

School Catalog

January 1, 2025 – December 31, 2025



**11306 183rd Street, Suite 302
Cerritos, CA90703**

Phone: (562) 299-3466 (562) 417-8734

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www.alliedhealthcarecollege.com



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ABOUT THE COLLEGE

STATEMENT

Allied Healthcare College offers lifelong learning opportunities that empowers students to achieve their career goals and have better lives while contributing positively to the organizations they work for and the communities that they live in. We are committed to excellence that reinforces academic success, hands-on skills, and professional behaviors required to prepare students to enter and remain competitive in the current job market. Allied Healthcare College aims to produce competent, dedicated, and compassionate healthcare professionals through student centered learning, and career-focused and up-to-date teaching methods and equipment.

CORE VALUES

A – Accountability, Work Ethic, Ambition

H – Harmonious, Happy

C – Competitive, Career-Focused, Community Service Oriented, Communication, Compassionate, Caring

OBJECTIVES

- To prepare the students in their chosen careers and successfully apply their knowledge and skills to serve the community.
- To provide accessible and affordable education that transforms students' lives.
- To become a competent member of the healthcare industry.
- To enhance students' motivation and excitement for learning.
- To promote proper work ethics and habits.
- To develop career confidence and leadership.
- To improve students' interpersonal and communication skills.
- To encourage familiarity with technology use.
- To provides learning experiences that involves inquiry, curiosity and exploration.
- To cultivate students' belongingness, volunteerism, and teamwork.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Physical address-

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

Mailing address –

P.O. Box 980818, West Sacramento, CA 95798-0818.

Web site Address: ww.bppe.ca.gov

Telephone (888) 370-7589 or by fax (916) 263-1897



POLICY AND PROGRAM MODIFICATION

Allied Healthcare Career College reserves the right to amend or change catalog, program content, structure and schedule as needed within regulatory guidelines. The catalog shall be updated annually. Annual updates may be made by use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. All related information are available in our website at www.alliedhealthcarecollege.com

Any question a student may have regarding this catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at Physical Address: Bureau for Private Postsecondary Education 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, Bureau's website at www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

SCHOOL INFORMATION

EDUCATIONAL PROGRAMS OFFERED

PROGRAM NAME	SOC Code	CIP Code	Hours/course Lecture/Lab	Method of Instruction	Credential Awarded
Medical Billing	31-9099	51.0714	48/32	Blended Learning	Certificate
Medical Coding	31-9099	51.0713	48/32	Blended Learning	Certificate
Nursing Assistant	31-1100	51.0806	160	Blended Learning	Certificate
Physical Therapy Technician	31-2022	51.2605	48/32	Blended Learning	Certificate



ACCREDITATION AND APPROVALS

Allied Healthcare College is a non-accredited institution.

Bureau for Private Postsecondary Education (BPPE)

The Bureau for Private Postsecondary Education (BPPE) was created to oversee private, postsecondary institutions. An Approval for an Institution to operate means compliance with State standards as set forth by the California Private Postsecondary Education Act of 2009.

Allied Healthcare College is a private institution that it is approved to operate by the Bureau for Private Postsecondary Education at Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818. Web site Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897.

California Department of Public Health (CDPH):

Allied Healthcare College is approved to provide training for Nursing Assistant by State of California Department of Public Health (CDPH) to provide training for Nurse Assistant. CDPH website is <https://www.cdph.ca.gov>

All instructions and classes (theory/didactic/skills) are held at the main campus located at 11306 183rd Street, Suite 302 Cerritos, CA 90703.

FEDERAL DISCLOSURE INFORMATION

Graduation rates, median debt of graduates completing programs, and other important information, shall be published when they become available in the Catalog Addendum or visit <http://www.alliedhealthcare.edu/programs/required-federal-disclosures>

FACILITIES AND EQUIPMENT

Allied Healthcare College satellite facilities are partners sites that will take AHC students to practice their skills. Each equipment is kept and maintained at each facility and meets the standards prescribed by the Code and is sufficient to enable students to achieve the educational objectives of each educational program.



MEDICAL BILLING PROGRAM

Equipment		At the Satellite Facilities
Desk		ACEF Enterprises 18331 Gridley Road, Suite E Cerritos, CA 90703
Chairs		
Printer		
Telephone		ERS Medical Billing 18331 Gridley Road, Suite G Cerritos, CA 90703
Computer		
Code books		
		EyeMD Billing Group 18331 Gridley Road, Suite F Cerritos, CA 90703
		Northeast Billing Group 401 N Brookhurst St, Suite 218 Anaheim, CA

MEDICAL CODING PROGRAM

Equipment		At the Satellite Facilities
Desk		ACEF Enterprises 18331 Gridley Road, Suite E Cerritos, CA 90703
Chairs		
Printer		
Telephone		ERS Medical Billing 18331 Gridley Road, Suite G Cerritos, CA 90703
Computer		
Code books		
		EyeMD Billing Group 18331 Gridley Road, Suite F Cerritos, CA 90703
		Northeast Billing Group 401 N Brookhurst St, Suite 218 Anaheim, CA

NURSING ASSISTANT PROGRAM

Equipment		At the Satellite Facilities
Gait Belt	Hospital beds	Generations of Anaheim 1941 E Center St. Anaheim, CA 92804
Emesis Basin	Linens	
Basin	Wheel Chair	
Graduated Cylinder	Shower Chair	
Bed pan		



FINANCIAL INFORMATION

PROGRAM TUITION AND FEES

PROGRAM NAME	Registration Fee (Non-Refundable)	Textbooks & Other Learning Media ¹	Tuition	STRF Fee (Non-Refundable)	Total Charges for the Current Period of Attendance ²	Total Charges for the Entire Educational Program
Medical Billing	\$25	\$500.00	\$3,000.00	0	\$3,525.00	\$3,525.00
Medical Coding	\$25	\$500.00	\$3,000.00	0	\$3,525.00	\$3,525.00
Nursing Assistant	\$25	\$300.00	\$3,000.00	0	\$3,525.00	\$3,525.00
Physical Therapy Technician	\$25	\$300.00	\$3,000.00	0	\$3,525.00	\$3,525.00

¹ Textbooks and other learning media are obtained through are ordered at the time that student pays registration fee, and students will be notified of estimated delivery date. Students do not purchase books required for the program on their own.

² Includes Tuition Fees, Books and Supplies and the \$25 non-refundable application fee. This does not include transportation costs to and from externship or clinical sites. Equipment, Lab Supplies and Kits, Uniforms or other special Protective Clothing are incorporated in the Other Learning Media. Estimated Total Charges for the Period of Attendance is the same as Estimated Total Cost of the Program.

Medical Billing (as stated in the Enrollment Agreement)

Registration Fee:	\$25.00	Non-refundable Registration Fee
Tuition	\$ 3,000.00	Total Tuition Charged for the program
Equipment	\$0.00	Equipment
Lab Supplies or Kits	\$0.00	Lab Supplies or Kits
Textbooks and other Learning Media	\$500.00	Textbooks and other Learning Media
Uniforms or other special Protective Clothing	\$0.00	Uniforms or other special Protective Clothing
STRF	\$ 0	Non-refundable STRF Fee
Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate is (\$2.50) per \$1,000. Allied Healthcare College does not charge for in-resident housing, tutoring, assessment fees for transfer of credits, fees to transfer credits.	\$25.00	TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT
	\$3,525.00	TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE
	\$3,525.00	ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM
	\$	Others: Additional collection costs, collection agency costs, and other legal costs,if any. Charge Fee of \$1.00/day for overdue books (resource material)

Medical Coding (as stated in the Enrollment Agreement)

Registration Fee:	\$25.00	Non-refundable Registration Fee
Tuition	\$ 3,000.00	Total Tuition Charged for the program
Equipment	\$0.00	Equipment
Lab Supplies or Kits	\$0.00	Lab Supplies or Kits
Textbooks and other Learning Media	\$500.00	Textbooks and other Learning Media
Uniforms or other special Protective Clothing	\$0.00	Uniforms or other special Protective Clothing
STRF	0	Non-refundable STRF Fee



<p>Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate is (\$2.50) per \$1,000.</p> <p>Allied Healthcare College does not charge for in-resident housing, tutoring, assessment fees for transfer of credits, fees to transfer credits.</p>	\$25.00	<p>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</p> <p>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</p> <p>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</p> <p>Others: Additional collection costs, collection agency costs, and other legal costs,if any. Charge Fee of \$1.00/day for overdue books (resource material)</p>
	\$3,525.00	
	\$3,525.00	

Nursing Assistant (as stated in the Enrollment Agreement)

Registration Fee:	\$25.00	Non-refundable Registration Fee
Tuition	\$ 3,000.00	Total Tuition Charged for the program
Equipment	\$0.00	Equipment
Lab Supplies or Kits	\$0.00	Lab Supplies or Kits
Textbooks and other Learning Media	\$500.00	Textbooks and other Learning Media
Uniforms or other special Protective Clothing	\$0.00	Uniforms or other special Protective Clothing
STRF	0	Non-refundable STRF Fee
<p>Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate is (\$2.50) per \$1,000.</p> <p>Allied Healthcare College does not charge for in-resident housing, tutoring, assessment fees for transfer of credits, fees to transfer credits.</p>	\$25.00	<p>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</p> <p>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</p> <p>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</p> <p>Others: Additional collection costs, collection agency costs, and other legal costs,if any. Charge Fee of \$1.00/day for overdue books (resource material)</p>
	\$ 3,525.00	
	\$ 3,525.00	
	\$	

Physical Therapy Technician(as stated in the Enrollment Agreement)

Registration Fee:	\$25.00	Non-refundable Registration Fee
Tuition	\$ 3,000.00	Total Tuition Charged for the program
Equipment	\$0.00	Equipment
Lab Supplies or Kits	\$0.00	Lab Supplies or Kits
Textbooks and other Learning Media	\$500.00	Textbooks and other Learning Media
Uniforms or other special Protective Clothing	\$0.00	Uniforms or other special Protective Clothing
STRF	0	Non-refundable STRF Fee
<p>Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate is (\$2.50) per \$1,000.</p> <p>Allied Healthcare College does not charge for in-resident housing, tutoring, assessment fees for transfer of credits, fees to transfer credits.</p>	\$25.00	<p>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</p> <p>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</p> <p>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</p> <p>Others: Additional collection costs, collection agency costs, and other legal costs,if any. Charge Fee of \$1.00/day for overdue books (resource material)</p>
	\$3,525.00	
	\$3,525.00	
	\$	



Tuition Payment

Payment may be made with cash, check, credit card, or money order payable to Allied Healthcare College. Tuition payments should be made either in person or through a phone call using credit card at the Business Office during regular office hours. Checks and money orders are mailed prior to the due date, addressed to Allied Healthcare College. Checks that are returned for non-sufficient funds will be assessed a \$25 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

Financial Aid Program

AHC currently does not provide federal or state financial aid but is open to private agencies providing scholarship programs and tuition reimbursement like Job Corps.

Past Due Account

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and college disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. Students have to be cleared by Accounting prior to completing the program before graduation,

ACCOUNTING POLICIES AND PROCEDURES

The Business Office provides the students the breakdown of the cost of the program and schedule of payment, whether in cash or installment or payment arrangement. The student signs an Enrollment Agreement that she is obliged to pay the total cost of the program, which includes the registration fee, books and supplies (if applicable) following the schedule provided by AHC Business Office.

If a student fails to pay the amount on the scheduled date, the student will be not be allowed to continue the program until a full payment is received or makes a payment arrangement acceptable to AHC.

CANCELLATION, WITHDRAWAL/DISMISSAL/DROP/LEAVE OF ABSENCE and REFUND POLICIES

Student's Right to Cancel

Student has the right to cancel the enrollment agreement and obtain a refund of tuition charges paid through attendance at the class first session, or the seventh day after



enrollment, whichever is later. College charges the student the non-refundable registration fee.

If tuition and fees are collected in advance of the start date of a program and the College cancels the class, the institution refunds 100% of the tuition and fees collected. Any applicable refunds are generally made immediately but no later than 45 days after the program start date. Cancellation shall occur when a student gives a written notice of cancellation by mail hand delivered.

Cancellation of enrollment should be done at the latest on the first day of class or seven (7) days after the enrollment through a written notice addressed to Allied Healthcare College and through a phone call to the Admissions Office. The school will refund the money paid, not including the registration fee (as stipulated in the tuition fees' table in the school catalogue).

Student Withdrawal

The student is withdrawn from the program if any of the following reasons has been determined:

1. Student provides both written or email Notice of Cancellation to the school and phone call to the Registrar.
2. Student incurs ten (10) consecutive days of absences without prior notice or call. The cost of charges to the student is computed up to her last date of attendance.
3. Student did not meet the academic standards of the school.
4. Student did not meet the academic standards of the school.
5. Student committed an action that is detrimental to the school, organization or facility.

Date of Determination of Drop is the date the student gives a notice of withdrawal to the school or the date the school dismisses the student. School may dismiss a student if student has not attended scheduled classes for 14 consecutive calendar days, excluding scheduled breaks of 5 days or more. Student must notify Student Services or Registrar of withdrawal. Acceptable forms of notice of withdrawal include: withdrawal form, letter mailed to the school, a note given to the Registrar, an e-mail from the student, an oral message from the student either in-person or by telephone, or a voice-mail message left by the student.

Refunds

Due refunds are automatically initiated by Allied Healthcare College when any of the following categories takes place:



1. Cancellation
2. Withdrawal / Dismissal
3. Drop

The student is entitled to receive a refund of the prorated tuition fee for the incomplete portion of the program. If a student withdraws after the cancellation period and has completed 60% or less of the period of attendance or total program length, then the student is obligated to pay only for the portion of the program completed until the last day of attendance (LDA). The LDA is considered to be the last day when the student was physically present in the classroom, and his/her attendance was recorded in the attendance records. At the time, if the student has paid more than the amount that he/she owes for the attended program, then the due refund will be made within 45 days of withdrawal. If the amount that the student is obligated to pay to the school is more than the amount that he/she has already paid, then the student is obligated to pay the balance. Student can ask for payment arrangements with the School in case balance is due.

Allied Healthcare College follows California State Regulations as mandated by BPPE which is a pro-rata refund of non-federal student financial aid program monies paid for institutional charges. Pro-rata refund is made to students who have completed 60 percent or less of the period of attendance or program length.

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

*Please also note CEC 94920(b) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after.

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

Student Record Retention Policy

Allied Healthcare College maintains permanent records of students' degree or certificate granted, date on which the degree or certificate was granted, courses and units on



which the certificate or degree was based, and the grades earned by the student in each of those courses. AHC maintains all other academic and student records for five years. Student records are organized based on the status of the students (Drop, Withdrawn, LOA, Active, Graduate, Non-Graduate), Name of Program and in alphabetical order. The Student's folder includes the Admissions requirements such as Enrollment agreement, High School Diploma, Transcripts, ID, Questionnaires and Background Check if needed. The Program department maintains separate folder to include Advisement, Counselling, Attendance, health requirements among others. Academic, Registrar and financial records are maintained in separate files, both electronic and hard copies.

A student has the right to review his or her education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education. A student who wishes to review or request amendment of education records should contact the Registrar.

LANGUAGE PROFICIENCY INFORMATION

The philosophy of Allied Healthcare College does not accommodate non-English speaking students. However, a certain level of English Language Proficiency is necessary for academic success in the programs offered at AHC in which instruction is conducted only in English. AHC requires all prospective students to submit a copy of High School Diploma, High School Transcript, Certificate of High School Equivalency, or GED.

AHC does not offer English language services.

International Visa Students

AHC does not accept International US Visa.

Student Grievance Policy

Allied Healthcare College, in pursuit of its policy of openness, accountability, and responsiveness to students, has established a grievance policy. The Registrar shall maintain a file on each grievance reported including ensuring that the proper procedure is followed. The outcome shall be filed in the complaint log with a resolution to the complaint.

If a student has a grievance, a written complaint must be submitted to Allied Healthcare College either on the institution's petition form or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by



completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

BANKRUPTCY STATEMENT

lied Healthcare College does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five



years or has not had any petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy.

STUDENT TUITION RECOVERY FUND

STRF (Student Tuition Recovery Fund): \$00.00 effective April 1, 2024

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

AHC completes and submits quarterly STRF Assessment Reporting Form and remit payment (if applicable) to the Bureau no later than the last day of the month following the close of the quarter (5 CCR section 76130).

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education (BPPE)

Mailing Address:

Bureau for Private Postsecondary Education

P.O. Box 980818 West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education 1747 North Market, Suite 225 Sacramento, CA 95834 Tel: 916.574.8900 Fax: 916.263.1897

Website: bppe.ca.gov

Email: bppe@dca.ca.gov

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

1. The College, a location of the College, or an educational program offered by the College was closed or discontinued, and you did not choose to participate in a teach-out



plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at a College or a location of the College within the 120-day period before the closure of the College or location of the College or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at a College or a location of the College more than 120 days before the closure of the College or location of the College, in an educational program offered by the College as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The College has been ordered to pay a refund by the Bureau but has failed to do so.

5. The College has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the College in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court based on a violation of this chapter by a college or representative of a College but have been unable to collect the award from the institution

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, students must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

RIGHT TO COMPLAIN/GRIEVANCE

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.



Transfer of Credit Policies

The transferability of credits you earn at Allied Healthcare College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the following programs: Medical Billing, Medical Coding, Nursing Assisting, Physical Therapy Technician, is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Allied Healthcare College to determine if your diploma or certificate will transfer.

The institution has not entered into an articulation or transfer agreement with any other college or university,

ACADEMIC INFORMATION

GRADING POLICY

Grade	Number Grade	Definition	Quality Points
Theory/Didactic			
A	90% - 100%	Excellent	4.0
B	80% - 89%	Good	3.0
C	70% - 79%	Fair	2.0
F	0% - 69%	Poor	0.0
Skills/Clinical			
P	Pass	Passed the course	Not Calculated
F	Fail	Failed the course	Not Calculated

SATISFACTORY ACADEMIC PROGRESS (SAP)



Repeat Policy

If a student repeats a course only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the hours will be counted when determining the PACE SAP standard.

If a student receives a “C” grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course.

If a student receives an “F” grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period.

Grades for Transferred Modules

Modules that the College has accepted for transfer credit will be calculated in the student’s GPA for the current enrollment. Modules that the College has not accepted for transfer credit will not be calculated in the student’s GPA for the current enrollment.

Student Appeal Procedures

A student who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Dean of Education. This letter must contain information about the student’s reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. Upon submission of this letter, the Dean will schedule a Committee Hearing with any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the Committee’s decision within fifteen (15) business days following the receipt of the student’s appeal letter; however, if necessary, additional time may be taken to thoroughly review student’s appeal. The Dean’s decision shall be final.

Academic Plans



A student whose appeal is granted will be required to meet the terms of the Academic Plan as outlined in the notice granting the appeal. Generally, the Academic Plan will require students to meet or exceed the attendance requirements, pass all courses with a “C” or better, and may include additional required elements, such as tutoring. At the end of each module, the student’s progress will be reviewed based on the Academic Plan.

Reinstatement Policy

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days following the decision of the Dean.

Suspensions and Dismissals

Allied Healthcare College reserves the right to apply probation policy to any student where academic, attendance, and/or conduct standing does not meet the school’s satisfactory standards. Students who have been suspended or dismissed may be reinstated only upon approval of the Dean. All suspensions and dismissals are determined on individual basis.

Information Updates

It is student’s responsibility to notify the school when student information requires updating (i.e. new address, phone number, E-mail). The student should notify the Registrar.

Special Instructional Assistance

Students who have occasional difficulty with study are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Contact Student Services the school for more information.

Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief operations. The office may be reached by calling 888-370-7589 or by visiting <https://www.osar.bppe.ca.gov/>

Guidance

AHC provides guidance services for students depending on their individual needs. Assistance in program selection and career planning is available at the student service



department. Students encountering problems which interfere with their education are encouraged to bring these problems to attention of their instructor or the student service coordinator. AHC recognizes the existence of external factors, which may interfere with study of program, such as physical or substance abuse. For those students trying to deal with substance problem, student service coordinator can refer students to professional counseling services and local agencies. The key element is that the student must take the initiative to ask for assistance.

Placement Services

Allied Healthcare College Career Services provide employment assistance to our graduates but does not guarantee Job placement. Faculty and staff will collaborate with students in exploring a full range of career and work possibilities that meet their career goals. Trained students with job search skills such as interview techniques, resume writing, and professional attribute skills needed to succeed in their career. Career Services will assist student with networking skills to obtain job opportunities with prospective employers; develop resources that will provide students with job listings, career fair information, as well as coordinating visitors or mentors to assist students in job search

Housing

Allied Healthcare College does not maintain any resident housing. Housing is located reasonably near College facilities. Availability information may be access via websites such as <http://www.trulia.com>, <http://www.craigslist.com>, or <http://www.zillow.com>. The approximate range of cost of rental housing in the area is \$800/mo. (\$9600/yr) for a single room up to \$1,300/mo. (\$15,600/yr.) for a 2-bedroom apartment. Students must find housing on their own. The College assumes no responsibility for student housing and does not assist students to find housing.

Leave of Absence

School recognizes that there may be times when due to circumstances beyond the student's control, a student may require a leave. In such cases, student must request a Leave of Absence form from Registrar. The Dean will review student's request and discuss the reasons for the leave with the student to determine whether the reason is justifiable. The Dean will discuss student's corrective plan of action for circumstances preventing attendance, and also discuss academic implications of disruption in student's schedule. The Dean may authorize a leave of absence up to 180 days per calendar year. Student must request for a leave if he/she is planning to be absent for more than 14 consecutive calendar days.

Reasons for a leave of absence include, but are not limited to:

- Serious student medical problem.
- Military duty.



- Death of an immediate family member.
- Personal - unforeseen, but fully justifiable reason(s).

Time for approved leave of absence may be included in the calculation of a student's maximum program length and payment periods may be extended according to the number of days in the Leave of Absence. If a leave of absence commences before student completes the module of study, grade of "W" is recorded in student transcript for that module.

Library (Resource Center)

The Resource Center/Library located at Allied Healthcare College is open during the day and evening to accommodate all students and offers reference sources and materials related to the college curricula. The use of the library and other learning resources are available to all AHC students enrolled in the certificate of completion and diploma degree programs. Allied Healthcare College library and other learning resources are available to all students of the school. The library is used for students to study in a quiet environment and/or access learning resources, in addition to their textbooks, for the programs offered at Allied Healthcare College.

The Student Resource Library is located in the school's Main Office in Cerritos, CA. Computer stations are available for student use in the library.

Each student also has access to online library resources through individual online access accounts provided by AHC. Students obtain access to online library resources by utilizing the access card issued to them with their course textbooks.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other students, or any other illegal, disruptive, or objectionable conduct on library premises.

Hours of Operation

Monday to Thursday
8:30am to 7:00pm

Monday to Friday
8:30am to 4:30pm



State and National Examinations

State and National licensing and/or Certification and registration examinations or processes are the student's responsibility. Allied Healthcare College will provide students with information regarding test dates, locations and fees whenever possible. Students should be aware that all test fees, unless otherwise signed and stated in writing by the Dean, are in addition to the tuition paid to the college. Students who choose to participate in State and National licensing and/or certification or registration examinations or processes are responsible for paying the sponsoring organizations. Please note that felony or misdemeanor convictions may adversely affect student's ability to obtain a license or certification.

GRADUATION REQUIREMENTS

Students are qualified to graduate and receive a Diploma, if they meet all of the following requirements:

1. Attain at least a grade of C, equivalent to 2.0 or 70%. This includes completion of all assignments and projects required in the completion of a program.
2. Settle all financial obligations agreed during enrollment in cash or installment plan. A clearance form will be required from the Accounting Office.
3. Obtain clearance from the other departments like the Education, Registrar, Career Services Department and Head of the Program.

OCCUPATIONAL AND JOB TITLE

PROGRAM NAME	OCCUPATIONAL AND JOB TITLE
Medical Billing	Medical Biller, Medical Records Coordinator, Medical Billing Specialist, Medical Records Technician (or Medical Records Tech), Medical Records Clerk, Health Information Technician (or Health Information Tech)
Medical Coding	Medical coder



Nursing Assistant	Nursing Assistant, Certified Nursing Assistant
Physical Therapy Technician	Physical Therapy Technician, Physical Therapist Aide

LICENSURE / CERTIFICATION REQUIREMENTS

Certified Nurse Assistant

Before being certified as a CNA in the state of California, applicants are required to pass a CNA certification examination. The exam includes a written multiple-choice portion, as well as a practical portion requiring the demonstration of several randomly selected CNA skills. For more information, visit <http://www.regionaltestingcenter.org>.

Certified Medical Biller/Coder

Although not required to work as a Medical Biller/Coder in California, you may seek to become a Nationally Certified Insurance and Coding Specialist (NCICS). Graduates may also choose to apply for the AAPC exam. For more information, visit <http://www.aapc.org>.

Library and Other Learning Resources

These learning resources are provided to students via URL or pdf link and are sufficient to support the instructional needs of students. Students and faculty will be provided with access for any learning resources needed.

GENERAL TEXT

- The Practical Guide to HIPAA Privacy and Security Compliance, Second Edition (PDFDrive).pdf
- AnatomyandPhysiology-OP_xxKlcSo_etext.pdf
- Clinical anatomy cases_ an integrated approach with physical examination and medical imaging (PDFDrive).pdf
- Gray's Anatomy. The Anatomical Basis of Clinical Practice. Part 1 (PDFDrive).pdf
- Gray's Anatomy. The Anatomical Basis of Clinical Practice. Part 2 (PDFDrive).pdf
- Anatomy and Physiology for Dummies 2nd ed. (PDFDrive).pdf
- <https://www.hg.org/medical-law.html>
- Medical Terminology for Health Professions (PDFDrive).pdf
- Ethics and Law, and Ethics as Law (PDFDrive).pdf
- Mason and McCall Smith's Law and Medical Ethics (PDFDrive).pdf

PROGRAM: MEDICAL BILLING AND MEDICAL CODING



- U.S Department of Health and Human Services - <https://www.hhs.gov/hipaa/for-professionals/security/laws-regulations/index.html>
- AAPC - <https://www.aapc.com/certification/cpb/>
- AMBA- <https://www.americanmedicalbillingassociation.com/cmrs-information>
- CDC.ICD-10
 - <https://www.cdc.gov/nchs/icd/icd10cm.htm>
 - <https://www.cms.gov/Medicare/Coding/ICD10/2020-ICD-10-CM>
- CPT - [https://searchhealthit.techtarget.com/definition/Current-Procedural-Terminology-CPT#:~:text=Current%20Procedural%20Terminology%20\(CPT\)%20is,insurance%20companies%20and%20accreditation%20organizations.](https://searchhealthit.techtarget.com/definition/Current-Procedural-Terminology-CPT#:~:text=Current%20Procedural%20Terminology%20(CPT)%20is,insurance%20companies%20and%20accreditation%20organizations.)
- HCPCS - <https://www.aapc.com/resources/medical-coding/hcpcs.aspx>
- ICD List - <https://icdlist.com/icd-10/guidelines/conventions-general-coding-guidelines-and-chapter-specific-guidelines>
- CDC - https://www.cdc.gov/nchs/icd/icd10cm_pcs_background.htm
- Medicare Overview - <https://www.kff.org/medicare/issue-brief/an-overview-of-medicare/#:~:text=Medicare%20is%20the%20federal%20health,medical%20history%2C%20or%20health%20status.&text=It%20covers%20many%20basic%20health,physician%20services%2C%20and%20prescription%20drugs.>
- Medicare Donut Hole - <https://boomerbenefits.com/medicare-part-d-plans/the-donut-hole/>
- What is Medicare? - <https://www.medicare.gov/what-medicare-covers/your-medicare-coverage-choices/whats-medicare>
- Covered CA, Obamacare, Medi-Cal- <https://www.healthforcalifornia.com/blog/compare-covered-california>
- Medi-Cal Managed Care- <https://www.dhcs.ca.gov/services/Pages/Medi-CalManagedCare.aspx>
- CPT Coding, A Guide for Beginners 21_1100_Sullivan_Susan EDITED.pdf
- Medical Terminology for Coding - 790-pgs_MEDICAL-TERMINOLOGY-ANATOMY-FOR-ICD-10-CODING.pdf
- HCPCS 2019 (PDFDrive).pdf
- ICD-10-CM and ICD-10-PCS Coding Handbook, with Answers, 2019 Rev. Ed. (PDFDrive).pdf
- Medical Billing and Coding for Dummies (PDFDrive).pdf
- medicalbillingprocessflowchart-190412195205.pdf
- Step-by-Step-Medical-Coding-2017-Edition-E-Book.pdf

PROGRAM: NURSING ASSISTANT

- Perception and Use of Communication Care Plans by Certified Nursi.pdf
- Mosby's Essentials for Nursing Assistants (PDFDrive).pdf
- Mosby's Pocket Guide to Nursing Skills & Procedures (PDFDrive).pdf
- Fundamentals of Nursing Standards and Practice (PDFDrive).pdf
- Nursing Diagnosis Handbook_ An Evidence-Based Guide to Planning Care (PDFDrive).pdf

PROGRAM: PHYSICAL THERAPY TECHNICIAN

- PT Modalities.pdf
- Orthopaedic Manual Physical Therapy_ From Art to Evidence (PDFDrive).pdf
- Orthopaedic Physical Therapy (PDFDrive).pdf
- Gait Analysis.pdf



- Therapeutic Modalities (PDFDrive).pdf
- Therapeutic Exercise Moving Toward Function 3 ed (PDFDrive).pdf
- Principles of Functional Exercise (PDFDrive).pdf
- Clinical Gait Analysis. Theory and Practice (PDFDrive).pdf

PROGRAM DESCRIPTIONS AND SCHEDULE

Medical Billing Program Allied Healthcare College

Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary for an entry-level position at doctors' offices, hospitals, and clinics. Medical billers may also be employed by insurance companies, data management and billing companies, law firms and government agencies, and educational institutions helping to train the next generation of medical billers. This is a short-term program emphasizing the tools applicable to the current trends of the industry. This is certificate of completion (below college level) program.

General Admission Requirements

- All candidates must be 18 years old and older.
- Applicant must possess high school diploma, GED, or equivalent.
 - Alternatively, student may demonstrate ability to successfully complete the program by passing an Ability to Benefit (ATB) test. Student must bring original high school transcript, diploma, GED transcript or proof of equivalency at time of enrollment. All non-English transcripts must be translated into English.
 - For applicants being admitted on an Ability to Benefit (ATB) basis: If student is applying to Allied Healthcare College on an Ability to Benefit basis, applicant must pass Ability-To-Benefit (ATB) test with a minimum score of 200 in Verbal and 210 in Quantitative measures. Allied Healthcare College uses the WONDERLIC Basic Skills Test (WBST).
- The Scholastic Level Exam (SLE) entrance test is given to all applicants for all programs. Passing score is 13 for Medical Billing, Medical Coding, Nursing Assistant and Physical Therapy Technician.
- There are no minimum requirements for prior work-experience to be admitted into the program.
- Completed and signed enrollment agreement.

Other Admission Requirements: Distance Learning



- Student completes a questionnaire about the minimum technology required for distance/online learning as follows.
 - A computer (desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old will work.
 - Speakers/headphones/earbuds for listening to audio or videos presented in courses.
 - An Internet Browser, such as Mozilla Firefox and Google Chrome preferred.
 - A stable Internet connection of 56K or greater
- Student interview for attitude and aptitude for distance learning.

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a competent and marketable medical biller. For students to become familiar with tools applicable to the current trends of the industry as it relates to the fundamentals of medical billing, HIPAA and compliance, and procedures for revenue cycle management. AHC training emphasizes the qualities for a successful healthcare professional that includes being detail-oriented, discretion, assertion, analytical and technical. Student will also have the opportunity to apply learned concepts through their onsite training sessions.

Upon completion of the program, students will be awarded with a Certificate of Completion in Medical Billing. Graduates will be competent for an entry-level position as a medical biller in various medical offices and billing companies. Graduates may also apply for National Certification examination.

Method of Instruction

Instruction will be provided in lecture and lab format.

The lecture is presented in blended delivery using LMS and virtual meeting using Zoom or Microsoft Teams with the use of reading assignments, presentations, multimedia resources, writing assignments, discussion boards, learning exercises, weekly check your knowledge quizzes, instructor-led class activities, and exams. Final exam will be given at end of each module.

For lab, student attends internship at Allied Healthcare satellites for Medical Billing for applied demonstration, practical applications and skills check off.

Graduation/Completion Requirements

Student are required to successfully complete all coursework with a minimum of 70% (C), 90% attendance and a minimum of overall 2.0 GPA. Coursework competencies in lecture and lab are assessed by examinations and skills check off. Student must pass the didactic and lab to pass the course.

After completion, students will receive a Certificate of Completion in Medical Billing.



Job Title: Medical Biller, Medical Records Coordinator, Medical Billing Specialist, Medical Records Technician (or Medical Records Tech), Medical Records Clerk, Health Information Technician (or Health Information Tech)

Job Outlook:

Bureau of Labor Statistics (BLS) projects a 22% increase in employment of medical billing and coding specialists, by 2026. This rate is much faster than the average for all occupations, and amounts to roughly 129,000 new job openings in the coming years.

SOC Code: 31-9099

Course Code	Course Title	Hours	Credits	Program Description
MB-100	Medical Billing Fundamentals	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	Medical billing is a process that involves submitting claims for the healthcare services that were provided to patients. In this course, you will have the opportunity to learn the basics of medical billing that includes types of insurance, HIPAA and compliance, fraud and abuse, ICD-10 diagnosis codes, CPT and HCPCS procedure codes, and an overview of the billing process workflow. Basic medical terminology, Anatomy and Physiology will also be covered.
MB-200	Revenue Cycle Management I	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	Revenue Cycle Management is the entire medical billing process from beginning to end. It is also the process of managing the life of claim from start to finish with the goal of minimizing revenue loss. There are many moving parts to RCM (Revenue Cycle Management) which includes clinical knowledge, coding expertise, billing, accounts receivables, and management reporting. In this course, you will have the opportunity to learn about these moving parts and will guide you how to manage and understand the workflow in RCM. Here is a chance to learn about the beginning of the medical billing process – insurance verification (payor contracts,



				eligibility and authorization), patient demographics and registration, charge entry and claims submission (EDI and paper). ICD-10 diagnosis codes, CPT and HCPCS procedure codes and related medical terminology and Anatomy and Physiology will be incorporated.
MB-300	Revenue Cycle Management II	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	In this course, you will have the opportunity to learn the continuation of the billing process – payment posting, denial management and tracking, account receivable follow-up, and reporting and benchmarking. ICD-10 diagnosis codes, CPT and HCPCS procedure codes and related medical terminology and Anatomy and Physiology will be incorporated. Here, professionalism and job readiness will be reviewed.

MEDICAL BILLING COURSE WEEKLY SCHEDULE

WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 2- 3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)			Asynchronous (Assignment Completion)



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WEEK 4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm					Final Exam

Medical Coding Program Allied Healthcare College

Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary to in every type of health care facility, including doctor's offices, surgery centers, hospitals and health care systems. This is a short-term program emphasizing the medical coding tools applicable to the current trends of the industry. This is certificate of completion (below college level) program.

Admission Requirements/Prerequisites

- All candidates must be 18 years old and older.
- Applicant must possess high school diploma, GED, or equivalent.
 - Alternatively, student may demonstrate ability to successfully complete the program by passing an Ability to Benefit (ATB) test. Student must bring original high school transcript, diploma, GED transcript or proof of equivalency at time of enrollment. All non-English transcripts must be translated into English.
 - For applicants being admitted on an Ability to Benefit (ATB) basis: If student is applying to Allied Healthcare College on an Ability to Benefit basis, applicant must pass Ability-To-Benefit (ATB) test with a minimum score of 200 in Verbal and 210 in Quantitative measures. Allied Healthcare College uses the WONDERLIC Basic Skills Test (WBST).
- The Scholastic Level Exam (SLE) entrance test is given to all applicants for all programs. Passing score is 13 for Medical Billing, Medical Coding, Nursing Assistant and Physical Therapy Technician.



- There are no minimum requirements for prior work-experience to be admitted into the program.
- Completed and signed enrollment agreement.

Other Admission Requirements: Distance Learning

- Student completes a questionnaire about the minimum technology required for distance/online learning as follows.
 - A computer (desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old will work.
 - Speakers/headphones/earbuds for listening to audio or videos presented in courses.
 - An Internet Browser, such as Mozilla Firefox and Google Chrome preferred.
 - A stable Internet connection of 56K or greater
- Student interview for attitude and aptitude for distance learning.

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a competent and marketable medical coder and to prepare the student for medical coding certifications for higher job positions and remuneration. In this course, students shall have a good understanding of anatomy and physiology, the disease process, and clinical procedures to apply the correct and current codes. AHC training emphasizes the qualities for a successful healthcare professional that includes being detail-oriented, discretion, assertive, analytical, and technical. Student also will have the opportunity to apply learned concepts through their onsite training sessions.

Upon completion of the program, students will be awarded with a Certificate of Completion in Medical Coding. Graduates will be competent for an entry-level position as a medical coder in various health care facility. Graduates may also apply for National Certification examination.

Method of Instruction

Instruction will be provided in lecture and lab format.

The lecture is presented in blended delivery using LMS and virtual meeting using Zoom or Microsoft Teams with the use of reading assignments, presentations, multimedia resources, writing assignments, discussion boards, learning exercises, weekly check your knowledge quizzes, instructor-led class activities, and exams. Final exam will be given at end of each module.

For lab, student attends internship at Allied Healthcare satellites for Medical Coding for applied demonstration, practical applications and skills check off.

Graduation/Completion Requirements



Students are required to successfully complete all coursework with a minimum of 70% (C), 90% attendance and a minimum of overall 2.0 GPA. Coursework competencies in lecture and lab are assessed by examinations and skills check off. Student must pass the didactic and lab to pass the course.

After completion, students will receive a Certificate of Completion in Medical Coding.

Job Title: Medical coder

Job Outlook:

Bureau of Labor Statistics (BLS) projects a 13% by 2026. As demand for healthcare services increases, more trained coders will be needed to manage the increased claims for reimbursement from insurance companies.

CIP Code: 51.0713

Course Code	Course Title	Hours	Credits	Program Description
MC-100	Foundations of Medical Coding	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	Medical coding is the lifeline of all successful and practices and facilities. In this course, you will have the opportunity to learn the advanced concepts in the application of ICD-10 diagnosis codes, CPT and HCPCS procedural codes. Medical terminology and Anatomy and Physiology which are the basis of these diagnosis and procedure codes will also be covered.
MC-200	Intermediate Coding I (CPT and HCPCS Coding)	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	In recent years, global changes in the delivery of healthcare and development of new technologies and equipment have resulted in rapid changes in procedural CPT and HCPCS coding. In this module, you will have the opportunity to learn the current coding trends for ambulatory surgical centers, chemotherapy, pathology lab procedures, telehealth and telemedicine, new and revised



				modifiers, and Covid-19 related procedural coding policy changes.
MC-300	Intermediate Coding II (ICD-10 CM Coding)	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	This module continues to present advance concepts and tools for diagnosis medical coding, (ICD-10 CM) and the latest changes in medical coding resulting from more recent world-wide developments in diagnosis classification and clinical modifications. This module prepares the student in the medical coding national certification examinations and provides the student with different higher career options upon obtaining certification.

MEDICAL CODING COURSE WEEKLY SCHEDULE

WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 2- 3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom



10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)			Asynchronous (Assignment Completion)
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WEEK 4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm					Final Exam

Nursing Assistant Program Allied Healthcare College

Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary for an entry-level position in a variety of environments, including acute care, residential care, and skilled nursing facilities, as well as clinics and hospitals. This is a short-term program emphasizing the tools applicable to the current trends of the industry. This is certificate of completion (below college level) program.

Admission Requirements/Prerequisites

- All candidates must be 18 years old and older.
- Applicant must possess high school diploma, GED, or equivalent.
 - Alternatively, student may demonstrate ability to successfully complete the program by passing an Ability to Benefit (ATB) test. Student must bring original high school transcript, diploma, GED transcript or proof of equivalency at time of enrollment. All non-English transcripts must be translated into English.
 - For applicants being admitted on an Ability to Benefit (ATB) basis: If student is applying to Allied Healthcare College on an Ability to Benefit basis, applicant must pass Ability-To-Benefit (ATB) test with a minimum score of 200 in Verbal and 210 in



Quantitative measures. Allied Healthcare College uses the WONDERLIC Basic Skills Test (WBST).

- The Scholastic Level Exam (SLE) entrance test is given to all applicants for all programs. Passing score is 13 for Medical Billing, Medical Coding, Nursing Assistant, and Physical Therapy Technician.
- There are no minimum requirements for prior work-experience to be admitted into the program.
- Completed and signed enrollment agreement.

Other Admission Requirements: Distance Learning

- Student completes a questionnaire about the minimum technology required for distance/online learning as follows.
 - A computer (desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old will work.
 - Speakers/headphones/earbuds for listening to audio or videos presented in courses.
 - An Internet Browser, such as Mozilla Firefox and Google Chrome preferred.
 - A stable Internet connection of 56K or greater
- Student interview for attitude and aptitude for distance learning.

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a competent and marketable nursing assistant. For students to become familiar with skills applicable to the nursing profession. AHC training emphasizes the qualities for a successful healthcare professional that includes being detail-oriented, discretion, assertive, analytical, and technical. Student also will have the opportunity to apply learned concepts through their onsite training sessions.

Upon completion of the program, students will be awarded with a Certificate of Completion in Nursing Assistant. Graduates will be competent for an entry-level position as a nursing assistant in various clinical settings. Graduates may also apply for the CNA exam and certification.

Method of Instruction

Instruction will be provided in lecture and lab format.

The lecture is presented in blended delivery using LMS and virtual meeting using Zoom or Microsoft Teams with the use of reading assignments, presentations, multimedia resources, writing assignments, discussion boards, learning exercises, weekly check your knowledge quizzes, instructor-led class activities, and exams. Final exam will be given at end of each module.



For lab, student attends internship at Allied Healthcare satellites for Nursing Assistant for applied demonstration, practical applications and skills check off.

Graduation/Completion Requirements

Students are required to successfully complete all coursework: 60 hours theory and with a minimum of 70% (C) and 100 hours clinical with 100% attendance. Coursework competencies in lecture and lab are assessed by examinations and skills check off. Student must pass the didactic and lab to pass the course.

After completion, students will receive a Certificate of Completion in Nursing Assistant.

Job Title: Nursing Assistant, Certified Nursing Assistant

Job Outlook

Bureau of Labor Statistics (BLS) projects a job growth for nursing assistants in general is expected to be at a rate of 11% over the 2016-2026 decade. This projected growth is expected to create 173,400 new positions by 2026.

SOC Code: 31-1100



Course Code	Course Title	Hours	Credits	Program Description
NA-100	Fundamentals of Nursing Assistant	Didactic: 66	4	<p>Nursing assistants perform many basic care tasks for patients. They also assist the nursing staff with various medical tasks. In this module, you will have the opportunity to learn the basic fundamentals necessary to become a competent nursing assistant.</p> <p>This module is the didactic and theory that consists of two parts.</p> <p>The first part presents body mechanics, activities of daily living, client rights, communication, safety procedures, infection control, medical terminology, and anatomy and physiology, ethics and legal issues and aging process.</p> <p>The second part focuses on the different duties nursing assistant performs. These tasks include checking vital signs, data collection, assisting in activities of daily living (ADLs), range of motion, patient positioning and transporting, wound care, cleaning rooms and bed linens, gathering and stocking medical supplies and documentation.</p>
NA-200	Clinical	Extern: 100	3	<p>In this module, students will have the opportunity to apply the theories into skills. Students will practice these skills at Allied Healthcare College satellites.</p>



DAY WEEKLY SCHEDULE

Lunch hour: 12:00-12:30PM
 Theory Hour: 7:30AM – 4:00PM (M-F)
 Clinical Hour: 7:30AM – 4:00PM (M-F)

DAY: 1 MONDAY	DAY: 2 TUESDAY	DAY: 3 WEDNESDAY	DAY: 4 THURSDAY	DAY: 5 FRIDAY
Theory- 8 Hours	Theory -8 Hours	Theory -8 Hours	Theory -8 Hours	Theory -7 Hours
<u>MODULE 1:</u> <u>Introduction-</u> <u>2hrs</u> Topic: (A, B, C, D, E)- 2hrs <u>MODULE 2:</u> <u>Patients' Rights-</u> <u>3hrs</u> Topic: (A,B,C) 2hrs Topic: D- 1hr <u>MODULE 3:</u> <u>Interpersonal</u> <u>Skills - 2hrs</u> Topic: (A,B, C,D,E)-2hrs <u>MODULE 4:</u> <u>Prevention And</u> <u>Management Of</u> <u>Catastrophe</u> <u>And Unusual</u> <u>Occurrences-</u> <u>1hr-</u> Topic: (A,B,C,D,E)- 1hr	<u>MODULE 5: Body</u> <u>Mechanics-2hrs</u> Topic: (A,B,C,D)- 2hrs <u>MODULE 6:</u> <u>Medical And</u> <u>Surgical</u> <u>Asepsis-2hrs</u> Topic: (A,B,C)-2hrs <u>MODULE</u> <u>12:</u> <u>Emergency</u> <u>Procedures-</u> <u>2hrs</u> Topic: (A,B,C)- 2hrs <u>MODULE 7:</u> <u>Weight And</u> <u>Measures-</u> <u>1hr-</u> Topic: (A,B,C,)-1hr <u>Module 8:</u> <u>Patient Care</u> <u>Skills(14hrs)</u> Topic (A)- 1hr	<u>MODULE 8: Patient</u> <u>CareSkills- 14hrs</u> Topic: (B,C,D, E)- 8hrs	<u>MODULE 8: Patient</u> <u>CareSkills- 14hrs</u> Topic: (F,G,H,I)- 5hrs <u>MODULE 9: Patient</u> <u>CareProcedure-7HRS-</u> Topic: (A,B,C,)-3hrs	<u>MID-TERM TEST (Module</u> <u>1-</u> <u>Module 8) -1hr</u> <u>MODULE 9: Patient</u> <u>CareProcedure-7hrs-</u> Topic: (D,E,F,G)-4hrs <u>MODULE 10: Vital Signs</u> <u>(3HRS)</u> Topic: (A,B,C,D,E)- 3hrs



DAY: 6 MONDAY	DAY: 7 TUESDAY	DAY: 8 WEDNESDAY	DAY: 9 THURSDAY	DAY: 10 FRIDAY
<p>Theory- 8 Hours</p> <p><u>MODULE 10: Vital Signs-3HRS</u> Topic: (F, G, H) 3hrs</p> <p><u>MODULE 11: Nutrition - 2HRS</u> Topic: (A,B,C)- 2 hrs.</p> <p><u>MODULE 13: Long Term Care Patient-SNF/ICF-5HRS</u> Topic: (A)-2hrs (A2)-1hr</p>	<p>Theory-8 Hours</p> <p><u>MODULE 13: Long Term Care Patient-SNF/ICF-5HRS</u> Topic: (A2)- 1hr Topic: (B,C,D, E, F)- 1hr</p> <p><u>MODULE 13: Long Term Care Patient-3HRS</u> <u>NON-SNF/ICF</u> Topic: (A,)-2hrs (B,C,D,E,F)-1hr</p> <p><u>MODULE 14: Rehabilitative Nursing -2HRS</u> Topic: (A,B,C,D, E, F, G)- 2hrs</p> <p><u>MODULE 15: Observation And Charting -4HRS</u> Topic: (A,)- 1hr</p>	<p>Theory-8 Hours</p> <p><u>MODULE 15: Observation And Charting -4HRS</u> Topic: (B,C,D,E)- 3hrs</p> <p><u>MODULE 16: Death And Dying- 2HRS</u> Topic: (A,B,C,D,E,F)-2hrs</p> <p><u>MODULE 17: Abuse-6HRS</u> Topic: (A)-3hrs</p>	<p>Theory-3 Hours</p> <p><u>MODULE 17: ABUSE-6HRS</u> Topic: (A)-3hrs</p> <p><i>Hours below does not count towards Theory Hours</i></p> <p>Final Exam Review – 2hrs</p> <p>Skill Lab Practicum- 3hrs Topics: Medical Asepsis: Handwashing, Gloving, Gowning, Use of Mask</p> <p>Safety Procedures: Fire- extinguishers (RACE) Heimlich Maneuvers Patient Positioning, and Transfer: Turning and position Patients (Supine, side-lying, use of lift sheet)</p>	<p>THEORY FINAL EXAM</p> <p>&</p> <p>SKILLS LAB COMPETENCIES EVALUATION.</p>



DAY: 11 MONDAY	DAY: 12 TUESDAY	DAY: 13 WEDNESDAY	DAY: 14 THURSDAY	DAY: 15 FRIDAY
<p>Theory- MakeUp Day 8 Hours</p>	<p>Theory- MakeUp Day 8 Hours</p>	<p>CLINICAL- 7 HOURS Orientation day- 1hr (excluded in clinicalhours) <u>Module 2: Resident Rights: (1 hr.)</u> 1) Knock on door before entering 2) Pull privacy curtains during personal care 3) Keep patient information confidential 4) Treat patient with respect and dignity 5) Encourage patient to make choices 6) Explain procedures to patient <u>Module 4: Prevention and Management of Catastrophe and environmental Emergencies(1hr)</u> 1) Demonstrate fire/disaster procedures 2) Handles oxygen safely 3) Use of Fire extinguisher <u>Module 12: Emergency Procedures: (1hr)</u> (1) Apply postural supports as safety devices 2) Apply soft wrist/ankle restraints as safelydevices 3) Heimlich maneuver for conscious patient 4) Heimlich maneuver for unconscious patient 5) Position call light properly <u>Module 6: Medical & Surgical Asepsis (4hrs)</u> 1) Handwashing 3) Use of Standard Precautions</p>	<p>CLINICAL- 8 HOURS: <u>Module 6: Medical and Surgical Asepsis (4hrs)</u> 2) Proper handling of linen 4) Dispose of Trash and waste by double-bagging <u>Module 5: Body Mechanics(4hrs)</u> 1) General use of gait belt 2) Assist patient up to head of bed with two assistants 3) Turn and position the patient: supine, side-lying, use of lift sheet 4) Assist transfer from bed to chair or wheelchair 5) Assist Transfer from chair or wheelchair to bed 6) Use of Mechanical lift</p>	<p>CLINICAL -8 HOURS <u>Module 8: Patient Care Skills:(8 hrs.)</u> (2): Bed bath and Partial bath(3): Tub bath (4): Shower (11): Shampoo with shower or tub bath (10) Shampoo bedridden resident (12) Use of medicinal shampoo</p>



DAY: 16 MONDAY	DAY: 7 TUESDAY	DAY: 18 WEDNESDAY	DAY: 19 THURSDAY	DAY: 20 FRIDAY
<p>CLINICAL -8 HOURS</p> <p><u>Module 8: Patient Care Skills: (8 hrs.)</u> (1): Back rub (14) Dress and undress patient (15) Change Clothes of patient with IV (9): Comb Patient hair(8): Nail care</p>	<p>CLINICAL -8 HOURS</p> <p><u>Module 8: Patient Care Skills (6hrs.)</u> (5): Assist with Oral hygiene(7): Denture care (13) Shave patient with razor and electric shaver (6): Mouth care of the unconscious patient (24) Apply and remove behind the ear hearing aid</p> <p><u>Module 9: Resident Care Procedure: (2hrs)</u> 2) Make occupied bed 3) Make Unoccupied bed</p>	<p>CLINICAL -8 HOURS</p> <p><u>Module 7: Weight and Measures (1hr)</u> 1) Measure oral intake 2) Measure urinary output 3) Use military time in documentation</p> <p><u>Module 8: Patient Care Skills(7hrs)</u> 16) Assist with use of urinal 17) Assist with use of the bedpan 18) Assist to toilet or bedside commode 21) Perineal Care</p>	<p>CLINICAL -8 HOURS</p> <p><u>Module 8: Patient Care Skills (4hrs)</u> 19) Bladder retraining 20) Bowel Retraining</p> <p><u>Module 9: Resident Care Procedure: (4hrs)</u> 4) Administer commercially prepared cleansing enema 5) Administer enemas-tap water, soap suds 6) Administer laxative suppository 7) Empty Urinary bag</p>	<p>CLINICAL -8 HOURS</p> <p><u>Module 9: Resident Care Procedure: (4 hrs.)</u> 1) Collect and identify specimen: sputum, Urine clean catch, Stool 8) Care for patient with tubing: oxygen, IV, gastrostomy, Nasogastric, Urinary Catheter</p> <p><u>Module 13: Specific Skills (4hrs)</u> 1) Use of dementia-related communication skills, including listening and speaking strategies 2) identify your name and purpose of interaction 3) Make eye contact at patient's eye level 4) Use of a continuum of verbal and other non-physical techniques such as redirect, for combative patients</p>



DAY: 21 MONDAY	DAY: 22 TUESDAY	DAY: 23 WEDNESDAY	DAY: 24 THURSDAY	DAY: 25 FRIDAY
<p>CLINICAL -8 HOURS</p> <p><u>Module 9: Resident Care Procedures: (6hrs)</u> 9) Apply antiembolic hose, elastic stockings (TED hose) 11) Apply non-sterile dressing 12) Apply topical non-prescription ointment</p> <p><u>Module 8: Patient Care Skills (2hrs)</u> 23) Use and application of splints.</p>	<p>CLINICAL -8 HOURS</p> <p><u>Module 9: Resident Care Procedures (4hrs)</u> 10) Admit, transfer and discharge patient</p> <p><u>Module 8: Patient Care Skills(4hrs)</u> 25) Measure height of patient in bed 26) Weigh patient in bed 27) Measure and weigh patient using upright scale</p>	<p>CLINICAL -8 HOURS</p> <p><u>Module 10: Vital Signs (4hrs)</u> 1) Measure and record temperature using mercuryfree and electronic devices for: oral, axillary, rectal 2) Measure and record pulse:radial and apical 3) Measure and record respiration</p> <p><u>Module 15: Observation and Charting (4hr)</u> 1) Report appropriate information to charge nurse 2) Document Vital Signs and activities of daily living timely and correctly 3) Document changes in patient bodily functions and behavior 4) Participate in resident care planning</p>	<p>CLINICAL -8 HOURS</p> <p><u>Module 10: Vital Signs(2hrs)</u> 4) Measure and record blood pressure: Manual (stethoscope, sphygmomanometer) and digital electronic</p> <p><u>Module 11: Nutrition (6hr)</u> 1) Feed the patient who is unable to feed themselves 2) Assist patient who can feed self 3) Verify patient given correct diet tray 4) Use of assistive devices such as orthopedic utensils, cups, and other devices</p>	<p>CLINICAL -5 HOURS</p> <p><u>Module 8: Patient Care Skills(1hr)</u> 22) Care and use of artificial limbs</p> <p><u>Module 14: Rehabilitative/Restorative Care (4hrs)</u> 1) Perform range of motion exercises 2) Assist ambulation of patient using gait belt 3) Assist patient to ambulate with walker 4) Assist patient to ambulate with cane 5) Proper use of rehabilitative devices</p> <p>Clinical Evaluation</p>



DAY: 26 MONDAY	DAY: 27 TUESDAY	DAY: 28 WEDNESDAY		
CLINICAL MAKE-UP DAY- 8 Hours	CLINICAL MAKE-UP DAY- 8 Hours	Certificate of Completion Presentation Day		



PM WEEKLY SCHEDULE

Lunch Hour: 6:00PM-6:30PM
 Theory Hour: 4:00PM – 8:00PM (M-F)
 Clinical Hour: 4:00PM – 8:00PM (M-F)

DAY: 1 MONDAY	DAY: 2 TUESDAY	DAY: 3 WEDNESDAY	DAY: 4 THURSDAY	DAY: 5 FRIDAY
Theory- 3 Hours Class Orientation- 1hr <u>MODULE 1: Introduction- 2hrs</u> Topic: (A, B, C, D, E)- 2hrs <u>MODULE 2: Patients' Rights- 3hrs</u> Topic: (A,) 1hr	Theory- 4 Hours <u>MODULE 2: Patients' Rights-3hrs</u> Topic: (B,C,)-1hr Topic: (D) - 1hr <u>MODULE 3: InterpersonalSkills- 2hrs</u> Topic: (A,B,C,D,E) – 2hrs	Theory- 4 Hours <u>MODULE 4: Prevention and Management of Catastrophe and Unusual Occurrences- 1hr</u> Topic: (A,B,C, D, E) 1hr <u>MODULE 12: Emergency Procedures- 2hrs</u> Topic: (A,B,C) 2hrs <u>MODULE 5: Body Mec hanic s- 2hrs</u> Topic : (A,B)- 1hr	Theory- 4 Hours <u>MODULE 5: Body Mechanic s- 2hrs</u> Topic: (C, D)- 1hr <u>MODULE 6: Medical And Surgical Asepsis- 2hrs</u> Topic: (A,B,C)-2hrs <u>MODULE 7: Weight And Measures- 1hr-</u> Topic: (A,B,C,)-1hr	Theory- 4 Hours <u>Module 8: Patient Care Skills (14hrs)</u> Topic (A, B C)- 4hrs



DAY: 6 MONDAY	DAY:7 TUESDAY	DAY:8 WEDNESDAY	DAY: 9 THURSDAY	DAY: 10 FRIDAY
<p>Theory- 4 Hours</p> <p><u>Module 8: Patient Care Skills(14hrs)</u> Topic (D,E,G)- 4hrs</p>	<p>Theory- 4 Hours</p> <p><u>Module 8: Patient CareSkills</u> (14hrs) Topic (F)- 4hrs</p>	<p>Theory- 2 Hours</p> <p><u>Module 8: Patient Care Skills(14hrs)</u> Topic (H, I)- 2hrs</p> <p><i>Hours below does not count toward Theory Hours</i></p> <p>Skill Lab Practicum – 2hrs Topics: Medical Asepsis: Handwashing, Gloving, Gowning, Use of Mask</p> <p>Safety Procedures: Fire- extinguishers (RACE) Heimlich Maneuvers Patient Positioning, and Transfer: Turning and position Patients (Supine, side-lying, use of lift sheet)</p>	<p>Theory- 3 Hours</p> <p><u>MID-TERM Exam (Module1-Module 8)</u> -1 hr.)</p> <p><u>MODULE 9: Patient CareProcedures-</u> (7hrs) Topic: (A, B, C) – 3hrs</p>	<p>Theory- 4 Hours</p> <p><u>MODULE 9: Patient Care Procedures-</u> (7hrs) Topic: (D,E,F,G) – 4hrs</p>



DAY: 11 MONDAY	DAY: 12 TUESDAY	DAY: 13 WEDNESDAY	DAY: 14 THURSDAY	DAY: 15 FRIDAY
<p>Theory-4 Hours</p> <p><u>MODULE 10:</u> <u>Vital Signs</u> (6hrs) Topic: (A, B, C, D,E) – 4hrs</p>	<p>Theory-4 Hours</p> <p><u>MODULE 10:</u> <u>Vital Signs</u> (6hrs) Topic: (F,G,H) – 2hrs</p> <p><u>MODULE 11:</u> <u>Nutrition</u> (2hrs) Topic: (A,B,C) – 2hrs</p>	<p>Theory-4 Hours</p> <p><u>MODULE 13:</u> <u>Long Term Care Patient SNF/ICF</u> (5hrs)Topic: (A, A2) – 4hrs</p>	<p>Theory-4 Hours</p> <p><u>MODULE 13: Long Term Care Patient SNF/ICF</u> (5hrs) Topic: (B, C,D, E,F) – 1hr</p> <p><u>MODULE 13: Long Term Care Patient Non-SNF/ICF</u> (3hrs) Topic: (A) – 2hrs Topic: (B,C,D,E,F)- 1hr</p>	<p>Theory- 4 Hours</p> <p><u>MODULE 14:</u> <u>Rehabilitative Nursing</u> (2hrs) Topic: (A, B, C, D, E, F, G) – 2hrs</p> <p><u>MODULE 15:</u> <u>Observation and Charting</u> (4hrs) Topic: (A,B,) – 2hrs</p>



DAY: 16 MONDAY	DAY: 17 TUESDAY	DAY: 18 WEDNESDAY	DAY: 19 THURSDAY	DAY: 20 FRIDAY
<p>Theory- 4 Hours</p> <p><u>MODULE 15:</u> <u>Observation and Charting (4hrs)</u></p> <p>Topic: (C,D,E) – 2hrs</p> <p><u>MODULE 16:</u> <u>Death and Dying (2hrs)</u></p> <p>Topic: (A,B,C,D,E, F) – 2hrs</p>	<p>Theory-4 Hours</p> <p><u>MODULE 17:</u> <u>Abuse (6hrs)</u></p> <p>Topic: (A) – 4hrs</p>	<p>Theory-2 Hours</p> <p><u>MODULE 17: Abuse (6hrs)</u> Topic: continue (A) – 2hrs</p> <p><i>Hours below does not count toward Theory Hours</i></p> <p>Final Exam Review – 1hr</p> <p><u>Skill Lab Practicum– 1hr</u></p> <p>Medical Asepsis: Handwashing, Gloving, Gowning, Use of Mask Patient Positioning, and Transfer: Turning and position Patients (Supine, side-lying, use of lift sheet)</p>	<p>THEORY FINAL EXAM</p> <p>&</p> <p>SKILL LAB COMPETENCE SEVALUATION</p>	<p>THEORY MAKE UP DAY</p>



DAY: 21 MONDAY	DAY: 22 TUESDAY	DAY: 23 WEDNESDAY	DAY: 24 THURSDAY	DAY: 25 MONDAY
THEORY MAKE UP DAY	<p align="center">Clinical- 3 Hours</p> <p>Orientation day- 1hr (excluded from Clinical hours)</p> <p><u>Module 2: Resident Rights: (1 hr.)</u></p> <ol style="list-style-type: none"> 1) Knock on door before entering 2) Pull privacy curtains during personal care 3) Keep patient information confidential 4) Treat patient with respect and dignity 5) Encourage patient to make choices 6) Explain procedures to patient <p><u>Module 4: Prevention and Management of Catastrophe and environmental Emergencies (1hr)</u></p> <ol style="list-style-type: none"> 1) Demonstrate fire/disaster procedures 2) Handles oxygen safely 3) Use of Fire extinguisher <p><u>Module 12: Emergency Procedures: (1hr)</u></p> <ol style="list-style-type: none"> (1) Apply postural supports as safety devices 2) Apply soft wrist/ankle restraints as safely devices 3) Heimlich maneuver for conscious patient 4) Heimlich maneuver for unconscious patient 5) Position call light properly 	<p align="center">Clinical- 4 Hours</p> <p><u>Module 6: Medical & Surgical Asepsis (4hrs)</u></p> <ol style="list-style-type: none"> 1) Handwashing 3) Use of Standard Precautions 	<p align="center">Clinical- 4 Hours</p> <p><u>Module 6: Medical and Surgical Asepsis (4hrs)</u></p> <ol style="list-style-type: none"> 2) Proper handling of linen 4) Dispose of Trash and waste by double-bagging 	<p align="center">Clinical-4 Hours</p> <p><u>Module 5: Body Mechanics(4hrs)</u></p> <ol style="list-style-type: none"> (1) General use of gait belt (2) Assist patient up to head of bed with two assistants (3) Turn and position the patient: Supine, Side-lying, Use of lift sheet (4) Assist transfer from bed to chair or wheelchair (5) Assist transfer from chair or wheelchair to bed <p align="center">Use of mechanical lift</p>



DAY: 26 MONDAY	DAY: 27 TUESDAY	DAY: 28 WEDNESDAY	DAY: 29 THURSDAY	DAY:30 FRIDAY
Clinical- 4 Hours	Clinical- 4 Hours	Clinical- 4 Hours	Clinical- 4 Hours	Clinical- 4 Hours
<p><u>Module 8: Patient Care Skills: (4 hrs.)</u>(2): Bed bath and Partial bath (3) : Tub bath (4) : Shower (11) : Shampoo with shower or tub bath (12) Use of medicinal shampoo</p>	<p><u>Module 8: Patient Care Skills: (4 hrs.)</u> (1) : Back rub (14) Dress and undress patient (15) Change Clothes of patient with IV</p>	<p><u>Module 8: Patient Care Skills: (4 hrs.)</u> (5) : Assist with Oral Hygiene (6) Mouth care of the unconscious patient (7) Denture care</p>	<p><u>Module 8: Patient Care Skills (4 hrs.)</u> (10): Shampoo bedridden resident (9): Comb patient hair (8) Nail Care</p>	<p><u>Module 8: Patient Care Skills (4hrs.)</u> (13) Shave patient with razor and electric shaver (24) Apply and remove behind the ear hearing aid</p>



DAY: 31 MONDAY	DAY: 32 TUESDAY	DAY 33 WEDNESDAY	DAY: 34 THURSDAY	DAY: 35 FRIDAY
Clinical- 4 Hours	Clinical- 4 Hours	Clinical- 4 Hours	Clinical- 4 Hours	Clinical- 4 Hours
<u>Module 9: Resident Care (4 hrs.)</u> (2) Make Occupied bed (3) Make unoccupied bed	<u>Module 7: Weight and Measures (1hr)</u> 1) Measure oral intake 2) Measure urinary output 3) Use military time in documentation <u>Module 8: Patient Care Skills(3hrs)</u> 16) Assist with use of urinal 17) Assist with use of the bedpan 18) Assist to toilet or beside commode	<u>Module 8: Patient Care Skills (4hrs)</u> 21) Perineal Care	<u>Module 8: Patient Care Skills(4hrs)</u> 19) Bladder retraining Bowel Retraining	<u>Module 9: Resident Care Procedure: (4hrs)</u> 4) Administer commercially prepared cleansing enema 5) Administer enemas- tapwater, soap suds 6) Administer laxativesuppository Empty Urinary bag



DAY: 36 MONDAY	DAY: 37 TUESDAY	DAY: 38 WEDNESDAY	DAY: 39 THURSDAY	DAY: 40 FRIDAY
<p>Clinical- 4 Hours</p> <p><u>Module 9: Resident Care Procedure: (4 hrs.)</u> 1) Collect and identify specimen: sputum, Urine clean catch, Stool 8) Care for patient with tubing: oxygen, IV, gastrostomy, Nasogastric, Urinary Catheter</p>	<p>Clinical -4 Hours</p> <p><u>Module 13: Specific Skills (4hrs)</u> 1) Use of dementia-related communication skills, including listening and speaking strategies 2) identify your name and purpose of interaction 3) Make eye contact at patient's eye level Use of a continuum of verbal and other non-physical techniques such as redirect, for combative patients</p>	<p>Clinical -4 Hours</p> <p><u>Module 9: Resident Care Procedures: (4hrs)</u> 9) Apply antiembolic hose, elastic stockings (TED hose) 11) Apply non-sterile dressing Apply topical non-prescription ointment</p>	<p>Clinical -4 Hours</p> <p><u>Module 9: Resident Care Procedures (4hrs)</u> 10) Admit, transfer and discharge patient</p>	<p>Clinical -4 Hours</p> <p><u>Module 8: Patient Care Skills(4hrs)</u> 25) Measure height of patient in bed Weigh patient in bed</p>



DAY: 41 MONDAY	DAY: 42 TUESDAY	DAY:43 WEDNESDAY	DAY 44: THURSDAY	DAY: 45 FRIDAY
<p>Clinical -4 Hours</p> <p><u>Module 10: Vital Signs (3hrs)</u> 1) Measure and record temperature using mercury free and electronic devices for:oral, axillary, rectal 2) Measure and record pulse: radial and apical 3) Measure and record respiration</p> <p><u>Module 8: Patient Care Skills(1hr)</u> 27) Measure and weigh patient using upright scale</p>	<p>Clinical -4 Hours</p> <p><u>Module 15: Observation and Charting (4hr)</u> 1) Report appropriate information to charge nurse 2) Document Vital Signs and activities of daily living timely and correctly 3) Document changes in patient bodily functions and behavior 4) Participate in resident care planning</p>	<p>Clinical -4 Hours</p> <p><u>Module 10: Vital Signs (3hrs)</u> 4) Measure and record blood pressure: Manual (stethoscope, sphygmomanometer) and digital electronic</p> <p><u>Module 11: Nutrition (1hr)</u> 3) Verify patient given correct diet tray 4) Use of assistive devices such as orthopedic utensils, cups, and other devices</p>	<p>Clinical -4 Hours</p> <p><u>Module 11: Nutrition (4hrs)</u> 1) Feed the patient who is unable to feed themselves 2) Assist patient who can feed self</p>	<p>Clinical -4 Hours</p> <p><u>Module 11: Nutrition (1hr)</u> 4) Use of assistive devices such as orthopedic utensils, cups, and other devices</p> <p><u>Module 8: Patient Care Skills(3hrs)</u> 22) Care and use of artificial limbs</p>



DAY: 46 MONDAY	DAY: 47 TUESDAY	DAY:48 WEDNESDAY	DAY: 49 THURSDAY	DAY: 50 FRIDAY
<p style="text-align: center;">Clinical -4 Hours</p> <p><u>Module 14:</u> <u>Rehabilitative/Restorative Care</u> <u>(4hrs)</u></p> <ol style="list-style-type: none"> 1) Perform range of motion exercises 2) Assist ambulation of patient using gait belt 3) Assist patient to ambulate with walker 4) Assist patient to ambulate with cane 5) Proper use of rehabilitative devices 	<p style="text-align: center;">Clinical -1 Hours</p> <p><u>Module 8:</u> <u>Patient Care Skills(1hr)</u></p> <p>23) Use and application of splints</p> <p style="text-align: center;">Clinical Evaluation</p>	<p>CLINICAL MAKE-UP DAY- 4 Hours</p>	<p>CLINICAL MAKE-UP DAY- 4 Hours</p>	<p>Certificate of Completion Presentation</p>



Physical Therapy Technician Program Allied Healthcare College

Program Description

The purpose of the program is to provide students fundamental concepts and skills necessary for an entry-level position as a Physical Therapist Technician at physical therapy departments, chiropractor offices, hospitals, and skilled nursing facilities. This is a short-term program emphasizing the tools applicable to the current trends of the industry. This is certificate of completion (below college level) program.

Admission Requirements/Prerequisites

- All candidates must be 18 years old and older.
- Applicant must possess high school diploma, GED, or equivalent.
 - Alternatively, student may demonstrate ability to successfully complete the program by passing an Ability to Benefit (ATB) test. Student must bring original high school transcript, diploma, GED transcript or proof of equivalency at time of enrollment. All non-English transcripts must be translated into English.
 - For applicants being admitted on an Ability to Benefit (ATB) basis: If student is applying to Allied Healthcare College on an Ability to Benefit basis, applicant must pass Ability-To-Benefit (ATB) test with a minimum score of 200 in Verbal and 210 in Quantitative measures. Allied Healthcare College uses the WONDERLIC Basic Skills Test (WBST).
- The Scholastic Level Exam (SLE) entrance test is given to all applicants for all programs. Passing score is 13 for Medical Billing, Medical Coding, Nursing Assistant and Physical Therapy Technician.
- There are no minimum requirements for prior work-experience to be admitted into the program.
- Completed and signed enrollment agreement.

Other Admission Requirements: Distance Learning

- Student completes a questionnaire about the minimum technology required for distance/online learning as follows.
 - A computer (desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old will work.
 - Speakers/headphones/earbuds for listening to audio or videos presented in courses.
 - An Internet Browser, such as Mozilla Firefox and Google Chrome preferred.
 - A stable Internet connection of 56K or greater



- Student interview for attitude and aptitude for distance learning.

Educational Objectives

The educational objectives of the program are to provide students the knowledge and skills to become a competent and marketable physical therapy technician. For students to become familiar with concepts and procedures used for patient rehabilitation. AHC training emphasizes the qualities for a successful healthcare professional that includes being detail-oriented, discretion, assertive, analytical, and technical. Student also will have the opportunity to apply learned concepts through their onsite training sessions.

Upon completion of the program, students will be awarded with a Certificate of Completion in Physical Therapy Technician. Graduates will be competent for an entry-level position as a physical therapy technician in various physical therapy settings. Physical Therapy Technician does not require any State certification.

Method of Instruction

Instruction will be provided in lecture and lab format.

The lecture is presented in blended delivery using LMS and virtual meeting using Zoom or Microsoft Teams with the use of reading assignments, presentations, multimedia resources, writing assignments, discussion boards, learning exercises, weekly check your knowledge quizzes, instructor-led class activities, and exams. Final exam will be given at end of each module.

For lab, student attends internship at Allied Healthcare satellites for Physical Therapy Technician for applied demonstration, practical applications and skills check off.

Graduation/Completion Requirements

Student are required to successfully complete all coursework with a minimum of 70% (C), 90% attendance, and a minimum of overall 2.0 GPA. Coursework competencies in lecture and lab are assessed by examinations and skills check off. Student must pass the didactic and lab to pass the course.

After completion, students will receive a Certificate of Completion in Physical Therapy Technician.

Job Title: Physical Therapy Technician, Physical Therapist Aide

Job Outlook:

According to the Bureau of Labor Statistics (BLS), "Employment of physical therapist aides is projected to grow 21 percent from 2019 to 2029, much faster than the average for all occupations. Demand for physical therapy is expected to increase in response to the health needs of an aging population, particularly the large baby-boom generation and a rise in conditions such as diabetes and obesity."



SOC Code: 31-2022

Course Code	Course Title	Hours	Credit	Program Description
PTT-100	Physical Therapy Fundamentals	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	<p>Physical therapy (PT) is an allied healthcare discipline that treats individuals in restoring their functional capabilities by easing pain, increase function, move, and live better. Physical therapy can treat a variety of health problems. People of all ages get physical therapy.</p> <p>In this module, you will have the opportunity to learn the basic fundamentals necessary to become a competent Physical Therapist Technician. This module includes medical terminology - body map and directional terms; and abbreviations and documentation concepts; introduction to anatomy and physiology, introduction to the musculoskeletal system, and body mechanics.</p>
PTT-200	Musculoskeletal System and Therapeutic Exercise	Didactic: 48 Lab/Intern: 32	Didactic: 3 Lab: 1 Total Credit: 4	<p>The musculoskeletal system is the heart and soul of therapy services. Here's your opportunity to learn the structures and functions of the skeletal and muscular systems and joints. Students will learn the bone names and landmarks, joint movements and common skeletal muscles involved in physical therapy treatments. Included in the course are the pathologies relating to physical therapy, and basic assessments procedures. Being able to assess its deviations, impairments and limitations will help contribute to the rehabilitation of the patient or client.</p> <p>In addition, as physical therapist aide, your role is to ensure that these exercises are instructed and performed by patients correctly. In the module,</p>



				<p>you will have the opportunity to analyze, interpret and apply physical therapy evaluation and treatment plan regimen, incorporating modalities and therapeutic exercises. You will enhance your critical thinking and patient instructions for the applications of therapeutic exercises with or without equipment.</p>
PTT-300	Physical Therapy Procedures	<p>Didactic: 48</p> <p>Lab/Intern: 32</p>	<p>Didactic: 3</p> <p>Lab: 1</p> <p>Total Credit: 4</p>	<p>Physical Therapy uses variety of treatment procedures that includes modalities (ultrasound, electrical stimulation, heat and cold pack, traction, whirlpool) to achieve patients' rehabilitation goals. Physical Therapists prescribe and implement therapeutic exercises to remediate or prevent impairments of body functions and structures. This course is designed to provide students the understanding and skills for the proper applications of these modalities and procedures.</p> <p>Therapeutic activities incorporate the use of multiple parameters to improve functional abilities. Gait training is to instruct and help a person improve the way they walk. As physical therapist aide, your role is to ensure that the patient is performing these activities correctly for safety and efficiency. This module is designed to introduce the proper techniques for bed mobility, transfers and gait training. You will have the opportunity to learn the different equipment, such as gait belts, transfer boards, ambulation (gait) assistive devices, and how they are used.</p>



PHYSICAL THERAPY TECHNICIAN COURSE WEEKLY SCHEDULE

WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 2- 3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)			Asynchronous (Assignment Completion)

WEEK 4

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 10:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	Synchronous Lecture via Zoom
10:30am to 12:30pm					Final Exam



Option 2: nine days of four hours totaling to 36 hours; 12 hours lab
WEEK 1

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 11:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom
11:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)

WEEK 2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 11:30am	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Synchronous Lecture via Zoom	Lab/Internship at AHC satellite
11:30am to 12:30pm	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	Asynchronous (Assignment Completion)	

WEEK 3

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am to 12:30am	Lab/Internship at AHC satellite	Lab/Internship at AHC satellite	N/A	N/A	N/A



SCHOOL FACULTY CREDENTIALS

The following are our Allied Healthcare College Faculty for the following programs and their credentials.

MEDICAL BILLING AND CODING

Ramon Sison Geluz, MD

President & Faculty

EDUCATION:

Degree of Doctor of Medicine from De La Salle University College of Medicine

Degree of Doctor of Medicine University of the Philippines College of Medicine

Degree of Bachelor of Science in Biology Pre Med from the University of the Philippines College of Arts and Sciences

Registered Medical Assistant, American Medical Technology

Bureau of Vocational Nursing and Psychiatric Technician (BVNPT)

Approved Instructor

Certified in ICD-10-CM and ICD-10-PCS Coding by the American Academy of Professional Coders (AAPC)

Medical Insurance Billing, Community Education, Cerritos College

Certificate of Authorization for Service, Bureau for Private Post Secondary

Education, Medical Insurance Coding Specialist/Coder, Medical Office

Assistant/Specialist, Medical Terminology, Human Anatomy and

Physiology, Microbiology

Residential Elderly Administrator Certification Program, State of California

Department of Social Services Community Care Licensing

Associate Degree in Premium Audit, Insurance Education of America

EXPERIENCE & QUALIFICATIONS:

July 16 2016 to Present

Healthcare Career College, Paramount, CA

Dean

Manages all educational programs and faculty including: Vocational Nursing, Diagnostic Medical Sonography, Medical Assisting, Medical Coding and Billing, Dental Assistant, Patient Care Technician, Physical Therapy Aide, Massage Therapy, Certified Nurse Assistant, Associate in Diagnostic Medical Sonography, Associate in Healthcare Management.



Hiring, training and, performance evaluation of instructors.
Assist in curriculum development, accreditation, and compliance requirements.
Manages students and faculty concerns and advisements.
Manages campus events and school participation in community activities and employer relations.

February 2015 to July 2016

American Career College, Long Beach, CA

Program Director Medical Assistant

Instructor Lecture, Lab, and Computer, Medical Assistant

Oversees all operations in the Medical Assisting Program with the Executive Director

Manages the instructors and students to be in compliance with all federal, state, national and programmatic accreditation agencies

Provide advisement for high-risk students and make sure they are in satisfactory academic progress status

Attend meetings and prepare reports as necessary for program operations

Maintains an inventory and records supplies, equipment, textbooks, and uniforms for students

Medical Assistant Instructor, teaching all modules in the program including Lecture, Medical Laboratory, and Computer classes

Conducts the Certified Medical Assistant Review Classes to prepare the MA students to take the NCCT CMA tests

September 2014 to February 2015

Concorde Career College, Garden Grove, CA

Instructor Lecture and Laboratory: Clinical Laboratory I and II, Anatomy and Physiology; Medical Terminology, Pathophysiology in the Medical Assisting Program

Preparing the syllabi, teaching materials, providing instructions, assignments, tests, and other assessments, for the Medical Assisting program of the College.

Courses taught:

MA Clinical Laboratory I Lecture and Laboratory including Lab Equipment and Safety, Blood borne Pathogens, Collecting, Processing, and Testing of Blood and Urine Specimens, Microbiology, Principle of Asepsis, and Venipuncture using Evacuation, Butterfly, Syringe, and Principles of Asepsis.



MA Clinical Laboratory II, Lecture and Laboratory including Infection Control Techniques, Drug Administration, Pharmacology, Assisting in Minor Surgery, Intramuscular, Subcutaneous, and Intradermal injections, Collecting and submitting laboratory specimens.

Medical Assistant Computer Class Instructor including, Virtual Medical Office Exercises, Electronic Health Records, Spring Charts, and Career Success and Professionalism Modules.

Certified Medical Assistant Review Instructor

Develops and conducts the weekly National Center For Competency Testing National Certified Medical Assistant Review Classes and Mock Exams for the MA Externs and *Graduates including Medical Office Management, Medical Terminology, Anatomy and Physiology, Pharmacology, Medical Procedures, and MA Case Scenarios.*

General Education Laboratory Instructor in Anatomy and Physiology, Microbiology, and Chemistry for the Dental Hygiene Program

April 2014 to Present

American Career College, Anaheim, CA

Instructor: General Education Adjunct, Anatomy and Physiology, Lecture and Lab, On-Line and Blended Classes for the PTA and OTA Programs

Assists the PTA Program Director in the development and instruction of the Anatomy and Physiology General Education Syllabus, Gradebook items, and on-line exercises and Preparing the syllabi, teaching materials, providing instructions, assignments, tests, and other assessments including the Content Management and Learning Management Systems of the On-Line courses; training on-line learners to become more independent and practice self-management and the ability to assess their learning progress with their instructors.

February 2014 to September 2014

Westwood College, Anaheim, CA

Instructor: Adjunct, Anatomy and Physiology; Medical Terminology, Pathophysiology, Patient Relations, in the Medical Assisting Program

Preparing the syllabi, teaching materials, providing instructions, assignments, tests, and other assessments, for the Medical Assistant, Medical Coding and



Billing, and Medical Office Administration programs of the College.
Courses taught: Medical Terminology, Anatomy and Physiology, Pathophysiology, Patient Relations, Introduction to Medical Assisting, Coding and Billing, Medical Office Assisting, Medications and Specialties, EKG, and Medical Laboratory Skills

April 2013 to February 2014

Instructor: Professionalism, Soft Skills for Career Success

Concorde Career College, Garden Grove, CA

Providing all starting students in the Medical Assisting, Dental Assisting and Medical Administration Programs with instructions on developing a positive attitude, professional behavior and communication, including resume preparation and successful interviewing and role-playing skills to achieve career success.

September 2012 to April 2013

Medical Assistant Extern Coordinator

Concorde Career College, Garden Grove, CA

Duties: Develops and maintains externship sites for the Medical Assistant Externs.

Finds the ideal externship sites for the students and maintain good working relationship with employers. Provide students with assistance in resume preparation, effective interview techniques, high standard of professionalism and soft skills attitudes to get hired during externship and obtain and maintain successful careers. Trouble-shoot problems and student concerns in externship sites. Managed the MA Program Advisory Board Meetings for the College.

May 2011 to September 2012

Director of Administrative and Educational Services, Dean

Director of Human Resources

Premiere Career College, Irwindale, California

Duties: Manages all administrative operations including:

Admissions, Financial Aid,

Accounting, Student and Career Services, and Information Technology departments.

Manages all educational programs and faculty including: Vocational Nursing, Surgical Technology, Hospital Central Service Technician, Medical Assisting and Coding and Billing, General Office, Financial Records Processing, and Intensive ESL programs.

Hiring, training and performance evaluation of instructors and



administrative staff.

Instructor: Medical Terminology; Human Anatomy and Physiology; and Medical Coding and Billing in the Surgical Technology, Medical Assistant, and Vocational Nursing Programs
Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
Approved Instructor

August 2008 to Present

Part Time Instructor Classroom and On Line for Medical Billers, Coders, and Coding Companies: Anatomy and Physiology, Medical Terminology, Medical Coding and Billing, Introduction to ICD-10-CM and ICD-10-PCS

Precision Billing Concepts, Long Beach, CA

Advanced Billing Solutions, Trabuco Canyon, CA

Duties: Development, preparation, adaptation, and modifying course syllabus and teaching materials for classroom and online students, including preparation of lectures, audio and visual teaching aids, power points, on line resource materials, and website links. Facilitate classroom and online student participation through group discussions, break room, and poll features of the whiteboard, and recommended content and learning management systems of the National Education Association and Section 508 for on line accommodation for disabled students.

Development of assessment materials for classroom and online students: assignments, tests, group reports, and role-playing projects.

Managing gradebooks, midterm, and final student advisements.

Meeting and advising high risk students when necessary and providing additional tutoring and make up work.

Reviewing superbills, patients' charts and claim forms.

Reviewing ICD-9-CM and CPT Codes used in patients' claim forms.

Processing rejected claims and medical claims on appeal.

August 2003 to May 2011

Director: Insurance Coding and Billing Specialist (ICBS) Program.

Acting Director, Medical Assisting Program

Concorde Career College, Garden Grove, California

Duties: Manages all operations in the ICBS Department, including recruitment and admission of candidate students, education, training, retention, externship, and placement assistance for ICBS students and graduates; processing reentry of students, development of externship and placement sites for graduates.

Hiring, training and performance evaluation of instructors.



Development, preparation, and revision of course syllabi for the ICBS Program.

Preparation of operations reports, and attending Management and Change of Status meetings.

Compliance auditor, insuring that all policies and regulations in the ICBS program are in compliance with the Operations Training Manual and Guidelines set by the Accreditation Board.

Performing the same duties as Acting Medical Assistant Program Director

Instructor: Human Anatomy and Physiology(A&P) and Microbiology in the General Education Program, Respiratory Therapy Department

Duties: Development, preparation, and revision of course syllabi for Human A&P and Microbiology.

Preparation of teaching aids, and tests for the RT students

Instructor: Human Anatomy and Physiology, General Education Department, Physical Therapy Assistant Department

Duties: Development, preparation, and revision of course syllabi for Human A&P.

Preparation of teaching aids, and tests for the PTA students.

Instructor: Healthcare Fundamentals, Medical Office Administration, Medical Terminology, Introduction to Coding and Billing in the Insurance Coding and Billing Specialist Department

June 1994 to August 2003

Medical Administrator, Medical Assistant Supervisor, Medical Coding and Billing Supervisor

St. Joseph of Cupertino Medical Services, Walnut, CA

Duties: Overall manager of a Family Practice doctor's office and Pain Control Center.

Hired and trained front office and back office medical assistants, medical coders and billers with emphasis on professionalism, patient care, and customer service.

Assisted physicians in completing patient history and physical examinations and laboratory procedures when necessary.

Review doctors' Superbills, CMS 1500 Claim Forms, and processing rejected claims and appeal of claims.

Develop community service activities to promote the medical office in the surrounding areas.

AWARDS AND ACHIEVEMENTS



Vice President of Programs, for April 2013-2-14, PHILSELA (Philippine Society of Southeast Los Angeles), a leading civic and cultural organization providing community service for the residents of Cerritos and neighboring cities.

Golden Apple Awardee for 2010, the Concorde Career College Highest Award for the Instructor and Director of the Year

Associate of the Quarter Award Concorde Career College, Garden Grove, First Quarter 2010

Associate of the Quarter Award Concorde Career College, Garden Grove, Third Quarter 2010

Community Service Awards from the Orange County Department of Social Services for 2009 and 2010 for organizing and managing “Senior Santa and Friends”, a Christmas Fund Drive for Orange County’s needy elderly and disabled.

Multi-awarded Librettist and Composer of Musicals and Operas

Ernest Christopher Sari
Vice-President and Faculty

EDUCATION:

BA Healthcare Administration, Alameda University
Certified Professional Biller, AAPC
Medical Claims Service, Diploma, Complete Claims Service Training Schools

CERTIFICATIONS:

CERTIFIED PROFESSIONAL BILLER
AAPC

SKILLS:

Revenue Cycle Analysis
Collections Expert, Epic,
Optum-Caretracker, Healthcare Law, HIPAA,
Billing, Coding, Provider Outcome Analysis

EMPLOYMENT HISTORY:

CEO ACEF ENTERPRISES, Inc.
2016 – Present



Founded and started ACEP Enterprises Medical Billing and Revenue Cycle Company.

Oversee all operation and company growth of 85 plus employees.

Manages extensive and diverse client base operation and specialties.

Optimize client practice profit and maintain a healthy account accounts receivable.

Help laboratories and physicians on the frontline during pandemic.

Provides knowledgeable insights from the guidelines that adds more value and productivity.

Process Medicare enrollment for the client.

OPERATIONS MANAGER

SOUTHLAND RENAL MEDICAL GROUP, LONG BEACH CA 2011 – 2015

Manage the revenue billing cycle, credentialing, ESRD coordination and Marketing. A growing Nephrology practice where quality, performance, and patient care are foremost.

BILLING AND CODING MANAGER

The Oncology Institute of Hope and Innovation, Long Beach CA, 2/2009 – 2/2011

PFS Accounts

Children's Hospital of Orange County Orange, CA 8/2007 – 8/2008

PFS Business Office in charge of Blue Shield Accounts, follow up, denials, resubmissions of claims, and appeals.

Project Supervisor–Tenet Hospital Accounts

Navigant Healthcare Cymetrix 2003 – 8/2006, Long Beach, CA

Business Partner

International Independent Recovery Systems

Long Beach CA 5/2001 – 1/2003

Infantry Soldier

United States Army, Ft. Benning GA, and Los Angeles CA



Jan 1998 – Feb 2001

Clams Examiner
Aetna US Healthcare, Los Angeles CA
1/1996 – 3/1999

BA Healthcare Administration, Alameda University
Certified Professional Biller, AAPC
Medical Claims Service, Diploma, Complete Claims Service Training Schools

PHYSICAL THERAPY TECHNICIAN

Lucinda Castro, Faculty

Bachelor of Science, Business Management, Pepperdine University
Associate in Applied Science, Physical Therapy, California State University, Long
Beach/Cerritos College,
CA License – Retired
Reiki Master Teacher, Cerritos College
Doctor of Metaphysics (Msc.D)
Reflexology, Cerritos College
CPR Certified

NURSING ASSISTANT

Emerita Goodrich, Director & Faculty

EMERITA G. GOODRICH RN, BSN, MSN, GNP-c, Director

MSN, GNP-c University of California, Los Angeles
BSN University of the Philippines College of Nursing

Urology Nurse Practitioner
VA Medical Center
Loma Linda, CA

ICU_CCU RN
St. Bernardine Hospital, SB, CA

Neuro-ICU RN



Kaiser Hospital
Fontana, CA 1987-1990

Ambulatory Surgery Head RN
San Bernardino Community Hospital

OB-GYN RN
Shady Grove Adventist Hospital
Shady Grove, Maryland

RN Supervisor
Circle Manor Nursing Home
Kensington, Maryland

OB-GYN RN
St. John's Hospital
Oxnard, CA

ICU-CCU RN
Victory Memorial Hospital
Brooklyn, NY 1976-1978
St. John's Hospital
Santa Monica, CA 1976

POLICY AND PROGRAM MODIFICATION

Allied Healthcare College reserves the right to amend or change catalog, program content structure and schedule as needed within regulatory guidelines.