

The school's clinical/externship training is conducted either at the school campus located at 455 East Central Texas Expressway, Suite 106 in Harker Heights, Texas, or at various partner sites to include areas of dental, medical and physician offices, hospitals, residential care facilities and pharmaceutical retail store in Copperas Cove, Belton, Killeen, Temple, and Gatesville area that has entered into agreements with the Training Center for Healthcare Careers, LLC for clinical or externship opportunities. Approved clinical sites are individually issued insurance Certificates of Liability to cover students' damages, if any while performing or completing the required externship hours. Any incident occurring off-site must be reported to the main office in a timely manner.

## LISTING OF OWNERS

- 1) Reginald Hodges
- 2) Bayan Kanaanian

## A LISTING OF KEY STAFF AND FACULTY

**Reginald Hodges:** Owner, Governing Person, Chief Executive Officer/President, Instructor

- a) Degree Held: Master in Electrical Engineering
- b) Specialized Training: Electrical Engineering
- c) Certification: None
- d) Area(s) of Instruction: Solar Energy Technician

**Bayan Kanaanian:** Owner, Governing Person, Chief of Marketing Officer

- a) Degree Held: Petroleum Engineering Student
- b) Specialized Training: Marketing
- c) Certification: None
- d) Area(s) of Instruction: None

**Brian Sunshine:** School Director

- a) Degree Held: Masters of Business Administration
- b) Specialized Training:
- c) Area(s) of Instruction: None

**Christopher Lamei:** School Assistant Director

- d) Degree Held: BS and MS in Petroleum Engineering
- e) Specialized Training: Computer Science
- f) Certification: None

**Mayleen A. Isla:** Lead Instructor

- a) Degree Held: Bachelor of Science in Nursing/Lead Instructor
- b) Specialized Training: Bachelor of Science in Nursing and Certified AHA Instructor
- c) Area(s) of Instruction: Clinical Medical Assisting, Medical Billing Coding, AHA BLS and First Aid/CPR/AED

**Dallas Shields:** Instructor

- a) Degree Held: Licensed Vocational Nurse (LVN)
- b) Specialized Training: National Registered Emergency Technician
- c) Area(s) of Instruction: Medical Billing and Coding and Clinical Medical Assisting

**Marshall Edwards:** Instructor

- a) Degree Held: None
- b) Area(s) of Instruction: Solar Energy Technician

**Patrick Callaghan:** Instructor

- a) Degree Held: Licensed Master Electrician
- b) Area(s) of Instruction: Construction Electrician

**John Guillot:** Instructor

- a) Degree Held: Licensed Master Electrician
- b) Area(s) of Instruction: Construction Electrician

**Rese Shively:** Instructor

- a) Degree Held: Licensed Journeyman Electrician
- b) Area(s) of Instruction: Construction Electrician

**Abigail Traverzo Achoro:** Instructor

- a) Degree Held: Doctorate in Medicine
- b) Specialized Training: Healthcare Administration and Leadership
- c) Area(s) of Instruction: Clinical Medical Assisting

**Sinisa Mandic:** Instructor

- a) Degree Held: Licensed Journeyman Electrician
- b) Area(s) of Instruction: Substation Technology

## LIST OF EACH PROGRAM'S FEES, TUITION, AND/OR SPECIAL CHARGES

### Registration Fees

The Registration Fee, Drug Test, and Background check are maintained for one year. If a student elects to take multiple classes, there is a \$50 administrative fee for any additional class within one year from the first registration. Students must pay the Registration, Background Check, and Drug Test fees upon registration.

### Registration Document Requirements

Students receiving any Financial Assistance must present documents of eligibility at the time of registration. Any proof of education or foreign language documents must be translated into English, notarized, and approved by the school.

### Tuition Payment

Payment may be made with cash, credit card, money order, or cashier's check made payable to Training Center of Central Texas, LLC. Tuition payments should be made in person at the Front Desk Office during regular office hours or mailed before the due date. **THE SCHOOL DOES NOT ACCEPT BUSINESS/PERSONAL CHECKS.** Payment plans are available.

### Past Due Accounts:

- i. Students who fail to make prompt payments, issue, or fail to make a good-faith effort to keep their account current and in good standing may be subject to late fees and school disciplinary action. Unpaid accounts are subject to be sent to a collection agency. Once the account has been sent, the student may accrue a collection fee up to 40 percent.

	<ul style="list-style-type: none"> <li>• Urology</li> <li>• Obstetrics and Gynecology</li> <li>• Endocrinology</li> <li>• Pediatrics</li> <li>• Geriatrics</li> <li>• Catheterization for Female and Male</li> </ul> <p>Prerequisite: Module 2 – The Clinical Medical Laboratory  <b>Clock Hours: Lec 56 cl hrs/ Lab 56 cl hrs/ Ext 00 cl hrs/Total Clock Hours 112</b></p>
<b>CCMA 5</b>	<p><b>Career Strategies</b> – Student will spell and define the key terms. Explain the purpose of the practicum experiences. Understand the importance of the evaluation process. List your professional responsibilities during your practicum. List personal and professional attributes necessary to ensure a successful practicum. Determine your best career direction based on your skills and strengths. Identify the steps necessary to apply for the right position and be able to accomplish those steps. Draft an appropriate cover letter. List the steps and guidelines in completing an employment application. Student will list guidelines for an effective interview that will lead to employment. Identify the steps that you need to take to ensure proper career advancement. Explain the process for recertification of a medical assisting credential. Describe the importance of membership in a professional organization. Recognize elements of fundamental writing skills. List and discuss legal and illegal applicant interview questions. Discuss all levels of government legislation and regulation as they apply to medical assisting practice.</p> <p>Prerequisite: Module 5 – The Clinical Medical Laboratory Assisting  <b>Clock Hours: Lec 04 cl hrs/ Lab 04 cl hrs/ Ext 00 cl hrs/Total Clock Hours 08</b></p>
<b>CCMA 6</b>	<p><b>Externship</b> – Externship is part of the program and graduation requirements to receive the completion of the course. Students will have the opportunity for real-time experience in the clinic, hospitals and/or other medical facilities. Externship hours are an extension of the clinical/practicum portion of the course. Student must complete 160 externship clock hours within two (2) months period after completing of the classroom clock hours.</p> <p>Prerequisite: Module 6 – Career Strategies  <b>Clock Hours: Lec 00 cl hrs/ Lab 00 cl hrs/ Ext 160 cl hrs/Total Clock Hours 160</b></p>

## Electronic Health Record (EHR) Specialist

TABLE 20: SYNOPSIS ELECTRONIC HEALTH RECORD

Subject	Contents of Subject – Electronic Health Record (EHR) Specialist Synopsis
<b>EHR 101</b>	<p>Introduction to Electronic Health Records – Discuss applications of electronic technology in effective communication and principles of using electronic medical records (EMRs). Execute data management using the EHR such as EMR. Use the internet to access information related to the medical office.</p> <p>Prerequisites: None  <b>Clock Hours: Lec 04 cl hrs/ Lab 00 cl hrs/ Total Clock Hours 04</b></p>
<b>EHR 102</b>	<p>T Overview of SimChart for the Medical Office – Discuss principles of using electronic medical records (EMRs). Use the internet to access information related to the medical office and office hardware and software to maintain office system.</p> <p>Prerequisite: EHR 101– Introduction to Electronic Health Record  <b>Clock Hours: Lecture 04 hours/ Lab 04 hours/ Total 08</b></p>
<b>EHR 103</b>	<p>Privacy Confidentiality, and Security – This chapter over the challenges to privacy, confidentiality, and security that are created by the widespread use of EHR system, including the HIPAA legislation. Explore the issue of confidentiality as it applies to the medical assistant. Describe the implications of HIPPA for the medical assistant in various</p>