Grievances**

Fast Track Career Prep, INC. is interested in the welfare if students. A student who has a grievance is encouraged to present the complaint with the instructor and if the student receives an unsatisfactory response, then the student will take the complaint in writing to the program director. If the resolution is unsatisfactory, the student can forward complaint to North Carolina Community College System.

**Dress Code**

In the classroom, students are expected to dress very modestly. Fast Track Career Prep, Inc. shall provide clinical experience for Nurse Aide students in a nursing facility under the supervision of a registered nurse. The students are expected to abide by the policies of the host nursing facility. The expected dress code includes, students shall wear white scrub top, white scrub bottom, closed toe shoes and socks. Hoop or dangling earrings, long fingernails, jewelry, unnatural hair colors or strong fragrances are not allowed to be worn by students in the clinical or classroom setting. Every student must be well-groomed.

**Identification of Student**

A student of Fast Track Career Prep, INC. shall be identified with a name tag that indicates the student is a nurse aide trainee at Fast Track Career Prep, INC. The name tag shall include the word “trainee” or “student” after the student's name and shall be worn by each student during clinical experience.

**Students Records**

All students' records will be kept in a locked cabinet for safe keeping. A student's written consent must be obtained before any type of confidential records will be released. However, students' records will be released without the student's consent in following situations:

1. When records are required by the school officials in the proper performance

2. Organizations conducting studies for educational and government agencies.

3. Financial Aid request.

4. In response to legal court orders

5. Appropriate persons in case of an emergency

6. Parents of dependent children as defined in the Internal Revenue Code of 1954

**Maintenance of Records**

All students' records will be kept in the office for five (5) years. In the event that Fast Track Career Prep, INC. goes out of business or ceases to operate, all records will be kept in a bonded storage in Wilson, North Carolina under the trade school name.

**Procedures for Examination of Records**

A student requesting an inspection of educational records must do so in writing. The school will contact the student within 5 days to set up a date, time, and place for such an inspection. The inspection must be done within 30days of the receipt of the request for inspection of educational records from the student.

**Challenge of Student Record**

A student may challenge an educational record which the student considers to be inaccurate, misleading, or in violation of his/her privacy or other rights. Such challenge shall be in writing and shall include the reason for the fault in date and the name or addresses of all people who may have knowledge, information, records or faulty data in question. Within 30 days of the receipt of the request, the program director shall investigate and notify the student of the outcome of the investigation and the possibility of altering the records to reflect the correct data.

**Closing of School Due to Inclement Weather**

In the event of hazardous weather, including such events as heavy snow or ice accumulation on a day prior to a regular class day, the initial decision to cancel or delay the next day's classes will be made prior to 7 a.m. of the class day in question. A notice will be placed on the school's web site www.ftcprep.com or the school’s voicemail (252) 296-9004. Make up classes will be arranged at the convenience of the instructors and school.

**Office Hours**

The office is open Monday through Friday 9:00 am-5:00 p.m. The office phone number is (252)296-9004, Fax: 252-296-9078 for our Wilson Office. Instructors may be reached by emails designated on syllabus.

**Name or Address Change**

Students must notify the office immediately of any change in name, address, email address or/ and telephone number. This is to facilitate communication between the school and the student.

**Smoking Policy**

Fast Track Career Prep, Inc. is a smoke-free school. Smoking is not allowed anywhere inside or outside of the building.

**Assistance with Job Placement**

Fast Track, does not guarantee jobs or salaries, but will inform graduates with known job openings.

**Changes in Curriculum, Fee or Other Requirements**

The governing body and/or administration of Fast Track Career Prep, INC. reserves the right to change at any time without notice; the graduation requirements for any class, fees, and other curriculum, course structure & content, and other such matters as may be within its control of an outside agency. Any such changes will be an addendum that will be effective the next class day.

**Previous Educational Credit**

Fast Track Career Prep, Inc. does not grant credit for educational received from other educational institutions.

***Disclosure:***

***This catalog is intended to serve as a reference guide for admissions, programs and procedures of Fast Track Career Prep, Inc. medical training school. Information and requirements are subject to change without notice and should not be regarded as a binding obligation on the school or state.***

***Policies of the North Carolina State Board of Community Colleges, the North Carolina Community College System or North Carolina State Proprietary School licensing board, in local conditions may require changes to the catalog, including but not limited to: courses, programs, policies, fees, calendars and other areas. When such changes are necessary, the school will update the catalog and make every effort to minimize inconveniences for students.***

***Each student is responsible for being aware of graduation requirements for their choice of program.***

***The most current version of the catalog shall be made available through our website.***

**STUDENT ACKNOWLEDGEMENTS**

This School Catalog, together with other published Fast Track Career Prep, Inc. policies, procedures, and student conduct codes, shall constitute the entire agreement between Student and Fast Track Career Prep, Inc.. I understand and agree that these written documents supersede any prior or contemporaneous oral or written statements and may not be modified without the written agreement of the Fast Track Career Prep, Inc. Program Director.

I have received or read a copy of Fast Track Career Prep, Inc. current School Catalog, the provisions of which I accept including without limitation its grounds for termination.

I have read and understand all provisions of this Agreement. I understand that my enrollment and Fast Track Career Prep, Inc. obligations under this Agreement (except the Refund Policy and Cancellation Policy sections above) may be terminated by Fast Track Career Prep, Inc. if I fail to comply with Fast Track Career Prep, Inc. attendance, conduct, academic, and/or financial requirements.

By signing below, I confirm my agreement to the terms and conditions outlined on all pages of this School Catalog.

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

STUDENTS UNDER THE AGE OF 18 must be interviewed in the presence of a parent or guardian and this Agreement must bear his/her signature. I certify I was present during the interview. I understand the terms and conditions of this School Catalog and, if accepted by Fast Track Career Prep, Inc., I agree to be responsible for its terms.

□ Parent □ Guardian

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Relationship Date

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature, Fast Track Career Prep, Inc. Date