



Master Training Agreement

Training Provider: Everest Institute

Address: 6550 First Park Ten

City, State, ZIP: San Antonio, TX 78213

Provider Contact: Ray Gutierrez, Campus Director

This Agreement sets forth the roles and responsibilities of the parties named above in providing training to customers eligible for Non-Workforce Investment Act programs administered by Workforce Solutions Alamo.

- Parties:** Workforce Solutions Alamo Career Center Operators (**Contractor**), as sub-recipient for Workforce Solutions Alamo (**WSA**), agrees to pay the cost of tuition, books, supplies and/or other required costs to provide training to eligible customers enrolled at Everest Institute, 6550 First Park Ten, hereinafter known as the **Provider**.
- Time of Performance:** The period of this Agreement shall begin: 9/18/2009 and end on June 30, 2010. WSA may, at its own discretion, extend this agreement for subsequent one-year periods. The extension of this agreement will depend on demand occupations, training outcomes, and workforce funding.
- Approved Programs:** Individual training programs approved under this agreement (Attachment B), along with tuition and fees, estimated length of training, and program requirements, are delivered in compliance with applicable State law and/or **Provider's** regulatory body. If the cost of the training specified on the WSA vendor list is less than the amount listed in the **Provider's** catalog, the vendor list will prevail. Any changes in program costs, program information, program location or requests for additional programs must be submitted to **WSA** for inclusion on the vendor list.
- Customer Referral and Recruitment:** The **Provider** understands that only customers referred by **Contractor** may be enrolled into approved training programs. The **Provider** may not enroll any customer into training without proper referral from a **Contractor** representative. The **Provider** also understands those potential customers, who are recruited and referred to the **CONTRACTOR** for eligibility, may select other training.

Attachment B
List of Approved Training Programs

<u>Course</u>	<u>CIP</u>	<u>Cost</u>	<u>Duration</u>
Medical Assisting	51.0801	\$14,960.00	720 Hours

MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Arlington, Fort Worth	1-2

The objective of the Medical Assisting Diploma Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Course Number	Course Title	Lecture	Lab	Extern	Total Clock Hours	Quarter Credit Units
Module A	Patient Care and Communication	40	40	00	80	6.0
Module B	Clinical Assisting and Pharmacology	40	40	00	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	40	40	00	80	6.0
Module D	Cardiopulmonary and Electrocardiography	40	40	00	80	6.0
Module E	Laboratory Procedures	40	40	00	80	6.0
Module F	Endocrinology and Reproduction	40	40	00	80	6.0
Module G	Medical Law, Ethics, and Psychology	40	40	00	80	6.0
Module X	Externship			160	160	5.0
		280	280	160	720	47.0

MODULE A - Patient Care and Communication

6.0 Quarter Credit Units

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students build on keyboarding and word processing skills, and develop the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe, and identifying the strategies it takes to become the best in their new job so that they can advance in their career. (Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE B - Clinical Assisting and Pharmacology

6.0 Quarter Credit Units

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students learn the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain working knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE C - Medical Insurance, Bookkeeping and Health Sciences

6.0 Quarter Credit Units

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students learn medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop working knowledge of good health nutrition and weight control and strategies in promoting good health in patients. Students gain working knowledge of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students build on their keyboarding and word processing skills, and develop the self-directed job search process through career networking techniques that will assist them in being successful in the medical field. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

MODULE D - Cardiopulmonary and Electrocardiography

6.0 Quarter Credit Units

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students learn essential medical terminology, build on their keyboarding and word processing skills, and develop the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture 40 Cl Hrs (20 in Theory/10 in Clinical Lab/10 in Computer)/Lab 40 Cl Hrs (30 in Clinical Lab/10 in Computer Lab) Prerequisite: None

6.0 Quarter Credit Hours**Module E: Office Procedures**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

6.0 Quarter Credit Hours**Module F: Patient Care and Computerized Practice Management**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

6.0 Quarter Credit Hours**Module G: Dental Administrative Procedures**

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

5.0 Quarter Credit Hours**Module X – Medical Administrative Assistant Externship**

Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160