FAST TRACK CAREER PREP, INC.



4901 CASWELL PLACE W.

SUITE D

WILSON, NC 27896

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Volume 10 Issue 1

ACADEMIC YEAR 2027

FAST TRACK CAREER PREP, INC.

Mission Statement: Fast Track Career Prep, Inc. believes that kindness and care are important parts of nursing. We teach students to care for people with skill and respect. Our mission is to help students do their best in health care while putting patients first. We want our students to learn the skills they need to succeed at work and care for others with kindness.

Governing Body

NIKISHA WILLIAMS, B.S., RN, Administrator

Officials

NIKISHA WILLIAMS, B.S., RN, Administrator

LATASHA HINES, MSN, APRN, AGACNP-C, Program Director

Faculty

MIRACLE MOORE, CPHT (Instructor)

QUANISHA KING, BSN, RN, PMHNP-BC (Instructor)

TAMIKA CORPREW, MSN, APRN, FNP-C (Instructor)

KENYA NICHOLSON, MSN, RN LNC (Instructor)

KELLY HAYES, BSN, 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.

Fast Track Career Prep, INC 2027 Academic Calendars

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

January 01, 2027 – December 31, 2027

Nurse Aide 1 Program (Weekend)

01/04/2027 – 02/07/2027
02/15/2027 – 03/21/2027
03/29/2027 – 05/02/2027
05/10/2027 – 06/13/2027
06/21/2027 – 07/25/2027
08/02/2027 – 09/05/2027
09/13/2027 – 10/17/2027
10/25/2027 – 11/28/2027

Nurse Aide 1 Program (Day)

01/25/2027 – 02/25/2027
03/08/2027 - 04/08/2027
04/19/2027 – 05/20/2027
05/31/2027 – 07/01/2027
07/12/2027 – 08/12/2027
08/23/2027 – 09/23/2027
10/04/2027 – 11/04/2027
11/15/2027 – 12/16/2027

Nurse Aide Refresher Program

01/18/2027 – 01/31/2027
03/01/2027 – 03/14/2027
04/12/2027 – 04/25/2027
05/24/2027 – 06/06/2027
07/05/2027 – 07/18/2027
08/16/2027 – 08/29/2027
09/27/2027 – 10/10/2027
11/08/2027 – 11/21/2027

Pharmacy Technician Program

01/11/2027 – 02/21/2027
03/08/2027 – 04/18/2027
05/03/2027 – 06/13/2027
06/28/2027 – 08/08/2027
08/23/2027 – 10/03/2027
10/25/2027 – 12/05/2027

FAST TRACK CAREER PREP, INC.

Medical Billing and Coding Program

01/11/2027 – 02/21/2027
03/15/2027 – 04/25/2027
05/17/2027 – 06/27/2027
07/29/2027 – 08/29/2027
09/20/2027 – 10/31/2027

Medical Administrative Assistant Program

01/11/2027 – 02/21/2027
03/15/2027 – 04/25/2027
05/17/2027 – 06/27/2027
07/29/2027 – 08/29/2027
09/20/2027 – 10/31/2027

Medication Technician

01/13&15/2027
02/17&19/2027
03/17&19/2027
04/14&16/2027
05/19&21/2027
06/16&18/2027
07/21&23/2027
08/18&20/2027
09/08&10/2027
10/13&15/2027
11/10&12/2027
12/08&10/2027

Our Nurse Aide I program consists of three separate portions. THEORY – ten (10) days of asynchronous curriculum online, LAB – six (6) days on campus, CLINICALS – four (4)

Our Nurse Aide I Refresher program consists of two portions. THEORY – ten (10) days of asynchronous curriculum online, LAB – two (2) days on campus.

Our Medical Billing & Coding program consists of six (6) weeks of asynchronous curriculum online and a final project.

Our Medical Administrative Assistant program consists of six (6) weeks of asynchronous curriculum online and a final project.

Our Pharmacy Technician program consists of six (6) weeks of asynchronous online theory and two (2) days of lab on campus.

Our 15-hr Medication Technician program consists of two (2) in-person sessions, which prepare students to sit for the NCDHHS Med Aide exam for Adult Care Homes.

FAST TRACK CAREER PREP, INC.

School Policies and Regulations

Leave

Our school does not allow students to take a leave of absence.

Absences

Students must attend all classes, labs, and clinical sessions. If a student will be absent, they must tell the school before class starts. Students must contact the instructor to make up missed work within one week. The school does not excuse absences for any reason. A student who misses a required lab, clinical session, or class may be dropped from the program. Two (2) late arrivals or early departures will also lead to removal from the program.

Attendance is counted from the first day of class. There are no excused absences. Students must arrive on time and stay for the full class, lab, or clinical session.

Nurse Aide: Any student who misses more than one (1) day will be dropped from the program immediately.

Medication Tech: Students must attend 100% of the course. Students who miss any class time will be dropped.

Pharmacy Tech: Any student who misses more than 8 hours will be dropped from the program immediately.

Medical Billing & Coding: Students who miss more than eight (8) hours will be dropped from the program.

Medical Administrative Assistant: Any student who misses more than 8 hours will be dropped from the program immediately.

Class Cancellation

Fast Track Career Prep, Inc. may cancel a class if too few students enroll.

Make-Up Work

Students must make up all missed class, lab, or clinical time to finish their program. Students must contact the instructor to plan the make-up work. The instructor may give extra work for each absence.

Tardiness

Students must arrive on time for each class, lab, and clinical session. Two (2) late arrivals or early departures will result in removal from the program. A student is late if they arrive after the start time. Leaving before the end time counts as an early departure.

Online Attendance

Online courses have the same learning and work rules as in-person courses. Students must take part in online classes and finish their work. Students who miss more than eight (8) class hours may be dropped. Each instructor will explain how online attendance is counted in the course syllabus. Students must read and follow those rules.

Interruption for Unsatisfactory Attendance

Students who do not meet attendance rules will be dropped from the program. This includes missing more than eight (8) class hours, missing required lab or clinical time, or having two (2) late arrivals or two (2) early departures.

Admission

Fast Track Career Prep, Inc. admits students on a first-come, first-served basis. The school does not discriminate based on race, color, religion, age, sex, national origin, or disability, except where a lawful job requirement applies. The school follows Title IX, the Rehabilitation Act of 1973, and other applicable laws. Anyone with a concern about discrimination may contact the Program Director.

Student Responsibility

Students must complete all requirements for their program. They must know the school rules, what behavior is not allowed, and the grades needed to graduate.

Admission Requirements

Students must be at least 18 years old. They must also provide proof that they finished high school or earned an accepted equivalent.

A. A high school transcript or GED transcript showing the graduation or completion date.

B. A college transcript showing the degree earned and the date awarded, if using a college transcript as proof.

Admission Procedure

A. Step 1: Apply online. Submit a completed application, a valid photo ID, a signed Social Security card, and a high school, GED, or college transcript showing your graduation or completion date.

B. Step 2: Wait for review. Admissions will check your application and documents. The school will then check for an open seat in your chosen class. If a seat is available, you will notified to complete the enrollment agreement online.

C. Step 3: Finish registration by the deadline. Return your enrollment agreement, pay the full program cost, and submit all required documents by the Monday before your program

starts. If your chosen class is full, Admissions will offer other available class dates. Any deposit already paid may be used for one of those dates, as stated in the school policy.

D. For Nurse Aide I only: Provide proof of a TB test from the past 12 months.
E. For Nurse Aide I only: Complete a criminal background check and drug screening.
F. For Nurse Aide I only: Provide vaccine records showing the hepatitis B series and two (2) MMR vaccines.
G. For Nurse Aide I only: Submit the hepatitis B vaccine record or declination form.
H. For Nurse Aide I only: Submit the flu vaccine record or declination form.
I. For Nurse Aide I only: Submit the covid vaccine record or declination form.
J. For Nurse Aide I only: Provide proof of BLS CPR certification.

***NURSE AIDE I COURSE ONLY**

A notice of class availability does not hold a seat. You must finish registration, pay in full, and turn in all required documents by the Monday before the program starts. Seats are given to students who finish registration first. Students who miss the deadline cannot start that class and may ask about a later class.

If a class fills before a student finishes registration and pays in full, Admissions will offer the next available class.

Fast Track Career Prep, Inc. may review special cases and deny admission when it is in the best interest of the applicant or the program.

Technical Requirements for Completing Online Classes

Students in online and hybrid classes must have their own computer and reliable internet access. Check the course requirements before class begins.

Note: Some courses may require extra software. The course syllabus will list any software you need to buy.

• The school reviews computer requirements twice a year. Technology needs may change. If students need to upgrade their computers, the school will give 90 days' notice.

• Phones and tablets may work for some assignments, but not all. Students should have access to a Windows or Mac computer to complete their work.

Acceptance

Admissions will send each student written confirmation after registration is complete.

Enrollment Date

Registration, full payment, and all required documents are due by the Monday before the program start date. Students who miss this deadline may not start that class. Late enrollment after the deadline is not allowed.

Grading System

Students receive letter grades for their work. Class and clinical work are graded separately.

Nurse Aide & Medication Tech

Grading Scale for Nurse Aide Theory Work

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

The instructor will use a skills checklist to record how well students perform each required skill.

Lab and clinical work are graded S (Satisfactory) or U (Unsatisfactory). Students must earn an S in clinical work to pass. A student who cannot perform the required skill safely will receive a U.

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 earn at least 77% in theory and an S (Satisfactory) in both lab and clinical work to graduate. Students who earn less than 77% or receive a U (Unsatisfactory) in lab or clinical work will be dismissed.

Medication Tech: Students must earn at least 77% in theory and pass the skills checkoff to graduate. Students who earn less than 77% or fail the skills checkoff will be dismissed.

Medical Billing & Coding: Students must earn at least 70% in theory to graduate. Students who earn less than 70% will be dismissed.

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 earn at least 70% in theory to graduate. Students who earn less than 70% will be dismissed.

Probation

Our school does not offer a probation period.

Re-entrance if Students Dismissed for Unsatisfactory

Students who leave or are dismissed because of low grades may ask to return. They must first meet with the Program Director. The school will review the following:

a. Past history of student's performance

b. Evidence of potential for successful performance

c. Whether personal or other serious problems affected the student's work and whether those problems have been resolved.

d. Available space and resources

Note: Students who return must pay all tuition and fees again. Past payments will not be applied to new classes unless allowed by the Tuition Refund Policy.

Completion Document – Certificate of Completion and Transcript

We keep a transcript and certificate of completion for each student in a non-credit course. We update these records when the student finishes a course. Students may ask for their records in writing. The first copy is free. Extra copies cost $15.00 for a transcript and $16.50 for a certificate. Students must send a written request with the required fee, name, Social Security number, program, and graduation date.

Student Conduct

Students must behave in a safe and respectful way while on school grounds. These rules help keep the school safe and support learning.

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. does not allow unsafe, rude, or disruptive behavior. Students who break these rules may face discipline, including suspension or removal. The examples below are not a full list:

1. Actions that put other students, staff, or guests in danger. This includes hurting or trying to hurt someone.
2. Actions that disrupt learning, including cheating or dishonesty.
3. Sexual assault or any unwanted sexual contact involving a student or member of the school community.
4. Behavior that interrupts class or is not professional. Examples include profanity and clothing that breaks the dress code.
5. Use of alcohol or illegal drugs at school events, classes, labs, or clinical sites, whether on or off campus.

FAST TRACK CAREER PREP, INC.

Student Expenses Tuition & Fees

Nurse Aide 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 two (2) days per week from the 1st – 5th week of the 5-week course. In summary, for the first two (2) weeks, all reading and workbook assignments will be done online and/or during the students' own time. Labs will take place at the Fast Track Career Prep Campus two (2) days per week the 1st-3rd week and Clinical will take place at a local healthcare facility two (2) days per week the 4th & 5th week. This is a certificate level course Total Clock Hours: 136

$850.00 Total Cost of program

$85.00 (non-refundable registration fee)

$610.00 TUITION, e-text, student handbook

$70.00 Professional Liability Insurance (non-refundable)

$85.00 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 bought from another seller or from Fast Track Career Prep for $150.00 per set.
Uniforms, background checks, and drug screenings are paid for by the student. Uniform costs may vary.

MEDICATION TECH (Must be 18 years of age)

The course 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

$85.00 (non-refundable registration fee)

$250.00 Total 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), for them to obtain their 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.

$450.00 Includes: $365.00 Tuition and $85 non-refundable Registration Fee

A $225.00 deposit is needed to hold a seat. The remaining $225.00 must be paid by the Monday before the program starts. All required documents are due that same day. Students who do not pay in full and submit all documents by the deadline cannot start the class. PTCB exam and book fees are not included.

MEDICAL BILLING AND CODING

$500.00 includes: $415.00 tuition and $85.00 non-refundable registration fee

A $250.00 deposit is needed to hold a seat. The remaining $250.00 must be paid by the Monday before the program starts. All required documents are due that same day. Students who do not pay in full and submit all documents by the deadline cannot start the class. NHA exam and book fees are not included.

MEDICAL ADMINISTRATIVE ASSISTANT

$550.00 includes: tuition $465 and $85.00 non-refundable registration fee)

A $275.00 deposit is needed to hold a seat. The remaining $275.00 must be paid by the Monday before the program starts. All required documents are due that same day. Students who do not pay in full and submit all documents by the deadline cannot start the class. NHA exam and book fees are not included.

Refund Policy

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

1. Before the first day of class, students will receive a full (100%) refund, including fees already paid, if they withdraw, the school requires them to withdraw, or the school cancels the class.

I. The student withdraws.

II. The student is caused to withdraw by the school.

III. The school cancels the class.

2. A student who withdraws, or is required to withdraw, after class begins but before completing 25% of the enrollment period will receive a 75% refund. Disclosed nonrefundable fees are excluded.

3. Students who withdraw, or are withdrawn by the school, on or before the census date (25% of the program) may request a 75% refund in writing. See 1G SBCCC 200.94(b)(C)(i) or 1G SBCCC 200.94(d)(C)(i) of the SBCCC Code.

If federal refund rules apply and differ from state rules, the federal rules will take priority.

We will send approved refunds within four (4) weeks after we receive the student's written withdrawal.

Registration fees, material kits, and insurance fees are not refundable.

No refund will be given to a student who is removed for misconduct, missing required documents, refusal by a clinical site, 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 Admissions office. The official date of the withdrawal will be used to determine 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

Classes and labs take place at Fast Track Career Prep, Inc. Classrooms have enough seats and light to help students learn and take tests.

The lab is set up like five (5) patient rooms. It has the tools and supplies students need to learn and practice skills.

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

Teachers and students will have the tools and supplies they need for learning.

Fast Track Career Prep, Inc. works with care facilities so students can get hands-on practice. Current partners include Parkwood Village ALF and Wilson Pines Nursing and Rehab in Wilson, NC.

FAST TRACK CAREER PREP, INC.

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 weekend & 102 day

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.

PREREQUISITE / CO-REQUISITE: Basic Life Support (BLS) for Healthcare Professionals

REQUIRED TEXT:

- Nursing Assistant Care: The Basics 6th Edition & Nursing Assistant Care: The Basics & Nursing assistant Care Workbook 6th Edition

OTHER: Instructor-to-student ratio: 1:16 in lab, 1:30 online, and 1:10 in clinical sessions.

RESOURCES AND MATERIALS:
Nursing uniform for clinical to include closed-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.)

Students must pass both the lab and clinical parts of this course. They must show that they can perform every required skill safely and correctly before they finish the 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.
2. 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

Students must earn an average of at least 77% on online tests and pass both lab and clinical work. Instructors will check and observe students as they perform skills.

FAST TRACK CAREER PREP, INC.

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, ophthalmic, 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 10

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**
Students must know the six rights of medication administration and give medications safely during lab practice. They must also record each medication correctly on the Medication Administration Record (MAR).

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

1. List of 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. Use clear and respectful communication with the supervising licensed nurse.

METHODS OF EVALUATING OUTCOMES:
__x__ Demonstration Skills

__x__ Written Post-Tests

__x__ Instructor Assessment & Observation

PRIMARY METHOD OF EVALUATION
Students must score at least 77% on the post-test and pass the lab. In the lab, they must give medications safely and record them on the Medication Administration Record (MAR).

ATTENDANCE:
Students must attend 100% of the class hours to complete this course.

FAST TRACK CAREER PREP, INC.

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, accounts receivable 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 4th Edition
ISBN - 978-1394268313
Medical Terminology Made Easy
ISBN – 978-1532721513

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 contact information is available in Moodle.

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 accounts receivable.
7. Comprehend basic medical terminology.
8. Demonstrate the completion of a CMS-1500 claim form.

Methods of Evaluation:
Students will complete readings, practice work, PowerPoint lessons, recorded lessons, and tests. To earn a certificate, students must score at least 70% on every course exam and finish all online work within six (6) weeks. The instructor will also assess students during class.

Student Expenses Tuition & Fees

$85.00 (NON-REFUNDABLE REGISTRATION FEE)

$415.00 TUITION

$30.00 Textbook: Medical Billing & Coding For Dummies 4th 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

FAST TRACK CAREER PREP, INC.

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 9th Edition ISBN-13: 978-0357765272

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 contact information is available in Moodle.

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 accounts receivable.
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 effectively communicate with patients using verbal and written communication skills.
12. Understand general medical coding concepts to include CPT, HCPCS and ICD.

Methods of Evaluation:
Students will complete readings, practice work, case studies, and skills checks. To earn a certificate, students must score at least 70% on all course assignments and finish all online work within six (6) weeks. The instructor will also assess students during class.

Student Expenses Tuition & Fees

$85.00 (NON-REFUNDABLE REGISTRATION FEE)

$465.00 TUITION

$100.00 (IF PURCHASED THROUGH FAST TRACK) Textbook: Administrative Medical Assisting 9th Edition ISBN-13: 978-0357765272

****Additional Fees:**

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

FAST TRACK CAREER PREP, INC.

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 record-keeping; 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 7th Edition
ISBN 13 : 978-1-64043-138-6

The Pharmacy Technician Workbook & Certification Review 7th Edition
ISBN 13 : 978-164043-139-31

*****6th Edition is Acceptable if unable to get 7th Edition ******

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 contact information is available in Moodle.

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 Food and 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:
Students will complete readings, practice work, PowerPoint lessons, recorded lessons, and tests. To earn a certificate, students must score at least 80% on every course exam and finish all online work within six (6) weeks. The instructor will also assess students during class.

Student Expenses Tuition & Fees

$85.00 (NON-REFUNDABLE REGISTRATION FEE)

$365.00 TUITION

REQUIRED TEXT(s):
Students may purchase through Fast Track Career Prep or outside vendor

$100.00 The Pharmacy Technician 7th Edition
ISBN 13 : 978-1-64043-138-6

$75.00 The Pharmacy Technician Workbook & Certification Review 5th Edition
ISBN 13 : 978-164043-139-31

****Additional Fees:**

PTCB 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. does not accept credits from other schools.

Certification

Students who meet all program requirements will receive a certificate of completion.

Grievances

Fast Track Career Prep, Inc. wants to help students resolve concerns. Students should first speak with their instructor. If the issue is not resolved, they may send a written complaint to the Program Director. If they are still not satisfied, they may send a complaint to the North Carolina Community College System, which is not an accrediting agency.

Dress Code

Students must wear modest clothing in class. Nurse Aide students must follow the rules of their clinical site. For clinical sessions, students must wear a white scrub top, white scrub pants, socks, and closed-toe shoes. Hoop or hanging earrings, long nails, jewelry, unnatural hair colors, and strong scents are not allowed in class or clinical sessions. Students must be neat and clean.

Student Identification

Nurse Aide students must wear a name tag during clinical sessions. The tag must show their name, Fast Track Career Prep, Inc., and the word “student” or “trainee.”

Student Records

Student records are stored in a locked cabinet. The school must have a student’s written permission before sharing private records, except in the cases listed below:

1. School officials who need the records to do their jobs.

2. Organizations doing approved studies for schools or government agencies.

3. Financial Aid request.

4. In response to legal court orders

5. Appropriate people in case of an emergency

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

Maintenance of Records

Student records will be kept in the office for three (3) years. If the school closes, the records will be stored in bonded storage in Wilson, North Carolina, under the school's trade name.

Procedures for Examination of Records

Students who want to see their school records must send a written request. The school will contact them within five (5) days to set a time and place. Students may review their records within thirty (30) days after the school gets the request.

Challenge of Student Record

Students may ask the school to correct a record they believe is wrong, misleading, or a violation of their rights. They must send a written request explaining the concern and naming anyone who may have helpful information. The Program Director will review the request and give the student a decision within 30 days.

Closing of School Due to Inclement Weather

If snow, ice, or other bad weather may affect class, the school will decide whether to close or delay classes by 7:00 a.m. on the class day. Admissions will contact affected students. We will also post a notice at www.fasttrackcareerprep.com or on our voicemail at (252) 296-9004. The school and instructors will set make-up class dates.

Office Hours

Office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Call (252) 296-9004. If no one answers, leave a message. The school will return calls within 24 hours. Fax: (252) 296-9078. Instructor email addresses are listed in course syllabi.

Name or Address Change

Students must tell the office right away if their name, address, email, or phone number changes. This helps the school stay in touch.

Smoking Policy

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

Assistance with Job Placement

Fast Track does not promise students a job or a certain salary. We will tell graduates about job openings we know of.

Changes in Curriculum, Fee, or Other Requirements

Fast Track Career Prep, Inc. may change graduation rules, fees, courses, and other school requirements without advance notice. Changes will be added to the catalog and will take effect on the next class day.

Previous Educational Credit

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

Disclosure:

This catalog explains the admissions process, programs, and school rules at Fast Track Career Prep, Inc. Information may change without notice. The catalog does not create a binding promise by the school or the state.

State rules or changes in local conditions may require updates to courses, fees, calendars, or school policies. The school will update the catalog when needed and try to limit disruption for students.

Each student must know the graduation requirements for their program.

The latest school catalog will be available on our website.

FAST TRACK CAREER PREP, INC.

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 the current Fast Track Career Prep, Inc. School Catalog. I accept its rules, including the reasons a student may be removed from a program.

I have read and understand this agreement. I know the school may end my enrollment if I do not follow its attendance, conduct, academic, or payment rules. The Refund Policy and Cancellation Policy still apply.

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

X _____

Student Signature Date

X_____

Authorized Signature, Fast Track Career Prep, Inc. Date