



Student Handbook/Catalog

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Robin Gogte, RN
Member, Board of Directors
Director

THINK IT WANT IT GET IT AT MEDSTAR ACADEMY

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I. INTRODUCTION

MedStar Academy welcomes you to come and change the course of your life by learning the skills needed to become a valued member of the Allied Healthcare Profession. Our Programs of Study feature classroom-based instruction with emphasis on clinical applications and hands-on practice.

Mission

At Medstar Academy our Mission is to provide communication, professionalism, cognitive skills, and collaboration that enhance and encourage students to stand out by demonstrating integrity, responsibility, and excellence. We are dedicated to bringing success with the value in quality of higher education and personal growth as we are committed to providing potential allied healthcare professionals.

Faculty Members

Robin Gogte, RN,
Director and Owner

Medical Assistant Instructors:

Mandi Emineth, RMA

Nursing Assistant Instructors:

Tricia Pitts RN Nursing Assistant Coordinator and Instructor
Linda Bremner RN, Nursing Assistant Program Instructor
Olga Elias RN CNP, Nursing Assistant Program Instructor
Amber Andrews RN BSN MSN MHI, Nursing Assistant Program Instructor
Mary Knox RN, Nursing Assistant Program Instructor
Janet Coyne RN BSN MSN Nursing Assistant Program Instructor
Susan Young RN BSN MSN Nursing Assistant Program Instructor
Andrea Arguello-Restrepo, RN Nursing Assistant Program Instructor

Phlebotomy Technician Instructors:

Stefanie Hernandez, Phlebotomy Technician Program Instructor
Susan L. Young, BSN, RN, MSN, Phlebotomy Technician Program Instructor

Staff Members:

Brenda Opperman, Intake Coordinator
Audra Lich, Student Services/Finance Department
Lexi Kline, Receptionist

II. Program Information

MedStar Academy is a private vocational school which serves both high school and adult students. MedStar Academy offers the following programs:

- Nursing Assistant Program
- Medical Assistant
- Phlebotomy Technician Program

Instructional methods utilized in all programs are classroom-based and clinic-based. Classroom-based instruction involves attending lectures, as well as interactive hands-on skill development. Clinic-based instruction involves guided and unguided tasks in an actual clinical facility as if one were working in a future position.

NURSING ASSISTANT PROGRAM:

The Nursing Assistant Program is approved by the Arizona State Board of Nursing. The Nursing Assistant Program consists of 120 clock hours: 80 hours of class/lab, and 40 hours of clinical/hands-on. The purpose of this program is to train students to work as a Nurse Assistant and be eligible and prepared to sit for the state exam.

Program Objectives:

1. Communicate effectively with clients, families, and members of the healthcare team.
2. Provide basic nursing skills, adhering to correct policy and procedures of the institution while working with the nurse at the healthcare institution.
3. Provide nursing services identified in the care plan to ensure, and safeguard, the client's health and well-being, under the supervision of the RN.
4. Demonstrate duties and client advocacy in the role of a Nursing Assistant.

Admission Requirements:

- 16 years old and over
- Pass Admission Test with a minimum score of 70%
- AZ State Driver's License or State ID with Picture
- If no State Driver's License or ID then- Birth Certificate/Passport/Permanent Resident Card
- Copy of Social Security Card
- No Felony Convictions in the last 3 years A.R.S Sections 32-1606(B)(17) and 1646(B)
- 10 Panel Drug Test- within 6 months
- Two-Step TB Test Showing Free of TB- within 6 months
- Medical Clearance- Doctor's note that student is healthy enough to take this training course
- Facets Healthcare

Clinical Requirements:

- DPS Fingerprint Card
- Basic Life Support Certification
- No Outstanding Payments
- Completed all other training requirements

Completion Requirements:

Students are expected to complete all requirements to graduate and be eligible to sit for the State Certification Exam.

- Pass Final Written Exam 80% or higher
- Pass Skills Final Exam
- Complete 80 hours of Classroom hours
- Complete 40 hours of Clinical hours
- Pass the clinical rotation

Tuition Cost & Fees:

Registration Fee: \$200

Tuition Fee: \$1,530

Textbooks and Supplies: \$165

Tuition includes Scrubs (\$25), BP Cuff & Stethoscope (\$25) approx.

Additional Items Responsible by Student:

Facets Healthcare: \$60 (Required at time of Enrollment)

Basic Life Support: \$75

Arizona Live Scan Fingerprint Fee: \$29

LNA Fingerprint Copy: \$15

DPS Fingerprint Processing Fee: \$65

CNA State Exam: \$130

LNA Fee: \$103

10 Panel Drug Screen: (approximate) \$40

TB Test: (approximate) \$40

Payment Options:

All payments shall be in cash, cashier's check, money order, or credit card (American Express Not Accepted.)

1. Pay cost in full upon registration. Total cost \$1,895 (excludes 4% fee)
2. Installment Payments: Non-refundable registration fee of \$200 due with signing of Enrollment Agreement. The student is responsible for the remaining balance and payment plan as agreed upon. Student is responsible to make payments on time per payment plan agreement. Any updates to payments must be made at least 3 business days prior to the scheduled due date. Payments cannot be skipped. All payments must be paid in full prior to receiving the certificate.
3. If payments are late, the student's account will be subject to a \$20 late fee per late payment.
4. Payments made via credit or debit card are subject to incurring a 4% processing fee.

Example of a Payment Plan:

Payments are determined by amount down and remaining balance:

Registration Fee: \$200

Remaining Balance: \$1,530

- Two Payments Equal \$765
- Three Payments Bi-weekly Equals \$510
- Five Weekly Payments Equal \$306
- Processing Fee \$80/bi-weekly , \$100/weekly

Textbooks:

- Mosby's Essentials for Nursing Assistants 7th Edition Remmert/Sorrentino
- Mosby's Essentials for Nursing Assistants Workbook 7th Edition Remmert/Sorrentino

Clinicals:

Upon successful completion of the classroom didactic, a student is required to attend 40 hours of clinical hours to complete the Nursing Assistant program and be eligible to obtain a certificate of completion.

- There are often delays in sending students to clinicals due to facility space availability.
- We make every attempt to schedule students within 30 to 60 days from the time they've completed classroom training and have met all the requirements to begin clinical.
- Students must understand that at times, it can take even longer, and the student must continue to cooperate with the school to be scheduled for clinical.
- Students must satisfy all requirements of clinical facility, clinical facility onboarding process and comply with the rules and regulations of clinical facility as well as the school.
- Due to limited availability of clinical openings, students must cooperate with the school and not reject any clinical offered to the student by the school.
- Program must be completed within 120 days of class end date.

Post Graduate Opportunities and Requirements:

- Many opportunities exist to work as a CNA/LNA in hospitals, skilled nursing facilities, home health care agencies and nursing registries, and hospice organizations.
- Post graduate employment requires the candidate to be a CNA.

MEDICAL ASSISTANT PROGRAM:

This program of study is 560 Clock Hours, 160 Extern hours, total of 720 Clock Hours, 20 weeks in total length. The Medical Assistant Program has an Externship requirement of 160 Clock hours that will be completed at an appropriate clinical site selected by MedStar Academy.

Program Objective:

MedStar Academy graduates are eligible to sit for the CCMA-Certified Clinical Medical Assistant Certification Exam. The Certification Exam is offered by the National Health Career Association and costs \$160.00 included in tuition. More information may be found at nhanow.com.

MEDICAL ASSISTANT

The program prepares students to work in the allied healthcare field. A medical assistant's role and duties aid doctors by performing basic clinical procedures by handling a variety of administrative and clinical tasks. A medical assistant will work in medical clinics, private practices, and hospitals to help keep operations running smoothly and efficiently. The medical assistant program at MedStar Academy is designed for three educational areas in a fast-paced setting: Clinical, Administrative, and Externship. Students will build skills in a variety of areas such as operating in an EMR-electronic medical record system that will build knowledge throughout the program learning how to schedule appointments, charting, billing and coding for insurance purposes. Students will learn routine diagnostic and pre-post examination processes that develop skills in professionalism, patient advocacy, critical thinking, adherence to the ethical and legal requirements of a medical practice, and proper communication with cognitive skills. Along with hands-on skills in venipuncture, injections, EKG, anatomy and physiology, procedures, rooming a patient, wound care, vitals, CPR and other various skills to be successful working in many types of medical practices or specialty offices.

Graduates are prepared to function in an entry-level position. This is a Hybrid program that will deliver a learning experience with hands-on skills in school and in an online format. Students are required to complete an Externship in an approved healthcare setting. This is an opportunity to learn additional skills and a possible position at the end of the term. The program culminates in a Certificate of Achievement. Students will receive a diploma of accomplishment of the program in full by MedStar Academy and prepare students to take an appropriate certification exam related to their individual major through the NHA certification program. The National Health career Association Certified Clinical Medical Assistant (CCMA) exam.

Admission Requirements:

A potential Medical Assistant student must submit the following requirements:

1. Pass Admission Test with minimum of 70%
2. Proof of legal presence in the U.S (e.g., US passport, Birth Certificate, or Green Card).
3. Copy of Arizona Driver's License or ID
4. High School Diploma or GED
5. 10 Panel Drug Test in last 6 months
6. TB Test in the last 6 months
7. Doctor's Medical clearance

8. Immune Status Panel-MMR Titers (Measles, Mumps Rubella), Varicella Zoster Virus Igg Antibodies or provide immunization Records or Titers before extern begins.

Externship Requirements:

For a student to qualify for Externship placement, they must submit the following prior to class end date:

1. Current Basic Life Support Certification
2. DPS Fingerprint Card
3. No outstanding payments
4. Completed all other training requirements.

Completion Requirements to Graduate:

1. Students are expected to complete all requirements to graduate and be eligible to sit for the State Certification Exam.
2. Pass Final Exam 75% or higher.
3. Pass Skills 75% or higher for Final hands-on Exam
4. Complete 560 hours class time plus 160 hours of Extern time
5. Complete all other training requirements including medical records and vaccines.
6. Program Completion must be completed within 120 days of class end date.

Course Description: MA Track 1

Intro to Medical Assistant and Modern Medicine Medical:

63 Clock Hours

Learn the history of modern medicine, define roles, scope of practice, gain knowledge in patient-centered aspects, list of duties, certifications, preventative measures of disease transmission, learn adaptive and maladaptive coping mechanisms, HIPAA, vitals, soap notes, charting, documenting, and identify criminal and civil law applications.

Medical Terminology

63 Clock Hours

Develop medical terms and apply them to medical assisting, define medical roots, prefixes, suffixes, organization of terminology of all body cells, tissues, organs, blood, chemistry, immunity, learn all regions of the human body and define key terms.

Patient Care, Laboratory, and Phlebotomy Basics

64 Clock Hours

Students will learn to assist during patient exams, safety guidelines for Pediatrics, Geriatrics, Endocrinology, Obstetrics & Gynecology, Neurology, Orthopedics, Ophthalmology, Blood Disorders, Basic blood collection, ETS, Wing-Collection, Glucose capillary, HBG testing, fecal Occult, Mono, Strep Cultures, specimen control and documenting lab req orders, laboratory safety measures, hazard control, MSDS, Centrifuge, troubleshooting, POL flow charts, CLIA waived testing, abbreviations, knowledge of the WHO-World Health Organization-do/don'ts, OSHA critical thinking, active listening skill and identify critical values with all POCT standard precautions, and bio hazard controls.

TOTAL: 15 hours per week on campus, 23 hours a week online

TOTAL: 190 Clock Hours Total Per MA Track

Course Description MA Track 2

Anatomy & Physiology with EKG MA Track 2

63 Clock Hours

Students will learn about heart disorders, flow of the heart, identify structural organization of the human body, normal function, treatments, assist and perform EKG, Holter monitor, Peak flow monitor, identify etiology as they apply to each system of the circulatory system, digestion system, lymphatic system, skeletal system, kidney/Urinalysis, Sputum testing, nutrition, functions and structures of the human body.

Asepsis Sterile Tray with emergency care and bandage wound care

63 Clock Hours

Identify ambulatory practices with surgical asepsis technique and set up sterile tray, autoclave, describe several methods of sterilization, sanitation and disinfection techniques, identify surgical instruments, practice standard precautions and learn about quality control measures and violations, vitals, suture removal, shock, burn care, learn various types of fractures, walkers, canes, gaits, wheelchair transfer, proper work ergonomics, wound care, bandage wrapping, pap set up and assist, diseases, caring for microscope, infant percentile charting, learn to assist with a Snellen/ color blind testing with audiometry exam dermatology skin disorders, behavioral health and cultural differences.

Administration with Law and ethics, coding, EHR, and Health Insurance:

64 Clock Hours

Students will learn governmental legislation and regulation, Patients' Bill of Rights, HIPAA, OSHA, CLIA, define common health insurance terminology, learn the difference between CMS, HMO,PPO VA, CMS 1500 claim forms, CPT/HCPCS coding, diagnoses, services, workers Comp, Electronic and manual charting with data entry, various consents, MA roles and responsibilities, professional behavior, ethics, billing, FDA and DEA regulations, communication skills, patient care, vitals, documenting, legal medical forms, and professional standards in allied health care.

TOTAL: 15 hours per week on campus, 23 hours a week online

TOTAL: 190 Clock Hours Total Per MA Track

Course Description: MA Track 3

Injections with Pharmacology Knowledge

63 Clock Hours

Students will learn basic math computations, define, and convert medication dosages, understand the difference between non-parenteral and parenteral administration, Intramuscular, intradermal subcutaneous injections, medications, drugs with contradictions, allergies, prescriptions, and infection control.

Microbiology and Infection Control

63 Clock Hours

Students will learn and practice quality control, understand (CDC) Centers for Disease Control and Prevention, route of infection, understand the difference between all bacteria morphology of normal flora and bad microorganisms.

Mock training Professionalism and CPR Certification

56 Clock Hours

Learn effective interviewing from student to employee, resume writing, cover letter, resignation letter, perform the essential requirements for employment, role play mock interview and dressing professionally, time management, following up appropriately and demonstrating professional behavior.

TOTAL: 15 hours per week on campus, 22 hours a week online 3 hours CPR Class

TOTAL: 182 Clock Hours Total Per MA Track

Extern- Track 3**160 Clock Hours**

This is an opportunity to continue receiving hands-on "Clinical Experience" in a medical office or site that is appropriate to fit the needs of obtaining hours that will enhance your learning skills while the student performs and perfects what they learned in the academic program. Once this is completed, based on students' success on-site will lead to a potential opportunity to be hired for employment.

Total: 720 Clock Hours**Program Outline:**

Medical Assisting 20 Weeks Total

<u>Course Title</u>	<u>Clock Hours</u>
Intro to Medical Assistant and Modern Medicine	63
Medical Terminology	63
Clinical Patient Care, Laboratory, and Phlebotomy Basics	63
Anatomy & Physiology with EKG	63
Asepsis Sterile Tray with Emergency Care and Bandage Wound Care	63
Administration with Law and Ethics, Coding, EHR, Health Insurance	63
Injections and Pharmacology Knowledge	63
Microbiology and Infections Control	63
Professionalism/Interview Readiness and CPR Certification	56
<u>Externship</u>	<u>160</u>
Total	720

Tuition Cost & Fees:

Registration Fee: \$200

Tuition Fee: \$8,799

Tuition includes e-books, Stethoscope and Blood Pressure Cuff, one set of Scrubs, NHA Test Prep & Exam, BLS CPR and all Lab Materials

Additional:

Arizona Live Scan Fingerprint Fee: \$29 Certified DPS Check Fee \$65

Optional:

Purchase Chromebook \$150

Payment Options:

All payments shall be in cash, cashier's check, money order, or credit card (American Express not accepted)

1. Pay cost in full upon registration. Total cost \$8999 (excludes 4% fee)
2. Non-refundable registration fee of \$200 due with signing of Enrollment Agreement.
3. Installment Payments: Registration fee of \$200 plus a one time \$152 processing fee due with signing of Enrollment Agreement. The student is authorizing the remaining balance to be paid in biweekly installments of payment option #1 (\$474.38) or payment option #2 (\$808.75) depending on how many payments, or as agreed, made directly from credit card according to the schedule below. All payments must be paid in full by the last day of class.
4. If payments are late, the student's account will be subject to a \$20 late fee per late payment.
5. Payments made via credit or debit card may incur a 4% processing fee.

Example of a Payment Plan:

Payments are determined by amount down and remaining balance:

Down Payment Registration Fee: \$200

Remaining Balance: \$8,799

- Fourteen /Weekly payments equal \$628.50
- Seven Bi/Weekly payments equal \$1,257.00
- Processing Fee: \$152

Textbooks:

Navigate eBook Access for Jones & Bartlett Learning's Comprehensive Medical Assisting SIXTH EDITION
Judy Kronenberger, PhD, RN: Julie Ledbetter ISBN:9781284275544 | c 2024| 1350 Pages

Navigate Advantage Access for Short Course in Medical Terminology ISBN-13: 9781284273236

Externship:

1. There are often delays in sending students to externships due to facility space availability.
2. We make every attempt to schedule students within 30 to 90 days from the time they've completed classroom training and have met all the requirements to begin externship
3. Students must understand that, at times, it can take even longer, and the student must continue to cooperate with the school to be scheduled for externship.
4. Students must satisfy all requirements of the externship facility including the onboarding process and comply with the rules and regulations of the externship facility as well as the school.
5. Due to limited availability of externship openings, students must cooperate with the school and not reject any externships offered to the student by the school.

Post Graduate Opportunities and Requirements:

There are opportunities as a Medical Assistant with almost any healthcare setting, such as hospitals, blood banks, independent laboratories, physicians' offices, health clinics, plasma centers, and home healthcare agencies. About 114,600 openings for medical assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The large baby-boom population continues to enter older age groups, which typically have more healthcare concerns than younger age groups and will continue to increase demand for medical services. As a result, more medical assistants will be needed to perform routine administrative and clinical duties in physicians' offices and other primary care settings.

PHLEBOTOMY TECHNICIAN PROGRAM:

This program of study is 120 Clock Hours, 10 weeks in total length. The Phlebotomy Technician is a classroom-based program with hands-on experience in a lab setting with skills practicum at MedStar Academy.

Program Objectives:

Neither certification nor licensure are required to become employed as a Phlebotomist in Arizona. MedStar Academy graduates are eligible to sit for the Registered Phlebotomy Technician Certification Exam. The National Health Career Association offers the Certification Exam at the cost of \$129.00. More information may be found at nhanow.com. It is the graduate's responsibility to pay for the exam.

Admission Requirements:

A potential Phlebotomy Technician student must submit the following requirements:

1. Pass Admissions Test with minimum 70%
2. Proof of legal presence in U.S. (e.g. US passport, Birth Certificate, or Green Card)
3. Copy of Arizona State driver's license or ID
4. High School Diploma or GED
5. 10 Panel Drug Test in last 6 months
6. Doctors Medical Clearance

Requirements:

For a student they must submit the following prior to class end date:

1. Current Basic Life Support Certification
2. DPS Fingerprint Card
3. No outstanding payments
4. Completed all other training requirements

Completion Requirements:

1. Complete all required homework and reading assignments.
2. Complete all lab skills and required 50 sticks and 10 capillaries.
3. Achieve a minimum cumulative average score of 75% in the module exams
4. Pass the final written exam with a 75%
5. All required documents turned in prior to class end date.
6. Program Completion must be completed within 120 days of class end date.

Course Description:**Introduction to Phlebotomy, Medical Terminology:****15 Clock Hours**

This course is designed to familiarize the student with the responsibilities of the phlebotomist as part of the healthcare team. Students will learn to perform their duties legally and ethically while adhering to institutional policies. Additionally, students will learn medical terminology including prefixes, suffixes, root words and combining forms.

Anatomy and Physiology, Safety Standards and Procedures:**20 Clock Hours**

Students will be responsible for knowing basic anatomy and have a working knowledge of the physiological systems of the human body in health and disease. Students will learn to employ infection control and isolation techniques, employ Universal/Standard Precautions, and recognize patient complications such as syncope, nausea and other conditions. Students will also understand the use of Material Safety Data Sheets. Students will also learn to maintain inventory levels, order and restock supplies.

Professional Communications/Clerical Duties:**12 Clock Hours**

Students will develop and use proper professional communication skills with staff, patients, and families. They will use proper technique and etiquette for answering the telephone and informing patients of special test requirements. Students will also chart or file laboratory-generated reports correctly, enter, retrieve, and verify patient collection data and special notations using appropriate sources. Students will also learn to maintain inventory levels, order and restock supplies.

Obtaining Blood Samples:**30 Clock Hours**

Students will learn to correctly and properly identify patients. Students will also select the correct containers for specimens and know requirements for specific container identification, know the physiological aspects of blood collection, prepare patients for various tests, select the proper venipuncture site and label specimens obtained according to protocol. Students will learn how to collect specimens in the correct tube draw sequence, perform venipuncture, perform skin punctures, finger sticks, heel sticks, properly handle non-blood specimens with time/temperature requirements. They will also select a proper station for specimen delivery, process specimens for shipping, instruct patients in collection of urine and other specimens as directed. Students will also be responsible for collecting and processing point-of-care testing (POCT) specimens.

Specimen Collection and Processing:**30 Clock Hours**

During this portion of the course, students will gain a greater proficiency in handling and processing various specimens that they have collected by blood draws as well as finger sticks. Students practice these vital skills repeatedly until they are comfortable and can operate at a pace deemed safe yet still efficient. Most of this course involves laboratory equipment and processing specimens and documentation in accordance with standard procedures.

Phlebotomy Boot Camp:**13 Clock Hours**

A full day of prep for the Phlebotomy Technician Certification Exam. Students will gain greater proficiency while using their skills in accordance with standard procedures.

Program Outline:

Phlebotomy Technician 8-10 Weeks Total

Course Title	Clock Hours
Introduction to Phlebotomy, Medical Terminology	15
Anatomy and Physiology, Safety Standards/Procedures	20
Professional Communications/Clerical Duties	12
Obtaining Blood Samples	30
Specimen Collection and Processing	30
Phlebotomy Boot Camp	13
Total Clock Hours	120

Tuition Cost & Fees:

Registration Fee: \$200

Tuition Fee: \$2,675

Tuition includes: Scrub Set, Textbooks, all Lab Materials

Additional Items Responsible by Student:

NHA Certification: \$129

DPS Fingerprint Processing: \$65

Basic Life Support/CPR: \$75

AZ Live Scan Fingerprint: \$29

Payment Options:

All payments shall be in cash, cashier's check, money order, or credit card (American Express not accepted)

1. Pay cost in full upon registration. Total cost \$2875 (excludes 4% fee)

2. Non-refundable registration fee of \$200 due with signing of Enrollment Agreement.

3. Installment Payments: Non-refundable registration fee of \$200 plus a one time \$140 processing fee due with signing of Enrollment Agreement. The student is authorizing the remaining balance to be paid in biweekly installments of payment option #1, eight/weekly payments of (\$334.38) or payment option #2, four bi/weekly payments of (\$668.75) depending on how many payments, or as agreed, made directly from credit card according to the schedule set up. All payments must be paid in full by the last day of class.

4. If payments are late, the student's account will be subject to a \$20 late fee per late payment.

5. Payments made via credit or debit card may incur a 4% processing fee.

Example of a Payment Plan:

Payments are determined by amount down and remaining balance:

Down payment: \$200

Remaining Balance: \$2,675

- Eight /Weekly payments equal \$334.38
- Four Bi/Weekly payments equal \$668.75
- Processing Fee \$140

Textbooks:

- Phlebotomy Essentials, 8th Edition, by R. E. McCall and C. M. Tankersley
- Student Workbook for Phlebotomy, 8th Edition, by R. E. McCall and C. M. Tankersley

Post Graduate Opportunities and Requirements:

There are opportunities as a phlebotomist with almost any healthcare setting, such as hospitals, blood banks, independent laboratories, physicians' offices, health clinics, plasma centers, and home health care agencies. According to the Bureau of Labor and Statistics employment of phlebotomists is projected to grow 25% from 2014 to 2024. Blood analysis remains an essential function in medical laboratories and hospitals. As doctors and other healthcare professionals require blood work for analysis and diagnosis, the demand for Phlebotomists will remain high.

III. LEGAL LIMITATIONS

- No guarantee of future transfer credit. Admission or graduation from the Nursing Assistant Program, Phlebotomy Technician Program, or Medical Assistant, does not guarantee obtaining a license or certification to practice. Requirements and the subsequent procedures of a Licensure/Certification requirements are the responsibility and exclusive right of the respective Boards or entities noted within Section II.
- Employment after graduation may require that you qualify for and obtain a license. Many positions in the healthcare industry may require a potential employee to have and maintain a license in good standing. Some positions may simply benefit from having and maintaining a certification.
- Citizenship/Nationality/Lawful Presence are required for a license. Any applicant who is required to obtain a license from either Private Post-Secondary of Education or Arizona State Board of Nursing, will be required to provide proof of US citizenship, a US national, or is lawfully present in the United States. If an applicant cannot demonstrate proper documentation, they will not be eligible for a license or certification.

IV. GENERAL INFORMATION

Registration

Prospective students may enroll at any time. Late enrollments will be assigned a later start date for their Program of Study. All prospective students must complete an Admissions Interview.

1. Selecting a program and registration
 - In-Person: Call (623)773-9000 to set an appointment or you may walk in during business hours.
2. Paying the course tuition
 - Students can pay their tuition in full at registration or pay the minimum registration fee and set the remaining balance on a payment plan.
3. Complete the registration process
 - Students begin registration by making a tuition payment in person.
 - Students must read all required documents and complete an enrollment agreement.
 - Student admissions are based on a "first to register" basis. If there are no available seats, students may choose to register for the next upcoming class.
 - Every new student must complete and sign an Enrollment Agreement. Students will receive a copy of their enrollment agreement via email.

PAYING PROGRAM COSTS – OPTIONS:

Students attending MedStar Academy have several options to pay for their education including:

1. Cash, Cashier's Check, Money Order, or Credit Card
2. Employer Tuition Assistance or Reimbursement
3. Payments made via credit or debit card are subject to incurring a 4% processing fee.

MedStar Academy does not offer scholarships or tuition discounts. The school does not supply educational loans.

CHANGE OF STUDENT STATUS:

The school reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition, disruptive behavior, or failure to abide by school rules or clinical facility.

LEAVE OF ABSENCE:

Currently, MedStar Academy does not offer a Leave of Absence (LOA) option. Students who need to pause their studies will need to withdraw from the program. If a student withdraws and wishes to re-enroll in the future, they should follow the standard re-enrollment procedures. For further details on withdrawal and re-enrollment, please contact Student Services

RESCHEDULING YOUR CLASS START DATE:

- A student that wishes to transfer to another class prior to the class start date, must have a valid reason, and submit a Request for Transfer two days prior to start date.
- A student that wishes to transfer to another class after class has begun, must have a valid reason, submit a Request for Transfer and pay a \$75 transfer fee.

CANCELLATION/WITHDRAW/TERMINATION & REFUND POLICY:

There are 5 ways that a student can be discontinued after registration for a program.

1. Three Day Cancellation

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or State holidays) of signing an enrollment agreement is entitled to a refund of all money paid. The applicant must complete and submit a Withdraw Request form. No later than 30 days of receiving the Withdraw Request form from the applicant, the school shall provide the 100% refund.

2. Withdrawal

- A. A student choosing to withdraw from the school after the commencement of class is to complete a Withdraw Request form by the expected last date of attendance and submit to the Student Services Representative for approval.
- B. A student will be determined as withdrawn if the student has not attended class for 5 consecutive days.
- C. All refunds will be issued within 30 days of the determination of the withdrawal date.

3. Transfer

- A student that wishes to transfer to another class prior to the class start date, must have a valid reason, and submit a Request for Transfer two days prior to start date.
- A student that wishes to transfer to another class after class has begun, must have a valid reason, submit a Request for Transfer and pay a \$75 transfer fee.

4. Termination

The school reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition, disruptive behavior or failure to abide by school rules or clinical facility.

- **Excessive Tardiness**
 - Students arriving fifteen (15) minutes after the start of class/skill lab will be considered tardy. Students who are tardy three (3) times will be required to make up one (1) hour of time.
 - A Course Dismissal Warning form will be issued to the student tardy three times. A student absent more than ten (10) hours may be dismissed from the Course. The student will need to schedule an appointment with the school Director to discuss the continuation of the course.
- **Demonstrating Unsatisfactory Course Engagement**
 - Examples include: inappropriate socializing during class, sleeping in class, inappropriate use of electronic devices, disappearing from class, cheating on exams, etc.
- **Academic Failure**
 - Students who academically fail to meet the minimum course requirements for graduation will be given a course dismissal warning to bring up their average and if they don't, they will be given a status of "incomplete" or withdrawn from the program as not meeting academic requirements.
- **Default Payment**
 - If a student defaults on their payment plan or tuition obligation, the student may be administratively withdrawn. If this happens, the student is not eligible for re-entry to the Program, but the student is still responsible for tuition balance and all associated fees. The change in a student's status does not change the terms or conditions of the tuition obligation associated with the student's original enrollment.

REFUNDS

Tuition refunds will be issued within 30 days of the date of student providing complete information in Request for Refund. The percentage of the "clock hours attempted" is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. Registration fee will not be refunded if it's outside of the three-day cancellation period.
- B. After the commencement of classes, the tuition refund amount shall be determined as follows:

% of the Classroom Hours Occurred:	Tuition Refund Amount:
10% or less	At Least a 90% Refund
More than 10% and Less Than or Equal to 20%	At Least a 80% Refund
More than 20% and Less Than or Equal to 30%	At Least a 70% Refund
More than 30% and Less Than or Equal to 40%	At Least a 60% Refund
More than 40% and Less Than or Equal to 50%	At Least a 50% Refund
More than 50%	No Refund

- C. There is no refund for registration (\$200), Textbook: (\$150) Scrubs (\$25) Received by the student.

ATTENDANCE POLICY

• Nursing Assistant Program

Students are required to attend 80 hours of class/skill lab content and 40 clinical hours. Students must satisfy 120 hours to complete the course. If a student is not able to attend a scheduled class or clinical day, the student needs to notify the school prior to the start of the class or clinical day.

Makeup Hours

1. Students may be allowed to makeup excused absences.
2. Students making up class hours will be given a written assignment based on the content missed.
3. Students making up skill lab hours will need to review content in the Textbook and D&S booklet, view the video, discuss the skill with an instructor and participate in supervised practice of the skill(s).
4. Students making up clinical hours will be assigned to the next available clinical rotation.
5. An instructor must be present during makeup hours.
6. Students completing makeup hours will be required to sign in on their Attendance Record. The instructor will verify the hours and sign the student's Attendance Record.

7. Students absent four (4) or more hours will need to meet with the class/skill lab instructor. A Course Dismissal Warning form will be issued to the student. A student absent more than ten (10) hours may be dismissed from the Course. The student will need to schedule an appointment with the school Director to discuss the continuation of the course.

- **Phlebotomy**

Students are expected to arrive on time for class having completed any assignments and with proper materials. Attendance is required to successfully complete the programs at MedStar Academy. Students may schedule a day with student services to make up exams or skills if approved by the instructor. Failure to maintain attendance may result in dismissal and termination from the school and can affect your overall academic grade. Students who are unable to continue classes for medical reasons or severe personal problems will be required to interrupt their education and drop out until they are able to return to class. Students will need to meet with the President/Director Due to the brevity of the training programs, a Leave of Absence is not available.

- **Medical Assistant**

Students are expected to complete all course requirements to graduate. Course exams must be completed according to the syllabus schedule. All exams or skills must be completed within 48 hours of students' last scheduled class date, unless pre-approved by the MedStar Academy Director/President. If course requirements are not completed, students may receive a "0" grade score and may be considered ineligible to pass the program and will be subject to retake the entire course. Work not completed during the course such as exams, retake exams, homework, and other uncompleted course elements will result in a grade of "0" on the final day of the course. Students must present a proper document explaining circumstances to be approved to receive full credit on exams or skills when absent on test days. For the Medical Assistant Program, a student must meet with the president for any disruptions/emergency that may occur during the to complete an action plan.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a notification from the school via email and/or phone call. Whether the postponement is for the convenience of the school or the student. The agreement must set forth:

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

PLACEMENT ASSISTANCE

MedStar Academy does not offer placement assistance. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

VERIFICATION OF COMPETENCY

For Nursing Assistant:

- A minimum average of 80% passing grade on all module exams
- A minimum of 80% or higher on Final Exam
- A Pass or Fail for the Final Skills Exam
- 60 hours classroom, 20 hours skills lab, 40 hours clinical

- Must pass Clinical with positive remarks from clinical instructor.

For Phlebotomy Technician:

- A minimum average of 75% passing grade on all module exams and skills
- A minimum of 75% or higher on Final Exam
- 120 hours classroom with 50 sticks, and 10 capillaries

For Medical Assistant:

- Students must maintain a 75% grade point average.
- 560 hours classroom, 160 hours externship
- Must pass externship with positive remarks from preceptor

UNSATISFACTORY PERFORMANCE RESULTING IN COURSE FAILURE:

If the student is unable to pass the program with a required passing percentage or higher, the student can retake the program at a 50% discount within 120 days of the student's class end date.

NURSING ASSISTANT:

- If a student fails to reach 80% on any of the six module exams or the Final Written Exam, the student must take a make-up by the deadline given in the course schedule, at no cost to the student. The make-up exam will cover the same chapters but will contain different questions to the original. The higher of the original and make-up will be used to calculate the average. You may NOT take more than ONE make-up exam on any given day.
- If a student has fulfilled all other requirements to proceed to clinicals, but did not pass the Final Skills Test, the student shall be required to practice skills and shall be permitted to take one Skills Retake with a Training Instructor at the cost of \$75, on the day shown in the Course Schedule or announced by Instructor. Only students passing the Final Skills Test on the first attempt will be given priority to go to clinicals on the date entered in the Course Schedule. Students passing on the re-take will be placed on a waiting list and will be assigned to the next available Clinical.

PHLEBOTOMY:

- If a student fails to reach 75% on any of the module exams or the final exam, the student must retake the exam. The retake exam will cover the same chapters but will contain different questions to the original. The higher of the original and retake exams will be used to calculate the average. You may not take more than one retake exam on any given day.
- Those who do not meet and maintain a 75% average will be placed on advisement. During the advisement period, students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

MEDICAL ASSISTANT:

- If a student fails to reach 75% on any of the hands-on practical skills or the final exam, the student will be evaluated and counseled on final grades. The make-up exam is allowed within one week. A valid excuse is needed to receive 100% of grade earned. Without valid excuse that must be proven and approved by the Instructor the student will receive 50% off grade. The exam will cover the same chapters but will contain different questions to the original. The higher of the original and retake exams will be used to calculate the average. You may not take more

than one retake exam on any given day. If a student failed a course, that course must be repeated and students must achieve a passing grade to be eligible for progression to the next phase of the program. If a student fails three or more courses and/or falls below a GPA of 2.5 the student will be academically withdrawn after a full evaluation is completed and counseled on an individual basis per all academic requirements.

- Those who do not meet and maintain a 75% average will be placed on advisement. During the advisement period, students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Tutoring:

Individual tutoring is available on an "as needed" basis at a rate of \$50 per hour. Tutoring is based on the availability of the instructor and the students' needs. After approval from the Instructor and Director the student may schedule tutoring through Student Services for Nursing Assistant program.

MA program instructor is available no more than 15-30 minutes for additional help that is scheduled. If a student needs other types of accommodations the student will need to meet with the president to evaluate the situation and if ADA accommodations need to be made.

Satisfactory Academic Progress: Policy as determined by individual school

NURSING ASSISTANT:

Students must maintain an 80% grade point average. Those who do not will be placed on advisement for 2 weeks. During the advisement period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period.

Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Additional time for makeup work must be scheduled with Student Services. Individual tutoring will be scheduled with an instructor, as requested or needed by the student, at a rate of \$50.00 per hour.

At the midpoint of class schedule, progress reports with grades will be issued to each student. If a student, at mid-point, falls below an 80% grade point average, they shall be issued a Grade Advisement Form to aid in bringing the student's grade point average to satisfactory standards.

MEDICAL ASSISTANT:

Students must maintain a 75% grade point average. Those who do not will be placed on advisement for 2 weeks. During the advisement period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period.

Termination shall be at the school's discretion. The Director has final authority and shall notify the student of the final decision.

Additional time for makeup work must be scheduled with Student Services. Individual tutoring will be scheduled with an instructor, as requested, or needed by a student, for no more than 15-30 minutes at a time. If other accommodations are needed the student will need to meet with the Director and instructor to evaluate the situation and provide academic advising.

At the midpoint of class schedule, progress reports with grades will be issued to each student. If a student, at mid-point, falls below an 70% grade point average, they shall be issued a Grade Advisement Form to aid in bringing the student's grade point average to satisfactory standards.

PHLEBOTOMY:

Students must maintain a 75% grade point average. Those who do not will be placed on advisement for 2 weeks. During the advisement period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period.

Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

Additional time for makeup work must be scheduled with Student Services. Individual tutoring will be scheduled with an instructor, as requested or needed by the student, at a rate of \$50.00 per hour.

At the midpoint of class schedule, progress reports with grades will be issued to each student. If a student, at mid-point, falls below a 75% grade point average, they shall be issued a Grade Advisement Form to aid in bringing the student's grade point average to satisfactory standards.

Grading System

90 – 100 = A	Excellent
80 – 89 = B	Above Average
70 – 79 = C	Average
60 – 69 = D	Below Average
Under 66 = U	Unsatisfactory

STUDENT INPUT

We strive to meet our students' needs and expectations at MedStar Academy. We want your feedback on your learning experience and how it can be improved. At the end of each program, you will be given a complete and confidential "anonymous" evaluation of the program. We will review your evaluations in a formal setting and discuss ways to implement and make changes to our program based on your feedback.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING:

Medstar Academy does not currently accept transcript credits for previous education training, work or life experience.

STUDENT GRIEVANCE POLICY GUIDELINES

• Nursing Assistant Program

Student Grievance Procedure is posted in each class. In the event of a complaint, dispute or grievance, all students should follow the following procedures:

1. Complaints directed at an individual staff or faculty member must be discussed directly with the individual involved. Many times, addressing the issue right away resolves the problem.
2. If after addressing the issue and you feel that the matter remains unresolved, you must submit a Formal Complaint, in writing, to the School Director or their designee within ten (10) business days excluding Saturdays and Sundays, State and Federal Holidays. The School Director or designee will respond, in writing, within thirty (30) business days excluding Saturdays and Sundays, State and Federal Holidays.
3. If the complaint cannot be resolved after exhausting the institution's Grievance Procedure, the student may file a complaint with the Arizona State Board of Nursing. The student must have the right to appeal against the decision if submitting different documents to support the claim within five (5) business days.
4. The student must contact the State Board for further details or to file a complaint. The State Board contact information and address is:

Arizona State Board of Nursing

1740 W. Adams St. Phoenix, AZ 85007 STE 2000
Telephone: (602) 771-7800
Website: www.azbn.gov

- **Medical Assistant and Phlebotomy Programs:**

Student Grievance Procedure is Published in this Catalog and posted in each class.

In the event of a complaint, dispute or grievance, all students should follow the following procedures:

1. Complaints directed at an individual staff or faculty member must be discussed directly with the individual involved. Many times, addressing the issue right away resolves the problem.
2. If after addressing the issue and you feel that the matter remains unresolved, you must submit a Formal Complaint, in writing, to the School Director or their designee within ten (10) business days excluding Saturdays and Sundays, State and Federal Holidays. The School Director or designee will respond, in writing, within thirty (30) business days excluding Saturdays and Sundays, State and Federal Holidays.
3. If the complaint cannot be resolved after exhausting the institution's Grievance Procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must have the right to appeal against the decision if submitting different documents to support the claim within five (5) business days.
4. The student must contact the State Board for further details or to file a complaint. The State Board contact information and address is:

Arizona State Board for Private Postsecondary Education

1740 W. Adams St. Phoenix, AZ 85007 STE 3008

Telephone: (602) 542-5709

Fax: (602) 542-1253

Website: <http://ppse.az.gov>

CLASS SCHEDULES

Nursing Assistant:

Day Class: Monday, Wednesday, Friday – 8:00am-1:00pm, M-F 8:00am-4:30pm (3-week class)

Evening Class: Monday, Wednesday, Friday – 5:30pm-10:30pm

Weekend Class: Tuesday, Saturday – Tues: 5:30pm-9:30pm & Sat: 8:00am-4:30pm

Medical Assistant:

Day class: On Campus Monday, Tuesday & Wednesday 09:00 am-2:00 pm

Online: Thursday with assignments due by Sunday

Phlebotomy: 10-week classes

Eve Class: Monday, Wednesday, Friday – 5:30pm-10:00pm

Weekend Class: Tuesday, Saturday – Tues: 6:00pm-10:00pm & Sat: 8:00am-4:00pm

See Website for List of Class dates and times

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone and/or radio, and/or TV who provide closure information as a public service. Classes are not held on the following holidays:

**New Year's Eve
New Year's Day
Memorial Day
Independence Day
Veterans Day**

**Labor Day
Thanksgiving Day & the Friday following
Christmas Eve
Christmas Day**

STUDENT RECORDS

All student academic and financial records are maintained and filed in a secure and safe manner in perpetuity. Students are allowed to view their records, but the records must not leave the school. Official transcripts will be provided to the student at no charge, additional copies are available for \$5.00. There is a \$10 Fee for the School to provide copies of submitted items or a duplicate ID Badge. There is a \$10 Fee for the School to provide a duplicate copy of the Certificate of Completion.

STUDENT SERVICES

Student services are provided by the Coordinator, Director and classroom Instructors. We have the referral services you may need to assist you and help you complete your program of training on time. We take great pride in helping our students navigate their way into their chosen professions. Just come and talk with us. Your success is also our success!

V. PROFESSIONAL APPEARANCE

Students are required to dress in a scrub set and closed-toed shoes at all times, unless otherwise directed by your instructor.

VI. PROFESSIONAL CONDUCT POLICY

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

1. During Class, cell phones, Smart Watches, Fit Bits can only be utilized during break or lunch times.
2. Students should arrive at least 15 minutes before the scheduled start time for Clinicals and be ready to start the day.
3. Students must be prepared with the following for clinicals:
 - Name Tag
 - Notebook, pen, and watch with a second hand
 - Uniform (Scrub Top and Pants)
 - Closed-toed shoes
 - Students must wear their hair off their neck
 - No jewelry is permitted except small stud earrings
 - No facial piercings or gauges
 - Fingernails must be cut short – no acrylics permitted.
 - Male students be clean shaven or have a manicured beard.
4. Students must practice good hygiene, cover body piercing, and cover tattoos while on site in clinic.

- Students must refrain from smoking during the clinic time and, due to the lingering odor of cigarette smoke, could be offensive to residents.
- Students may not chew gum in class or at the clinical site.
- Students must not use perfume during clinical.
- Cell phones will not be allowed in class or clinic.
- During Clinics, cell phones, Apple/ Android watches and Fitbits are prohibited from classroom and clinical sites.
- During Clinicals, should an emergency arise, your Clinical Instructor will contact the family member listed on your point of contact form.
- Students must always maintain safety in class and clinical site.

VII. HEALTH AND SAFETY GUIDELINES

Students must be able to perform numerous physical activities within their program. For programs that contain Clinical/Externship each student is required to have a completed Medical Clearance at time of enrollment and prior to proceeding to clinical/externship. Medical Clearance may be completed by an MD, a PA or a Nurse Practitioner and is at the expense of the student and is not included in the cost of the program. A student must be able to perform certain activities such as bending, lifting and pulling. Expectant students must obtain a medical release from their OB-GYN to participate in the program.

Release of Liability

Students are responsible for their own health and safety. As part of the registration process students will sign a release of liability holding MedStar Academy and their Clinical/Externship site harmless of any injury during the program.

Student Handbook/Catalog Acknowledgement Form:

I have read the Student Handbook/Catalog and I agree to adhere to such policies.

MedStar Academy Student

Date

MedStar Academy Representative

Date