

# Westchester College of Nursing and Allied Health Catalog



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## **MISSION**

The mission of Westchester College of Nursing and Allied Health is to provide quality nursing and allied health programs taught by a team of experienced faculty who are dedicated to serving individuals who seek a solid foundation for positions in the medical profession.

Our objectives are to:

- Provide the student with the knowledge, skills, and hands-on experience needed to begin a career in the allied health professional areas.
- Facilitate effective learning strategies and promote the use of acquired skills and knowledge for current and future employment.
- Develop critical thinking skills and a lifelong dedication to learning.
- Provide instruction and use of resources that enhance the connection between theory and professional practice, thereby assisting the student to prepare for the fulfillment of his or her career goals.
- Provide professional, expert faculty capable of motivating students to their highest potential and empowering them with the academic preparation and skills the instructors possess as the underpinning of their own professional work.
- Utilize technology to build efficient structures and methods for educational practice, curriculum, mode of instruction, and learning resources.
- To provide a high quality and flexible learning environment by facilitating a synchronous distance education delivery system that will provide an interactive and collaborative educational experience.

We prepare students for work in hospitals and other healthcare facilities, physician's offices, laboratories or their own private practice. Our programs are designed and taught to provide a quality career education that is relevant to the current and future needs of nursing and allied health professional areas and of society.

## **INSTITUTION HISTORY**

Westchester College of Nursing and Allied Health was founded in 2003 with the desire to establish a premier coding school in Los Angeles that would contribute to the improvement of coding services in the healthcare industry. The school is a for profit corporation, actively operating since 2003. It is located at 8939 South Sepulveda, Suite 302, Los Angeles CA, 90045.

### **Approvals and Licensures**

#### *American Health Information Management Association (AHIMA)*

The Coding Education Program of this institution has been approved by the American Health Information Management Association (AHIMA) since 2005. AHIMA is the premier association of Health Information Management (HIM) professionals. AHIMA's more than 64,000 members are dedicated to the effective management of personal health information required to deliver quality healthcare to the public. Founded in 1928 to improve the quality of medical records, AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning.

#### *California Bureau for Private Postsecondary Education (BPPE)*

Westchester College of Nursing and Allied Health was granted Institutional Approval to operate by the State of California Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94900 in 2003.

### *Accrediting Bureau of Health Educational School*

Westchester College of Nursing and Allied Health is accredited by the Accrediting Bureau of Health Education Schools. ABHES is recognized by the United States Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs and the programmatic accreditation leading to a certificate, diploma, Associate of Applied Science, Associate of Occupational Science, Academic Associate degree, or Baccalaureate degree, including those offered via distance education.

ABHES accredits programmatically programs being taught in both public and private institutions. It also accredits institutionally outside of the allied health area, providing the institutions retain predominance in allied health. ABHES is an independent non-profit agency unrelated to any trade or membership organization.

### *California Department of Public Health (CDPH)*

The California Department of Public Health provides more focused state leadership in public health and health care financing and create a more effective health infrastructure in California. The department increases accountability and improves the effectiveness of both public health and health care purchasing activities.

### *United States Department of Education*

Westchester College of Nursing and Allied Health Coding program has the approval by the United States department of Education to administered Title Iv Funds. The United States Department of Education mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. The United States Department of Education was created in 1980 by combining offices from several federal agencies. Establishing policies on federal financial aid for education, and distributing as well as monitoring those funds. Collecting data on America's schools and disseminating research focusing national attention on key educational issues. Prohibiting discrimination and ensuring equal access to education.

### **Disclosure Statements**

- ✚ Westchester College of Nursing and Allied Health is a private postsecondary institute approved by the Bureau for Private Postsecondary Education.
- ✚ 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:

Address:	credits	2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address:		<a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>
Telephone and Fax #'s		(888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897

- ✚ As a prospective student, you may request an electronic catalog via email attachment. 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.

- ✚ +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](http://www.bppe.ca.gov)).
- ✚ Westchester College of Nursing and Allied Health does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years. Further, it has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✚ Westchester College of Nursing and Allied Health students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught only in English. Westchester College of Nursing and Allied Health does not offer English as a Second Language.
- ✚ All programs offered by Westchester College of Nursing and Allied Health (WCNAH) require that students have well-developed English language skills to succeed in class and on the job once they graduate. If a prospective student cannot understand the terms and conditions of the enrollment agreement because of limited English language skills, we do not and will not accept their application or enroll them in any program, because they would not be successful in the program. In addition, all our students are adult learners, over the age of 18, so there are no instances of limited-English speaking parents signing enrollment agreements or any other school documents.
- ✚ WCNAH does not recruit students in any language other than English and has no intent to do so in the future, and all instruction is offered in English.
- ✚ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa. Therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student's status.
- ✚ Westchester College of Nursing and Allied Health does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificate programs.
- ✚ Westchester College of Nursing and Allied Health does not offer housing and has no responsibility to find or assist a student in finding housing. Approximate cost for a one-bedroom apartment near our campus range from \$1000 - \$1500/month.
- ✚ If a student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

### **Non-Discrimination Policy**

Applicants will be considered for admission without regard to race, ethnicity, religion, gender, national origin, sexual orientation, political affiliation or belief, age, or disabling conditions, and affords students all right, privileges, programs, employment services and opportunities generally available. Disabilities will be considered only to the extent to which they may prevent the applicant from acquiring the knowledge and skills necessary to complete the program for graduation. Students with specific physical disabilities will be assessed individually to determine the extent of their potential ability to perform in their desire career area. It is the policy and practice of Westchester College of Nursing and Allied Health School to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities.

### **English Proficiency**

Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

### **Facilities**

The School is adequate in size and resources to facilitate instruction and learning. The School facility consists of three (3) classrooms, three (3) administrative offices and (1) study area. The square footage of the facility is 1507 feet. The room capacity for each classroom is 18 persons. Thirty-six (36) students can be accommodated 36 students in the facility at one time. The School is properly equipped with learning and teaching tools, including desktops, laptops, projectors, chalkboards, and charts. There are bathrooms for both sexes in the building as well as within the nearby parking structure. Close by the campus are numerous food venues, a pharmacy, supermarkets, and transportation services.

The School has one satellite location to accommodate certain additional active classes. This location is part of a Lutheran school at the following address: 17500 Burbank Blvd., Encino CA. The classroom has the capacity to seat 25 students. The facility has full kitchen, eating area, bathrooms for both sexes, and parking.

### **Hybrid Delivery**

In the effort to continue providing high quality education, the school has integrated hybrid courses with live instructional modality to reach students whose schedules preclude onsite attendance but at the same time to take advantage of the best features of both face-to-face and online learning. With the online classes, the students interact with the instructor and each other instantly as they were physically in class. The instructor communicates with the students via-webcam and text chatting. Students also have the option to communicate with the instructor and other students via-web cam and/or text chatting. During the hybrid classes, the student receives traditional lectures onsite and combination with the online lectures. The schedule is described in the course syllabus.

The e-learning delivery offers:

- Course syllabus and assignments
- Accessibility to school resources and AHIMA Library
- Email, live conversation via-webcam through private or group text chat
- Course materials available provided by the school



- Instructor lectures

Our curriculum is taught by a highly qualified team with practical experience in their field they teach. The faculty completes specialized training instructions to teach via-online to provide the students attending the online courses with learning objectives that will enable them to comprehend effectively the course content.

The students taking the online courses are supported by a professional administrative team in the main campus of Los Angeles CA. Services include admission, registration, academic advising, financial, and support services. The students complete all applicable school forms at the school location. Textbooks are provided by the school.

There is no additional fee for online delivery method.

### **Electronic Communication**

Electronic communication is the preferred communication media for students, faculty and staff. To take advantage of this technology, it is required that students, faculty and staff acquire and maintain e-mail access with the capability to send and receive attached files. To navigate the internet, it is recommended that the latest version of one of the following browsers be used:

- ❖ Microsoft Internet Explorer
- ❖ Mozilla Firefox
- ❖ Google Chrome

Our curriculum is delivered via a learning management system powered by Populi. There is technical assistance available for our enrolled students. Students may access their courses at their own convenience. Our online courses provide the same educational components as our resident program.



Processor: 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent)  
Operating System: Windows 8.1 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit)  
Memory: 512MB of RAM (1 GB recommended)  
Screen Resolution: 1024 x 768 (or above)  
Microsoft Internet Explorer 6 (Internet Explorer 8 is recommended) or Mozilla Firefox 1.5  
Adobe Flash Player 11.2 (or higher) and Adobe Acrobat Reader 11 (or higher)



Processor: 1.83GHz Intel Core™ Duo or faster processor (or above)  
Operating System: Mac OS X 10.8, 10.9, 10.10 (or above)  
Memory: 512MB of RAM (or above)  
Screen Resolution: 1024 x 768 (or above)  
Mozilla Firefox 25.5 or Safari 6.2.2 browser supported for Mac OS X 10.8 or higher  
Adobe Flash Player 11.2 (or higher) and Adobe Acrobat Reader 11 (or higher)

### **Additional Components**

- Broadband Internet connection 1 Mbps or higher.
- Microsoft Word 2003 or higher or compatible word processor software
- Adobe Acrobat Reader (<http://get.adobe.com/reader/>)
- JAVA Runtime Environment (<http://java.com/en/download/>)
- Popup Blockers must be disabled.

- Speakers are required to hear video clips, audio clips and your instructor during live online class sessions
- Headset with a microphone is required during live online class sessions (Headset provided by the school)
- Webcams are optional yet highly recommended

Westchester College of Nursing and Allied Health strives to prevent the spread of computer viruses by employing the latest virus detection software on all school-owned computer systems; however, Westchester College of Nursing and Allied Health makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. Westchester College of Nursing and Allied Health will not be held liable for any direct, indirect, incidental, special, consequential or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by Westchester College of Nursing and Allied Health staff members, faculty members, students or affiliates. Westchester College of Nursing and Allied Health strongly recommends and urges all instructors and students to seek out and install adequate virus detection software and to routinely check for and install the most recent updates to their anti-virus software no less frequently than once each month, for their computer and operating systems.

### **Electronic Devices**

All electronic devices including but not limited to cellular phones, pagers, and/or beepers are not acceptable in the classroom and must be turned off. They are disturbing to classmates. Personal Data Systems are not allowed during exams.

### **Taping (Audio or Video)**

Westchester College of Nursing and Allied Health policy is that NO recording is allowed in classes or clinical conferences. Any student found taping in violation of this policy may be subject to discipline.

### **Drug Free Environment**

Westchester College of Nursing and Allied Health has a zero tolerance for drug and substance abuse or misuse at any of its campuses, classrooms and clinical locations. Being under the influences of a drug or alcohol intoxicant is strictly prohibited.

### **Drug and Alcohol Abuse Prevention**

Westchester College of Nursing and Allied Health prohibits the illegal and irresponsible use of alcohol and other drugs. The College will strictly enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures which support these laws. It is the responsibility of every member of the College to know the risks associated with the use and abuse of alcohol and other drugs and to assist the College in creating an environment which promotes health-enhancing attitudes and activities.

The possession or use of drugs or alcohol is strictly forbidden on College premises or during any activities conducted off-campus. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Students who need counseling assistance for drug or alcohol dependency should contact the School Director or Assistant Director, Program Director. All referrals will be kept confidential. Information on drug abuse prevention is available at the College for all students and employees.

The primary goal of students at the College is to achieve academic excellence. Illegal use of alcohol and other drugs will not be tolerated. Also, irresponsible use of alcohol by persons of legal age will not be excused.

1. At no time will the College allow possession, use, and/or distribution of an illegal drug.
2. Students, employees, and guests must adhere to federal, state and local laws and regulations.
3. The College will impose disciplinary action against students and employees for violating these standards of conduct, which may include suspension, termination of employment, or completion of a drug or alcohol rehabilitation program.
4. Information on Drug Awareness programs, counseling, treatment, and other related services are available through:

The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP

5. Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact this organization.

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

1. Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the School Director/Assistant Director who will determine the action to be taken. If the School Director/Assistant Director and involved faculty feel the evidence is compelling and indicates violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The School Director/Assistant Director and involved faculty will decide what type of follow-up is indicated, based on the outcome of this conference.
2. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be **immediately** removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the School Director/Assistant Director will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student will have to give consent for such testing and authorization for results to be made available to the College.

### **Civility**

Students are expected and required to conduct themselves in a courteous and polite manner in all areas of the campus, faculty offices, clinical area and with all personnel always.

### **Violence Prevention Policy**

Because Westchester College of Nursing and Allied Health feels this topic is so important, we want to make sure you fully understand the school's policy.

Westchester College of Nursing and Allied Health has adopted this policy regarding violence because it is concerned about the physical and emotional health of everyone and strives to maintain a safe, productive environment. Consistent with this policy, acts or threats of physical violence which involve or affect the institution or which occur on Westchester College of Nursing and Allied Health premises will not be tolerated and are prohibited.

Violations of this policy will result in termination of the program and/or legal action as

appropriate.

Acts or threats of physical violence include conduct that is sufficiently severe, offensive or intimidating to alter the employment conditions at Westchester College of Nursing and Allied Health or to create a hostile, abusive, or intimidating environment for one or several school employees/students. Examples of violence include, but are not limited to, the following:

- All threats or acts of physical violence occurring on school premises, regardless of the relationship between the school and the parties involved in the incident.

Specific examples of conduct that may be considered threats or acts of physical violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates or property with harm.
- The intentional destruction or threat of destruction of school property.
- Threatening telephone calls.
- Threatening surveillance or stalking.
- The suggestion or intimation that violence is appropriate.
- Unauthorized possession or inappropriate use of firearms or weapons.

It is the responsibility of every person at the Westchester College of Nursing and Allied Health campus, including employees, students and others, to report threats or acts of physical violence of which he/she becomes aware immediately to the reporting individual's supervisor, or to another supervisory employee if the immediate supervisor is not available.

#### Jeanne Clery Act Policy Statement

In compliance with federal law, specifically the Clery Act, Westchester College of Nursing and Allied Health must disclose and disseminate crime statistics compiled in the previous three (3) years.

## **ENROLLMENT REQUIREMENTS**

Westchester College of Nursing and Allied Health is a non-term institution and does not operate according to a traditional academic calendar. New student groups can begin at any time.

### **Procedures for Admissions**

Potential applicants should contact Westchester College of Nursing and Allied Health by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

*\*Note: Applicants that wish to enroll in the Nurse Assistant/Home Health Aide programs have additional requirements. Please Review “Admission Requirement for Nurse Assistant/Home Health Aide” program on page 39.*

### **General Admissions Criteria**

Each program offered at Westchester College of Nursing and Allied Health has its own admission standards and it is the responsible of the applicant to meet those standards. Applicants should review the program description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) and are high school graduates, or have a high school equivalency certificate (GED).

- ✓ Westchester College of Nursing and Allied Health does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificate programs.
- ✓ Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

### **Admission Requirements - Coding Program**

A prospective student must furnish the School with a high school diploma or a General Education Development diploma or an official high school/ general education development transcript or an acceptable equivalent. Prospective students must produce a high school diploma or General Education Development diploma to be eligible for Title IV (Federal Student Aid) funds.

All applicants receive an orientation that includes an overview of the program the student is applying for and a tour of the facility. Applicants begin the admissions process by submitting a complete and accurate application form, along with the registration fee (cash paying students). Applicants may mail, email or hand-deliver the application form. Incomplete/unsigned application forms will not be processed. Incomplete or false information on the registration form will be grounds for denial. The admissions process can take up to 10 business days to complete. Students receive notification of the admissions decision either by mail or phone.

The School reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions regarding books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Westchester College of Nursing and Allied Health awards its graduates an appropriate Program certificate as an acknowledgement of their accomplishment and graduation from the Westchester College of Nursing and Allied Health.

To receive a certificate from the Westchester College of Nursing and Allied Health School of Professional Coding, the student must successfully complete all eleven classes in the Program. Some of the courses have prerequisites progressing sequentially and building in intensity and

complexity. The eleven courses are offered in an accelerated format. When a course ends, the next course usually begins the following week. This will allow the student to accomplish his or her educational goals as planned. The student will take a break from class only on holidays, as indicated in this School catalog. To accommodate the schedule of the working student, the School has two separate program schedules with lengths of 52 and 60 weeks, respectively.

Students must further have satisfactorily finished all required course work at the School, passed all exams, and have paid all fees in full. WCNAH has not entered into an articulation or transfer agreement with any other college or university.

### **Student Rights Policy**

A student accepted into an academic program of study at Westchester College of Nursing and Allied Health has certain rights and responsibilities. These rights and associated responsibilities are outlined below:

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress towards, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in manner conducive to maintaining their worth and dignity. Students shall be free from any acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
- When confronted with injustices, students may seek redress through established grievance in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgments, but they are responsible for learning content of any course in which they are enrolled.
- Students will be given full disclosure and explanation of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of services provided by the college.
- Students have the right to a quality education. The right encompasses quality have sufficient education qualifications and practical expertise in instruction; the availability of adequate materials, resources and facilities to promote the application of theory; and an environment that stimulated creativity in learning as well as personal and professional growth.
- Students have the responsibility to conduct themselves in a professional manner with the college and clinical settings and to abide by the policies of the college and the program director.

- Students are expected to conduct all relationships with the college staff and faculty, their peers, and patients with honesty and respect.
- Students are to comply with directions by college faculty and staff members who are acting within the scope of their employment.
- Students have the right and responsibility to develop personally through opportunities, such as formal education, work and volunteer experiences extracurricular activities, and involvement with others.

## **TUITION PAYMENTS**

(a) For the Medical Coding program offered at Westchester College of Nursing and Allied Health, students can apply for a private student loan. This loan is a credit base loan. The student can retain an application on site or request it via email. The loan process can take up to five (5) business days. The student will be informed via phone or email.

(b) For the Medical Coding program offered at Westchester College of Nursing and Allied Health, students can pay cash or credit card. The students have an option to pay tuition in full or to make payments per modules.

(c) For short-term programs designed to be completed in one term or four months, whichever is less, Westchester College of Nursing and Allied Health may require payment of all tuition and fees on the first day of instruction. When 50 % of the program has been offered, the institution may require full payment.

(c) The limitations in this section shall not apply to any funds received by Westchester College of Nursing and Allied Health through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

At the student's option, Westchester College of Nursing and Allied Health may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first-class session has been disclosed on the enrollment agreement.

### **Financial Assistance**

Westchester College of Nursing and Allied Health offer students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. The College participates in several types of Title IV programs, most of which are based on financial need.

Prior to, during and after the process for financial assistance, students can speak with a Financial Aid Officer via phone Monday-Friday from 10:00 a.m. - 5:00 p.m. Appointment days and times are Monday - Friday from 10:00 a.m. - 4:30 pm.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The College's Financial Aid Officer uses this information to determine students' eligibility and assists them in deciding what resources are

best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid. The Financial Aid Department may request additional documentation to support the student's request for financial assistance, including, for example, official IRS Tax Transcripts. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

Federal and state grants and loans will be disbursed onto student accounts to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student (or parent, in the case of a PLUS loan).

Government guaranteed loans can be an important part of financing educational expenses. When students must borrow funds to finance their education, the College provides all students with information to assist them in managing their loan(s) effectively. Confidential loan counseling is available upon request.

### **VERIFICATION POLICY**

Westchester College of Nursing and Allied Health has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

- Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a Federal Tax Return Transcript (and a Federal Tax Account Transcript *if* an amended tax return was filed) from the prior year (e.g., 2013 calendar year for the 2014-2015 processing year, etc.). Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
- No Federal Pell Grant, Campus-Based aid, or Subsidized Direct Stafford Loan funds will be disbursed prior to the completion of verification.
- A Direct Stafford Loan will not be originated until all verification has been completed.
- Students eligible to receive a Pell Grant, Campus-Based aid or a Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due, or risk termination from the school. After the aforementioned period, all financial aid that might have been due is forfeited.
- All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by ED.
- If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to ED for resolution. Unless required by ED, no further Federal financial aid will be disbursed to the student.
- The financial aid file must be documented with the date that verification is completed.



## **Secondary Confirmation Policy**

Westchester College of Nursing and Allied Health follows the procedures below for the secondary citizenship confirmation process when Title IV financial aid applicants indicate they are eligible non-citizens or permanent residents of the United States.

- If the primary confirmation process does not confirm eligible Title IV applicant status, and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process.
- All students who indicate an eligible status, but whose eligible status is not confirmed by the U.S. Department of Education's (ED) Central Processing System output document, will be given a copy of these procedures.
- Students have 30 days from the later of the date the student receives this document, or the date the institution receives ED's Central Processing System output document to submit documentation for consideration of eligible non-citizen status.
- Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds, or certifying the student as eligible for any Title IV funds.
- The institution will not make the decision regarding "eligible non-citizen" status without giving the student the opportunity to submit documentation supporting a claim of eligibility.
- Students must submit documentation of their current immigration status to the Financial Aid Office. The documentation must be official documents from the U.S. Citizenship and Immigration Services (USCIS). In order to initiate the required process, students must submit USCIS documents which are legible and which demonstrate their latest status with USCIS.
- The institution will initiate secondary confirmation within 10 business days of receiving both the ED Central Processing System output document and the student's immigration status documents.
- Students will be provided and instructed to use the applicable address listed on USCIS' Web site at [Direct Filing Addresses for Form G-845](#) to determine where they must submit the [Form G-845](#) with the expiration date of 01/31/2016.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

In compliance with state and federal rules and regulations, Westchester College of Nursing and Allied Health maintains a reasonable satisfactory academic progress (SAP) policy for use in determining whether an otherwise eligible student is achieving satisfactory academic progress in the program and may receive financial aid under the Title IV, HEA programs. The standards of the SAP apply to all students in the program regardless of financial aid status. The Grading and Attendance policies both provide standards in compliance with the SAP.

SAP is reviewed on ongoing basis but no less than a month. SAP must be maintained at all time to continue with enrollment in the academic program and for the student to remain eligible for federal financial aid. In addition, for those students participating in the Financial Aid program, SAP is reviewed and reported at the end of each payment period.

For the student receiving federal financial aid,

### **Grading Policy: SAP Qualitative Measure**

A grade report is issued to the student upon the completion of each course. Method of

Evaluation:

- Attendance
- Class Participation
- Quizzes
- Outside Work Assignment

Letter Grade	Percentage
A	100 – 90 %
B	89 – 80 %
C	79 – 70 %
D	69 – 60 %
F	Below 59 %
I	Incomplete
W	Withdrawal

The minimum passing grade for each class is “C.” Each student’s cumulative grade will be reviewed at the completion of each class.

To maintain Satisfactory Academic Progress, students must attain a minimum cumulative grade point average of “C” (70%) for each course. In addition, for those students participating in the Financial Aid program, SAP is reviewed and reported at the end of each payment period.

**SAP Quantitative Measure**

All students must comply with the SAP regarding rate of completion of the program, termed Quantitative Measure. Incremental progression will be evaluated automatically for all periods of attendance at the institution, including periods in which the student did not receive federal financial aid. Pace is a method of measuring SAP. Pace is determined by dividing the cumulative number of credits you have earned by the cumulative number of credits you have attempted. The resulting pace percentage must be 100% to receive, or to continue receiving financial aid. This is a result of the program’s non-term linear schedule.

**Attendance Policy**

Regular attendance is required regarding all classes and scheduled activities. Classes begin promptly at the scheduled time. Students are expected to arrive on time. The student must notify the school or the instructor-in advance via telephone or email of any anticipated absence. The instructor will notify the school about the absenteeism. If the student’s absence reaches 5% for any single course, the student may be withdrawn from the course. The student with three consecutive unexcused absences will be considered to have dropped.

**Maximum Time for Program Completion**

The maximum time frame for receiving aid is equal to 150% of the published length of the program. For example, a program with 36 credits would have a maximum time frame of  $36 \times 1.5 = 54$  credits. Students enrolled in this program cannot take more than 54 credits to complete the program.

Satisfactory academic progress is continually evaluated. For Financial Aid recipients SAP is also

reviewed and reported at the end of each payment period. The student's incremental progression will be measured at the completion of each class payment period. If the student has not completed the program within the maximum timeframe, the student will be terminated from the program

All accepted transfer credits and repeat courses will count toward maximum time frame.

### **Tardiness/Early Departure**

Students who come to class late or leave early will receive a mark on their attendance record. A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Students who accumulate three tardiness/early departure marks will accrue one day of absence on the attendance record.

### **Leave of Absence Policy**

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed 180 days in a 12-month period. Requests for leave must be submitted in writing to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

### **Dismissal Policy**

Excessive absences, unsatisfactory academic achievement or progress, or falsification of information supplied to the school, shall serve as basis of dismissal from a class or from the school.

### **Withdrawals, Drops, Transfers and/ or Incomplete**

Course withdrawal may result in unsatisfactory progress in the program. The school does not approve incomplete classes. Repeated courses are allowed only if the student fails to meet the passing grade score standards used by the school. If the student fails to meet the minimum passing grade standards in any of the classes, the student is required to repeat the class to stay in the program.

### **Evaluation**

The college evaluates all students at the end of each course, which is the end of payment period for students on Title IV.

### **Probationary Period**

If a student receives an unfavorable progress report that is not in compliance with the satisfactory academic progress requirements of the school and the SAP, the student will be

informed in writing of his/her failure to maintain satisfactory academic progress. The student will then be placed on a warning status for the next payment period. The student is eligible to receive financial aid while on a warning status for the next payment period. The student's progress will be reviewed at the end of the warning status period, and the student must meet the SAP qualitative and quantitative standards to continue receiving financial aid.

### **Academic Appeal/Petition**

In the event that a student is dropped from the Program for failing to meet the school's standards of academic progress, he or she may appeal the dismissal through a written petition submitted to the Director of the Program prior to the end of registration. The petition must include an explanation of the verifiable mitigating factors leading to poor academic performance and attest to how the factors have been eliminated or overcome. The petition must also provide any required documentation and include a practical plan for meeting all prerequisites for a return to good academic standing.

Upon approval of the petition, the student may enroll for the current academic courses in the Program, with the understanding that all reinstatement conditions must be upheld closely. If continued poor academic performance results in a second dismissal, further reinstatement is not usually approved. Denied petitions may be presented to the college's Board of Directors.

If a petition for reinstatement is not submitted within 30 calendar days after dismissal, the student is required to request readmission through standard admission procedures in addition to submitting a petition to the Director.

Students who have lost their financial aid after warning status may appeal the loss of aid by submitting an appeal to the Office of Financial Aid. Appeals are reviewed individually by the Academic Standards Committee. All decisions made by the Academic Standards Committee are final.

Students who appeal and can mathematically meet the minimum GPA and/or pace requirements will be placed on a Financial Aid Probation and will be eligible for one additional payment period of aid. Students on Financial Aid Probation will be reevaluated at the end of the following payment period. Students who still fail to meet the minimum GPA and/or pace requirements will lose additional aid eligibility until they meet the GPA and pace requirements.

Students who appeal and cannot mathematically meet the qualitative and quantitative standards in one semester will be placed on an academic plan by the Program Director.

### **Cancellation Policy**

The enrollment agreement does not constitute a contract until an official of the school has approved it. If the school does not accept the agreement, all monies paid will be refunded. This includes instances where a class is canceled.

### **State Refund Policy**

- *Refund Policy Prior to Matriculation:*

An applicant who is not accepted for enrollment to the college will receive a full refund of all

payments. An applicant who cancels his/her enrollment prior to the first day of classes will receive a full refund of all payments.

### **Withdrawals**

WITHDRAWING FROM YOUR COURSE AFTER THE FIRST SEVEN DAYS FOLLOWING THE FIRST CLASS:

- You have the right to withdraw from the course at any time.
- You have the right to cancel the enrollment agreement and obtain a refund of charge paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The college will pay you a refund within 30 days after your withdrawal.

### **Date of Withdrawal/Date of Determination**

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earliest of the following circumstances:

- The student officially withdraws, provides notice of cancellation, or the date the student violates academic policy.
- If the student ceases attendance without providing notification, the date of determination shall be no more than 14 days from the student's last day of attendance.

### **Institutional Refund Policy**

When a student withdraws, the school must calculate a State of California pro-rata refund, which is implemented to determine allowable charges the school may retain.

### **Federal Refund Policy (R2T4)**

- *Refund Policy Prior to Matriculation:*

An applicant who is not accepted for enrollment to the college or who cancels his/her enrollment prior to the first day of class will receive a full refund of all payments.

- *Refund Policy after Matriculation:*

You may cancel your enrollment without any financial obligation by the end of the seventh (7<sup>th</sup>) business day following the class start. The cancellation must be in writing. If the cancellation notice is mailed to the College, the postmark is the effective date of the cancellation. If you terminate your training after the seventh business day, the refunds (if any) are based upon the calculation of both the Federal and State's Formula.

### **Federal Return of Title IV Policy**

This policy applies to all students who receive financial aid from Title IV funds and withdraw, drop out, take an unapproved leave of absence, fail to return from an approved leave of absence or are dismissed from their program.

The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

- Direct Unsubsidized loans
- Direct Subsidized loans
- Direct PLUS loans
- Federal Pell Grants.

Return of Title IV Funds: A Return of Title IV Funds calculation must be performed whenever a student withdraws from school. When a student officially withdraws prior to completing more than sixty percent (60%) of the period of enrollment, the student has not "earned" all of his/her federal financial aid.

The student earns Title IV aid equal to the amount of attendance in a payment period (PP) or period of enrollment. Westchester College of Nursing calculates the return to Title IV based on Payment Period (PP). The percentage of aid earned is equal to the percentage of the PP completed up to 60%. If the percentage of the PP completed is greater than 60% then the student earns 100% of the Title IV aid in the PP.

The return amount will be calculated using the number of days the student completed in the payment period through the last date of attendance (LDA) and the total number of days in the payment period. The percentage of Title IV aid earned shall be calculated as follows:

- Number of days completed by student through the LDA divided by the total number of days in the payment period equals the percentage of payment period completed.
- The percent of the payment period completed equals the percentage of Title IV aid earned by the student.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be one hundred percent (100%) of aid disbursed minus the percent earned.

Unearned aid to be returned by the institution is the lesser of:

- A. Title IV aid disbursed minus Title IV aid earned by the student for the payment period; or
- B. Total institutional charges multiplied by the percent of unearned aid.

Returns are made to the Title IV programs in the following order within forty-five (45) calendar days of the date the college determined the student withdrew:

- (1) Direct Unsubsidized Loans; (2) Direct Subsidized Loans; (3) Federal Parent (PLUS) Loans; and (4) Federal Pell Grants.

If the student did not receive all the funds that he/she earned, he/she may be due a Post-Withdrawal Disbursement. If the verification process is not completed at the time of withdrawal, this may affect the student eligibility for a Post-Withdrawal Disbursement. If a Post-Withdrawal Disbursement includes loan funds; the college will get the permission of the student to disburse those funds within thirty (30) calendar days.

Students may be responsible for the return of the unearned Federal student aid. Loan amounts are repaid under the terms of the promissory note. The total amount of Federal

government grant funds that are the responsibility of the student to return are reduced by fifty percent (50%). The student will be notified of the amount that must be returned and sent instructions on where to make these payments.

Credit balance refunds and adjusted bills will be sent to the student's home address on file following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

### **Circumstances in which the Student is Not Eligible for Tuition Refund**

The student is not eligible for a tuition refund if all the student's tuition and fees are paid by a third-party organization, such as a Job Training Partnership Act agency, a Regional Occupational Program or Regional Occupational Center, a Private Industry Council, or a vocational rehabilitation program. The student will not receive a tuition refund if he or she is not obligated to repay a third-party organization or does not lose time-limited educational benefits. The third-party organization and the School will have a written agreement, entered on or before the date the student enrolls, that no refund will be due to the student if the student withdraws prior to completion. Registration Fee is not refundable. AHIMA Registration Fee is not refundable. Book fees are not refundable.

### **Calculation of Tuition Refund**

The School will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

- Determine the total tuition for the program or course(s).
- Divide this figure by the total number of hours in the program or course
- The quotient is the hourly charge for the program.
- The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount.
- The refund shall be any amount in excess of the figure derived in step #5 that was paid by the student.

### **Sample Calculation**

An institution offers an 11-course (1062 clock hours) program. The program tuition is \$11,975.00 plus \$125 Registration Fee plus \$900 books and materials totaling the amount of \$13,000.00 for the program. The school qualified the student for a student loan of \$11,975.00. The student paid \$125 for the Registration Fee and \$900 for books and materials purchased outside the school. If the student withdraws from the program, the following recovery found will be calculated:

<b>52-Week Program Refund Calculation</b>					
<b>% of Program Attended</b>	<b>Hrs Attended</b>	<b>Weeks Attended (20 hrs per week)</b>	<b>Hourly Rate Hours Attended (\$11,975/1060hrs=\$11.30/hr)</b>	<b>Tuition Student Owed</b>	<b>Student Tuition Refund Money Returned to the Lender.</b>
10%	100	5	\$1,130.00	\$1,130.00	\$12,569.00.

					00
25%	260	13	\$ 2,938.00	\$ 3380.00	\$ 10,495.00
50%	520	26	\$ 5,876.00	\$ 6,791.20	\$ 7,083.80
60%	680	34	\$ 7,684.00	\$ 8,880.80	\$ 4,994.20
75%	780	39	\$ 8,814.00	\$ 10,186.80	\$ 3,6882.00

### **Cash Based and Institution Private Loan Payment Policy**

Tuition for each course must be paid prior to the beginning of the course(s). If the student has a career training loan, all signed paper work must be submitted to the School prior to beginning the course (s).

### **Collection of Delinquent Tuition Cash Based and Institution Private Loan Payment Accounts**

Westchester College of Nursing and Allied Health reserves the right to collect tuition owed for instruction provided to the student. After making reasonable attempts to collect delinquent tuition, the School may consider outside collection agencies to assist in the collection of the tuition owed. "If any portion of the student's tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which the student received benefits, to the extent of benefits received. Any remaining amount will be paid to the student.

### **Graduation Requirements**

The minimum passing grade for each course is "C." Students must satisfactorily complete all required course work, passed all exams, and paid all fees in full. Upon completion of the coding program, students will receive a certificate of completion in recognition of their achievement.

### **Code of Ethics and Conduct**

The following behaviors are expected of each student, instructor, and employee of Westchester College of Nursing and Allied Health. The behaviors reflect respect for the dignity and worth of each individual, and the interdependence necessary for the successful implementation of the purposes of the School.

Revised

The student/instructor/employee shall:

- Through speech and actions demonstrate respect for others, regardless of gender, ethnicity, age, religion, politics, creed, or sexual orientation.
- Be responsible for his or her own actions, as well as for interactions with faculty, students, and staff.
- Maintain confidentiality, at school, relating to his or her employer, coworkers and patient information, and observe the same confidentiality about the school, its students and employees, and Westchester College of Nursing and Allied Health patient records, while at work.
- Demonstrate ability to set and complete individual and group learning goals and objectives, within the frame of the assignment.
- Observe high ethical standards in completion and submission of course work, in test taking, and in personal interactions.



- Do not cheat. Cheating is acting dishonestly to gain an unfair advantage. Cheating includes giving or receiving unauthorized aid on any assignment or exam. Consult instructor for acceptable materials for assignments and exams.
- Do not plagiarize. Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own.
- Review the American Health Information Management Association (AHIMA) standards of ethical coding and integrate these ethics into school and professional activities.

### **HIPAA and Confidentiality**

Health Insurance Portability and Accountability Act (HIPAA) as well as state laws require patient/client/participant health information to be kept confidential. Additionally, patients/participants and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. To protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to patient names, their health information, and relevant agency information, vendors, employees, volunteers, partners and programs providing or receiving services from the department or facility, third party payers, operations improvement and quality assurance) gained through student activities in strictest confidence.

Students agree:

- not to release confidential information that they become aware of to any individual/organization outside the department or facility.
- not to show, tell, copy, give, sell, review, change or improperly dispose of any confidential information.
- to keep logins and passwords in secret and not share with anyone.
- not to use anyone else's password to access any system.
- will not share any confidential information, including passwords, even if I am no longer at the facility.
- will protect the privacy of the patients and employees.
- will be responsible for my failure to protect my password or other access to confidential information.

Students agree to abide by the above confidentiality requirements and understand that any breach of a patient's/client's /participant's confidentiality may result in disciplinary action against me as described in the Westchester College of Nursing and Allied Health policies relating to HIPAA Regulations.

### **Student Records**

All student academic records are retained, secured, and disposed of in accordance with local, state and federal regulations. Permanent records are maintained in record form and computer for a minimum of five years, whether or not the student completes the course of study, after

the date of the student's graduation, withdrawal, or termination. The institute maintains complete records for each student, including grades, attendance, contracts and instruments of indebtedness. Student academic transcripts, including grades, are available upon written request by the student. Student records may only be released to the student. Student transcripts would be maintained permanently.

### **Definition of a Credit**

Westchester College of Nursing and Allied Health courses are assigned credit hours based on a combination of the amount of academic work by students necessary to be successful in the course (to meet specific outcomes and achieve passing grades) and the amount of instructional time provided. Westchester College of Nursing and Allied Health measures instruction in terms of quarter credits. A quarter credit is defined as follows: One quarter credit hour for each ten (10) hours of classroom contact plus appropriate outside preparation or the equivalent; or one quarter credit hour for each twenty (20) hours of supervised laboratory/shop instruction plus appropriate outside preparation; or one quarter credit hour for not fewer than thirty (30) hours of externship or work-related experience.

### **Policy for Advanced Placement and Credit for Experiential Learning**

Westchester College of Nursing and Allied Health does not offer advanced placement, or credit for experiential learning.

### **Transfer Credit**

Westchester College of Nursing and Allied Health may accept credits earned at another institution accredited by an agency recognized by the Secretary or the Council for Higher Education Accreditation (CHEA) to satisfy specific requirements for completion of a program. The college accepts transfers of credits from other institutions at its sole discretion.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Westchester College of Nursing and Allied Health is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn in the Coding program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 Westchester College of Nursing and Allied Health to determine if your credits will transfer."

### **ESL Statement**

All classes are conducted in English only. We do not offer any ESL classes.

### **STUDENT SERVICES**

#### **Learning Resources**

The institution has a formal tutorial assistance program. Individual assistance is given to students who need additional help in learning. Please contact admissions for per hour rate.

### **Libraries**

The institution has a library on campus open to students. Students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. Additionally, students have access 24/7 to AHIMA's virtual library resources.

### **AHIMA Virtual Lab**

The coding program offers the use of additional resources through the AHIMA Virtual Lab 24/7 for the purpose of getting extra practice on material covered in class. These labs are available by request and arranged through the individual instructor.

### **Skills Laboratories**

The Medical Coding program offers the use of skills labs for the purpose of getting extra practice on material covered in class. These labs are available by request and arranged through the individual instructor.

### **Academic Advisory**

Students are given the opportunity to gain skills in academics, career planning and job placement. The institution maintains a focus on the delivery of educational services. Should a student encounter personal problem that interfere with his or her ability to complete coursework, the institution will provide assistance and counseling. Students should contact the Student Counselor, Patricia Johnson. These services are provided on a continuing basis, at no additional charge.

### **Graduate Placement**

Westchester College of Nursing and Allied Health does not guarantee employment to any student upon graduation. Westchester College of Nursing and Allied Health does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview counseling and advising concerning job search and job interview techniques. Placement assistance is available to all graduates of the institution. Additionally, the College is required under California law to track placement of its graduates for a period of up to 6 months upon completion of their program and to verify placement 2 months after employment. Placement assistance is available to all graduates of the institution. Our Assistant Director will assist you in your job search

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment:

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired

- Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the institute's assistance will be, in all probability and likelihood, an entry level position.

Throughout the program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The college offers helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

Academic Guidance is available by appointment for students who seek advice regarding their course work and progress. Students requiring counseling should contact the school representative by phone for an appointment.

#### **Student Complaint/Grievance Policy**

Westchester College of Nursing and Allied Health is committed to providing quality education in a supportive, democratic environment. The college does not discriminate based on race, color, religion, creed, sex, age, or disabling conditions, in the administration of its educational policies, admissions procedures, or school affiliated programs. All grade disputes must be made within four weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue between the instructor and the student, the student may contact the Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The Director shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven days, upon receipt by the Administration of the student's written complaint.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the Director should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, he or she may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

The student may file a grievance with the Bureau for Private Postsecondary Education at any time and are not required to contact the school first. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Accrediting Bureau of Health Education Schools  
 7777 Leesburg Pike Suite 314N.  
 Falls Church, Virginia 22043  
 Tel (703) 917-9503 (703) 917-4109  
 By e-mail to: [info@abhes.org](mailto:info@abhes.org)

Bureau for Private Postsecondary Education,  
 2535 Capitol Oaks Drive, Suite 400  
 Sacramento California, 95833  
 Tel (916) 431-6959, (888) 370-7589 Fax (916) 574-8648  
 By e-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

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](http://www.bppe.ca.gov).

## **PROGRAM DETAILS**

### **CODING PROGRAM**

SOC Code 29-2071

CIP Number 51.0707

The Coding program is a hybrid program consisting of classroom instruction, synchronous online delivery and practical hands on training in a work stimulated environment that prepares individuals for career opportunities in the health care industry. The program consists of eleven courses of study (720 clock hours of lecture and 342 clock outside hours with equivalent of 70 academic credits) that prepares graduates for a career as a medical coder. Classes are four, six, eight and twelve weeks in length. To receive a certificate, the student must successfully complete all eleven courses of study in the program. The program is offered on campus.

#### ***Coding Program Objectives:***

Upon graduation a student will be able to:

- ✓ Demonstrate an Understanding of Information Technology Applications in Healthcare
- ✓ Demonstrate Employability Skills
- ✓ Demonstrate Knowledge of Blood Borne Diseases, Including AIDS
- ✓ Describe the Anatomy and Physiology of the Human Body
- ✓ Demonstrate Proficiency in The Application of Medical Terminology
- ✓ Demonstrate an Understanding of the Fundamentals of Disease Process in Relationship to The Human Body, Including Pharmacology
- ✓ Demonstrate Proficiency in Use of ICD and CPT Coding Systems
- ✓ Utilize Medical Coding References
- ✓ Explain the Basics of Health Information Services
- ✓ Demonstrate Ethical and Legal Principles regarding The Use of Medical Records
- ✓ Demonstrate Computer Skills
- ✓ Demonstrate Safety and Security Specific to Health Information

#### ***Coding Program Outline:***

Course Number	Course Name	Class Clock	Outside Clock	Credit
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		<b>Hours</b>	<b>Hours</b>	
HC 101	Health Care Data Content Structure/Legal/Ethics	48	22.5	4.5
HC 102	Health Care Delivery Systems	48	22.5	4.5
HC 103	Medical Terminology	48	22.5	4.5
HC 104	Human Anatomy and Physiology	64	30	6.0
MC 101	Pathology/Pharmacology	68	34	6.0
HC 105	Introduction to Computers	60	30	6.5
MC 102	Basic & Intermediate ICD-10-CM/ICD-10-PCS Coding	96	45	9.5
MC 103	Advanced ICD-10-CM/ICD-10-PCS Coding & Reimbursement Methodology	70	34	7.0
MC 104	Basic CPT/HCPCS Coding/Medical Office Procedures	96	45	9.5
MC 105	Intermediate/Advanced CPT/HCPCS Coding & Reimbursement	70	34	7.0
MC 106	Virtual Professional Practice Experience	52	22.5	5.0
	<b>Total</b>	<b>720</b>	<b>342</b>	
	<b>Grand Total</b>	<b>1062 Total Clock Hours</b>		<b>70.0 Credit</b>

### **Coding Program Descriptions:**

#### HC 101 Health Care Data Content Structure/Legal/Ethics

Students will gain fundamental knowledge of patient and health care record keeping, different types of data, sources, use and users of data. Confidentiality and quality of data will be presented, as well as legal and ethical considerations.

Prerequisite: None

Credit: 4.5

#### HC 102 Health Care Delivery Systems

Students will learn the historical development of health care delivery systems. The students will also be introduced to healthcare financing, regulatory agencies and organizations, and treatment technology.

Prerequisite: None

Credit: 4.5

#### HC 103 Medical Terminology

Students gain the tools necessary for accurately spelling, pronouncing, and relating the correct medical terms to the structures and functions of the human body, as well as to the major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

Prerequisites: None

Credit: 4.5

#### HC 104 Human Anatomy and Physiology

Students learn the structures and functions of the human body; to understand homeostasis and the gross and microscopic anatomy and physiology of the cellular, skeletal, muscular, nervous, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems.

Prerequisite: None

Credit: 6

#### HC 105 Introduction to Computers

Students are introduced to the concepts of computer technology related to health care and

the tools and techniques for collecting, storing and retrieving health care data. They receive a basic overview of databases, spreadsheets, word processing, calendaring, and communication and presentation software.

Prerequisites: None

Credit: 6

#### MC 101 Pathology/Pharmacology

Students gain knowledge of the pathologic processes affecting the organs and tissues of the human body. Emphasis is placed on etiology, pathogenesis, pathology, clinical features, therapy, pharmacology, and prognosis of diseases.

Prerequisites: HC 103 and HC 104

Credit: 6.5

#### MC 102 Basic & Intermediate ICD-10-CM/ICD-10-PCS Coding

Students develop an understanding of coding and classification systems to assign valid diagnostic and/or procedural codes. The course will include the validation of coded clinical information and case mix/severity of illness data.

Prerequisites: HC 103/HC 104 and MC 101

Credit: 9.5

#### MC 103 Advanced ICD-10-CM/ICD-10-PCS Coding & Reimbursement Methodology

The student will be challenged by more complex diagnoses and procedures and to apply their mastery of coding skills to learning the principles and philosophy of coding logic. The student will choose the best codes based upon knowledge of coding guidelines, as well as understanding of medical terminology, human anatomy and physiology, and the entire regulatory and reimbursement environment in which the Health Information Management professional must work.

Prerequisites: HC 103/HC 104/HC 105 and MC 101/MC 102

Credit: 7

#### MC 104 Basic CPT/HCPCS Coding/Medical Office Procedures

The general principles of CPT and HCPCS coding systems are introduced to the student. The class will cover the historical background, structure and organization of the systems, and the application of coding and regulatory guidelines, documentation, and basic components of healthcare documentation of the medical office. The class will include basic ambulatory coding concepts, higher-level examples of CPT/HCPCS coding, and an overview of reimbursement methodologies

Prerequisites: HC 103/HC 104/HC 105 and MC 101/MC 102

Credit: 9.5

#### MC 105 Intermediate/Advanced CPT/HCPCS Coding & Reimbursement

Students are introduced to principles of the classifications of evaluation and management services and documentation guidelines. The course will cover higher level examples of CPT/HCPC coding assignments and overview of APCs/RBRVS/ASC reimbursement methodology. Students are exposed to computerized encoding systems including, logic based encoding software and automated codebook software systems.

Prerequisites: HC 103/HC 104/HC 105 and MC 101/MC 102/MC 104

Credit: 7

### MC 106 Virtual Professional Practice Experience

This course simulates responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from Inpatient, Ambulatory, ER, Ancillary, and Physician patient medical records. The student uses either codebooks or the 3M software encoder. The student completes a series of project reports on various topics related to the program competencies including Coding Compliance in the Physician Office prior to a summary assessment. Coding specialist (CCS, CCS-P) speakers will conduct review presentations either pre-recorder or live. The course is focused on building speed and accuracy using paper and scanned medical records.

Prerequisites: HC 101/HC 102/HC 103/HC 104/HC 105 and MC 101/MC 102/MC 103/MC 104/MC 105

Clock Hours: 80

### **Coding Program Schedules:**

To accommodate the working student, the school has two separate program schedules with lengths of 52 and 60 weeks, respectively.

#### **Schedule 1**

52 Weeks Monday-Friday

8:00 a.m. – 12:00 p.m.

Daily Class Schedule

Class 8:00 a.m.-9:50 a.m.

Break 9:50 a.m.-10:10 a.m.

Class 10:10 a.m. – 12:00 p.m.

#### **Schedule 2**

60 Weeks Saturday, Monday, Wednesday

Saturday 8:00 a.m.-4:30 p.m.

### **Class Schedule**

#### **(Saturday)**

<b>Schedule 1</b>	<b>Schedule 2</b>	<b>Schedule 3</b>
Class 8:00 a.m. - 9:50 a.m.	Class 8:00 a.m. - 9:50 a.m.	Class 8:00 a.m. - 9:50 a.m.
Break 9:50 a.m. - 10:10 a.m.	Break 9:50 a.m. - 10:10 a.m.	Break 9:50 a.m. - 10:10 a.m.
Class 10:10 a.m. -12:00 p.m.	Class 10:10 a.m. -12:00 p.m.	Class 10:10 a.m. -12:00 p.m.
Lunch 12.00 p.m. -12:30 p.m.	Lunch 12.00 p.m. -12:30 p.m.	Lunch 12.00 p.m. -12:30 p.m.
Class 12:30 p.m. -2:00 p.m.	Break 1:45 p.m. – 1:55 p.m.	Break 1:45 p.m. – 1:55 p.m.
	Class 1:55 p.m. – 3:00 p.m.	Class 1:55 p.m. – 4:00 p.m.

### **Class Schedule**

#### **Weekday(s)**

<b>Schedule 1</b>	<b>Schedule 2</b>	<b>Schedule 3</b>
Class 6:00 p.m. to 6:50 p.m.	Class 6:00 p.m. to 7:50 p.m.	Class 6:30 p.m. to 7:50 p.m.
Break 6:50 p.m. to 7:00 p.m.	Break 7:50 p.m. to 8:10 p.m.	Break 7:50 p.m. to 8:10 p.m.



Class 8:00 p.m.	7:00 p.m. to	Class 9:00 p.m.	8:10 p.m. to	Class 9:30 p.m.	8:10 p.m. to
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**Please refer to the class schedule for specific module meeting time. Dates and time are subject to change.**

## **NURSING ASSISTANT PROGRAM**

SOC Code 31-1012.00

CIP Number 51.3902

### 159 Clock Hours Program

These courses introduce the students to the role of a nurse assistant with instruction in basic skills and competencies. It prepares the Nurse Assistant student for the State of California Nurse Assistant Competency Evaluation. Certification is obtained after satisfactory completion of the course program and passing of the California State Exam. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory.

#### ***Nursing Assistant Program Objectives:***

Upon completion of this program, the student will be able to:

- ✓ Demonstrate compliance, safety, and infection control practices that comply with standards of practice for nursing assistants.
- ✓ Describe the functions of body systems appropriate to the nursing assistant scope of practice.
- ✓ Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and California State Board of Nursing regulations.
- ✓ Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
- ✓ Identify stages of growth and development.
- ✓ Define common medical terms and abbreviations used in health care.
- ✓ Provide emergency care as well as personal patient care.
- ✓ Describe the anatomy and physiology of the human body.
- ✓ Perform physical comfort and safety functions and nursing procedures.
- ✓ Apply principles of nutrition and the principles of infection control.
- ✓ Provide biological, psychological, and social support.
- ✓ Perform organizational skills, following the patient plan of care.
- ✓ Assist with restorative (rehabilitative) activities.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.
- ✓ Comply with privacy and confidentiality laws.
- ✓ Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
- ✓ Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
- ✓ Identify stages of growth and development.
- ✓ Demonstrate competence with all skills required for certification.

**Nursing Assistant Program Outline:**

<b>Class Code</b>	<b>Class Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Clock Hours</b>
NA-M1	Introduction	2	0	2
NA-M2	Patients' Rights	2	1	3
NA-M3	Communication/Interpersonal Skills	2	0	2
NA-M4	Prevention Management of Catastrophe and Unusual Occurrence	1	1	2
NA-M5	Body Mechanics	2	4	6
NA-M6	Medical and Surgical Asepsis	2	8	10
NA-M7	Weights and Measures	1	1	2
NA-M8	Patient Care Skills	14	44	58
NA-M9	Patient Care Procedures	12	20	32
NA-M10	Vital Signs	4	6	10
NA-M11	Nutrition	4	6	10
NA-M12	Emergency Procedures	2	1	3
NA-M13	Long-Term Care Patient	3	0	3
NA-M14	Rehabilitative Nursing	2	4	6
NA-M15	Observation and Charting	4	4	8
NA-M16	Death and Dying	2	0	3
<b>Total</b>		<b>59</b>	<b>100</b>	<b>159</b>

**Nursing Assistant Program Descriptions:**NA-M1: Introductions to Health Care

Intent: To learn the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

NA-M2: Patient Rights

Intent: To understand patients right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting.

NA-M3: Communication/Interpersonal Skills

Intent: In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction.

NA-M4: Prevention/Management of Catastrophe & Unusual Occurrence

Intent: The student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety.

NA-M5: Body Mechanics

Intent: The student is introduced to basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

#### NA-M6: Medical & Surgical Asepsis

Intent: The student is introduced to Micro-organisms, the universal precautions used for infection control including methods to use when in contact with patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious agents from patient to patient and between patients and health care workers.

#### NA-M7: Weights and Measures

Intent: To learn to measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed or upright scale. The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

#### NA-M8: Patient Care Skills

Intent: The student learns the proper procedure for bathing patients and medicinal baths, assisting with oral hygiene, mouth care for unconscious patients, denture care, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care to dependent residents.

#### NA-M9: Patient Care Procedures

Intent: The student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and output, bed making, cleansing enemas and laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

#### NA-M10: Vital Signs

Intent: The student is introduced to vital signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure. Learn different parameters of vital signs and nursing care management, reporting and proper documentation.

#### NA-M11: Nutrition

Intent: This module introduces the student to the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs. Poor, Regular and Special (Therapeutic) Diets that eliminate, restrict, or change the proportion of foods or nutrients, Therapeutic Diets that are Served in Particular Form, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet.

#### NA-M12: Emergency Procedure

Intent: To gain knowledge of emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms, the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

#### NA-M13 Long Term Care

Intent: This module will introduce the concepts of normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal

changes.

#### NA-M14: Rehabilitation

During this module, the student learns the importance of rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to help the resident with activities of daily living.

#### NA-M15: Observation and Charting

The student learns how to properly observe patients and the responsibility of reporting, patient care plans, patient care documentation, and legal issues of charting. Introduction to medical terminologies.

#### NA-M16: Death & Dying

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

#### ***Nursing Assistant Program Schedules:***

To accommodate the student, the school has two separate program schedules with lengths of 6 and 8 weeks, respectively.

Clock Hours: 159

#### Schedule

6 Weeks Monday-Thursday

8:00 a.m. – 2:30 p.m. (Theory)

7:00 a.m. – 3:30 p.m. (Clinical)

#### Theory Schedule

Class 8:00 a.m.-9:50 a.m.

Break 9:50 a.m.-10:00 a.m.

Class 10:00 a.m. – 11: 30 a.m.

Lunch 11:30 p.m. – 12:00 p.m.

Class 12:00 p.m. – 1:30 p.m.

Break 1:30 p.m. – 1:40 p.m.

Class 1:40 p.m. – 2:30 pm

#### Clinical Schedule

Class 7:00 a.m. - 8:50 a.m.

Break 8:50 a.m. – 9:00 a.m.

Class 9:00 a.m. – 11:30 a.m.

Lunch 11:30 a.m. - 12:00 p.m.

Class 12:00 p.m. – 1:30 p.m.

Break 1:30 p.m. – 1:40 p.m.

Class 1:40 p.m. – 3:30 p.m.

## **HOME HEALTH AIDE PROGRAM**

SOC Code 31-1011.00

CIP Number 51.2602

40 Clock Hours Program

These courses introduce the students to the role of a Home Health Aide with instruction in basic skills and competencies. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory. Paper work is sent to the State of California.

**Prerequisite:** Currently enrolled in the Nursing Program or possession of a Nurse Assistant certificate.

### ***Home Health Aide Program Objectives:***

Upon completion of this program, the student will be able to:

- Vital Signs
- Temperature-Oral
- Temperature-Rectal
- Temperature-Axillary
- Pulse: Radial
- Pulse: Apical
- Blood Pressure
- Counting Respirations
- Demonstrate Safe Transfer Techniques
- Demonstrate Personal Care ADL
- Demonstrate Housekeeping Duties
- Meal Preparation
- Demonstrate Care Experience
- Understand Elimination
- Nursing Notes Charting/Documentation
- Client Transportation

### ***Home Health Aide Program Outline:***

<b>Class Code</b>	<b>Class Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Clock Hours</b>
HH- M1	Introduction to Aide and Agency Role	2	0	2
HH- M2	Interpretation to Medical and Social Needs of People Being Served	5	0	5
HH-M3	Personal Care Services	5	15	20
HH-M4	Nutrition	5	3	8
HH-M5	Cleaning and Care Tasks in the Home	3	2	5
<b>Total</b>		<b>20</b>	<b>20</b>	<b>40</b>

**Home Health Aide Program Descriptions:**HH-M1 Introduction to Aide and Agency Role

Intent is to introduce the student to the practice and purpose of home health including responsibilities of the home health aides, communication with clients, families, team members, and community agencies. Overview of the Federal and State regulations governing home health aides.

HH-M2 Interpretation of Medical and Social Needs of People Being Served

The student is introduced to the examination of physical changes, developmental needs, and common disease processes found in the home health care client, impact of illness on the client's and families physical, emotional and psychological health. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family Role of the HHA in providing a caring and supportive environment are discussed.

HH-M3 Personal Care Services

To provide the student with expanded knowledge of safety and personal care as it is delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client are presented.

HH-M4 Nutrition

The intent is to examine the dietary requirements of the client, environmental, and personal resources. The student is introduced to the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary practices is discussed. Planning a Menu and Shopping List, Purchasing Food Wisely, Storing Food Properly, Feeding the Client, Food Preparation.

HH-M5 Cleaning and Care Task in the Home

The intent is to provide learning experiences for the HHA to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. This Module presents information on environmental safety as well as procedures and guidelines for completing house-hold tasks.

**Home Health Aide Program Schedules:**

To accommodate the student, the school has two separate program schedules with lengths of 1 and 2 weeks, respectively.

Clock Hours: 40

Schedule

1 Weeks Monday -Friday

8:00 a.m. – 2:30 p.m. (Theory)

7:00 a.m. – 3:30 p.m. (Clinical)

Theory Schedule

Class 8:00 a.m.-9:50 a.m.

Break 9:50 a.m.-10:00 a.m.

Class 10:00 a.m. – 11:30 a.m.

Lunch 11:30 p.m. – 12:00 p.m.

Class 12:00 p.m. – 1:30 p.m.  
Break 1:30 p.m. – 1:40 p.m.  
Class 1:40 p.m. – 2:30 pm

#### Clinical Schedule

Class 7:00 a.m. - 8:50 a.m.  
Break 8:50 a.m. – 9:00 a.m.  
Class 9:00 a.m. – 11:30 a.m.  
Lunch 11:30 a.m. - 12:00 p.m.  
Class 12:00 p.m. – 1:30 p.m.  
Break 1:30 p.m. – 1:40 p.m.  
Class 1:40 p.m. – 3:30 p.m.

### **ADMISSION REQUIREMENTS FOR THE NURSE ASSISTANT AND HOME HEALTH AIDE**

A prospective student must furnish the School with a high school diploma or a General Education Development diploma or an official high school/ general education development transcript or an acceptable equivalent.

The following documentation is required for all students enrolled in the certification training program prior to attending any clinical rotation.

1. A medical history and physical examination.
2. Documentation of:
  - a. A purified protein derivative (PPD), intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. A report, signed by the physician, physician's assistant or nurse practitioner, shall be provided to the nursing facility. This report shall indicate that the student does not have any health condition that would create a hazard to himself, fellow employees, or patients.
3. Attend a certified CPR class. Classes are offered card sponsored by the American Heart Association.
4. Background checks are a requirement of clinical rotations and must be approved by each individual facility of which Westchester College of Nursing and Allied Health has a contract.

Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

#### **Attendance (Nursing Assistant/Home Health Aide Programs)**

Students are expected to attend all class sessions and clinical time. Attendance is necessary to obtain the most benefit from program. If 2 absences and/or tardiness or any combination of the two occurs, the student will be placed on a probation. After 2 absences and/or tardiness, the result may be termination (F grade) at the discretion of the instructor or the student may withdraw per Westchester College of Nursing and Allied Health policy.

The instructor must be notified in advance in the event of unavoidable absences. It is



mandatory for the absent student to make up missed theory or clinical class. The absent student must make up missed theory class prior to attending clinical hours.

Absence=If the student is 10 minutes or later for any class session OR if the student leaves 10 minutes or more before he scheduled end of any class section.

Tardiness=If the student arrives less than 10 minutes to class or leaves early within 10 minutes from the scheduled end of the class.

### **Nursing Assistant Make-up Work**

Course work missed for any reason may be made up at the discretion of the instructor. The instructor will provide assignment base on the content of the class that was missed/has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis. All make up time must be done onsite.

If, in case of an emergency, a student misses one of the clinical sessions, he/she will be placed on contract. The student must make up that missed clinical day to complete the class.

Each clinical make-up class shall be paid for by each student at \$50 per hour.

It is the responsibility of the student to consult with the instructor prior to any absences from class/lecture/lab or clinical experience. Jury duty, although is a civic duty, cannot be accommodated within the course schedule. The Director of the Program may be consulted in supporting documentation is needed to seek a postponement.

### **Disqualifying Penal Code Sections**

If they have been convicted of any of the penal codes listed, NA/HHA applicants will be automatically denied certification.

All NA/HHA applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

187	Murder
192a	Manslaughter, Voluntary
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
209	Kidnapping for reason, reward or extortion or robbery
210	Extortion by posing as kidnapper
210.5	False imprisonment
211	Robbery (includes degrees in 212.5 (a) and (b))
220	Assault with intent to commit mayhem, rape, sodomy and/or oral copulation
222	Administering stupefying drugs to assist in commission of a felony
243.4	Sexual battery (includes degrees (2) – (d))
245	Assault with deadly weapon, all inclusive
261	Rape (includes degrees (a) – (c))
262	Rape of spouse (includes (a) –(e))

264.1	Rape or penetration of genital or anal openings by foreign object
265	Abduction for marriage or defilement
266	Inveiglement or enticement of female under 18
266a	Taking person without will or by misrepresentation for prostitution
266b	Taking person by force
266c	Sexual act by fear
266d	Receiving money to place person in cohabitation <sup>3</sup>
266e	Placing a person for prostitution against will
266f	Selling a person
266g	Prostitution of wife by force
266h	Pimping
266i	Pandering
266j	Placing child under 16 for lewd act
266k	Felony enhancement for pimping/pandering
267	Abduction of person under 18 for purposes of prostitution
273a	Willful harm or injury to a child; (includes degree (a)-(c))
273b	Corporal punishment/injury to a child (includes degrees (a)-(c))
273.5	Willful infliction of corporal injury (includes (a)-(h))
285	Incest
286c	Sodomy with person under 14 years against
(d)	Voluntary acting in concert with or aiding and abetting with
(f)	Oral copulation with unconscious victim
(g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.5	Continuous sexual abuse of a child (includes degree (a))
289	Penetration of genital or anal openings by foreign object (includes degrees (a)-(j))
289.5	Rape and Sodomy (includes degrees (a) and (b))
368	Elder or dependent adult abuse, theft or embezzlement of property (includes (b)-(f))
451	Arson (includes degrees (a)-(e))
459	Burglary (includes degrees in 460 (a) and (b))
470	Forgery (includes (a) and (e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (includes degrees (a)-(c))
484	Theft
484b	Intent to commit theft by fraud
484d-j	Theft of access card, forgery of access card, unlawful use of access card
487	Grand Theft (includes degrees (a)-(d))
488	Petty theft
496	Receiving stolen property (includes (a)-(c))
503	Embezzlement
519	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Certification of applicants with convictions on this list **MAY** be reconsidered by Aide and Technician Certification Section (ATCS). Misdemeanor actions if dismissed by a court of law or a Certificate of Rehabilitation if presented **MAY** be reviewed or reconsidered by Aide and Technician Certification Section (ATCS).

### **Dress Code**

When students are in a clinical setting, they are representatives of Westchester College of Nursing and Allied Health. It is expected that the student will act and dress in a professional manner. The word “professional” can be interpreted differently by each of us. In this context, it is expected that the student will be dressed in clean, neat, tidy and conservative clothing when acting in a student capacity. Students must also comply with the dress policy for each

institution. The dress policy for students in clinical experience and classroom attendance is as follows:

- A. By the end of the first week of class, students are required to wear a uniform consisting of blue scrubs for all classes, lab and clinical setting. Clothing must be clean, neat and free from stains, rips or wrinkles.
- B. No tank tops, t-shirts, jeans or Levi's of any color, sweat pants, shorts, leggings, spandex, stirrup type stretch pants, or visible colored underwear are allowed.
- C. A white long sleeve may be worn under uniform top
- D. No chewing gum or tobacco products of any type (class or clinical).
- E. The student uniform may not be worn while students are working for pay.
- F. The clinical instructor has the discretion to request conformity to specific uniform/apparel outside the listed items. These may vary from instructor to instructor. This may be dependent on agency unit regulation.
- G. Students not complying with the instructor's request will be excluded from the clinical area until in conformance.
- H. The clinical instructor's judgment regarding appropriateness of student dress will always prevail.

Hair – To be worn so it does not interfere with client care (short or fastened back). If long, hair must be conservative in style, must be held away from the face in a ponytail or bun. Clean, no ribbons, decorated hair clips, or scarves. Neatly combed and well groomed. No fluorescent or unusual colors.

Beards/Mustaches – Clean, short and neatly trimmed. Males without full beards must be clean-shaven (no “five o'clock shadow”) when in the clinical area. In the event a student has a mustache and/or goatee, the remainder of facial hair should be clean-shaven.

Rings/Jewelry – Watch with a second hand and wedding rings are permitted. Jewelry may not be such that it could be a safety hazard. No facial or oral jewelry permitted except for one small post earring in each ear lobe. No bracelets on wrists or ankles. No multiple rings on multiple fingers. No ear cuffs.

Cosmetics – Light make-up, if desired. No perfume, cologne or after-shave. Basic cleanliness is expected. All visible tattoos must be covered.

Fingernails – Kept clean, neat and moderate length. Nail polish is to be non-offensive color. No decorations. No artificial fingernails.

Footwear – Shoes are to be solid in color, clean and kept in good repair at all times. Tennis shoes are acceptable, without colored decoration and with good support. NO shoes with open backs or straps and/or open toes.

Photo ID – A student photo ID will be required for entry to any clinical site. It is the student's responsibility to obtain the Westchester College of Nursing and Allied Health

photo ID card during the scheduled opportunities. Students must attach their ID Badges to the uniform, visible above the waist.

Gloves – Gloves will be provided only for on campus practice labs. When specialized gloves are needed by the student, it is the responsibility of the student to obtain and maintain a personal supply.

Equipment – A watch with a second hand is required.

Gait Belts – Each student will have a gait belt, as part of their dress while in clinical rotations, as required by each facility.

## **BLOOD BORNE PATHOGEN EXPOSURE AND RESPIRATORY POLICY**

### **Purpose and Policy**

The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to, Tuberculosis, SARS, Hepatitis B Virus (HBV), Hepatitis C Virus (HBC), and the Human Immunodeficiency Virus (HIV).

Students are not to select, or care for, or be assigned to clients in respiratory isolation for either TB or SARS. Universal precautions are an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Universal precautions will be the minimum standard of practice throughout the Westchester College of Nursing and Allied Health Program.

### **Methods of Compliance**

Students must also become familiar and comply with the exposure plan of the clinical sites to which they are assigned.

### **Prevention of Blood Borne Pathogen Exposure**

Education and Training in Standard Precautions and Body Substance Isolation Procedures

Students will be required to participate in Blood Borne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.

### **Student Acceptance of Clinical Assignment**

Students who have received formal classroom instruction in blood borne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite to such care are expected to accept clinical assignments to meet the clinical course objectives. The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

### **Insurance**

All students must have liability insurance for the clinical site practice. The cost of the insurance is included with school tuition.

### **HIV Screening**

Westchester College of Nursing and Allied Health will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

### **Accidental Exposure Incidents**

A student who has exposure to blood or body fluid or other potentially infectious material, to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately do the following:

- Wash needle stick and/or cuts with soap and water.
- Flush splashes to the nose, mouth or skin with copious amounts of water.
- Irrigate eyes with clean water, saline or sterile irrigates.
- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility AND
- Notify clinical faculty who will then implement the process below.

(If there is a witness to the incident, several steps can be taken simultaneously.)

The Clinical Faculty will be responsible for coordinating the procedures needed to get appropriate care for the student.

The Clinical Faculty will:

1. Identify the source of the exposure.
2. Obtain stat physician 's order for needle stick exposure panel, if a needle stick.
3. Obtain consent from source client, if not in chart.
4. Determine who will be the health care provider for the student for counseling and treatment, if needed.
5. Obtain phone number and name of student and the health care provider and address of the student to the Employee Health of the facility. If the Employee Health of the facility is closed, direct the student to the nearest ER.
6. Provide the student with contact information to obtain source testing results.
7. Send the student to their health care provider to obtain medical evaluation and post –exposure follow-up within 1 to 2 hours of the exposure. Medical evaluation may be at the healthcare facility of the clinical agency; the student should bring a copy

of the documents with as much completed information as possible to the health care provider.

The National HIV/AIDS Center provides a PEP line, a Clinicians' Post Exposure Prophylaxis Hotline which offers up to the minute advice on managing occupational exposures (needle sticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-448-4911. The number for HIV Peri-natal Hotline for pregnant women is 1-888-448-8765.

In addition, the student must:

8. Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.
9. Complete a Westchester College of Nursing and Allied Health Injury Report with the clinical instructor.

Additional responsibilities:

- The clinical instructor must notify the Director of Nursing of the incident as quickly as possible.
- It is the student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn because of an exposure.
- It is the student's responsibility to follow-up with any counseling recommended by his/her healthcare provider because of an exposure.
- It is the student's responsibility to follow-up with any treatment recommended by his/her healthcare provider because of an exposure.
- The student has financial responsibility for any cost associated with evaluation, treatment and/or counseling that results from an exposure.

Source Information:

- The clinical facility will collect as much information as possible from the source patient following an exposure. While the College will make every effort to maintain confidentiality, the College cannot be held responsible for acts and omissions of the clinical agency.

### **Guidelines for Exempting Students from Clinical Assignment to Clients with Blood Borne Diseases**

*Confirmed Pregnancy:*

The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant.

The risk of transmission of other pathogens, such as cytomegalovirus from patients with AIDS to pregnant health care workers, is unknown but is thought to be low to nonexistent.

Based on the above information, there is no epidemiological reason to exempt pregnant students from caring for patients with blood born disease.

*Incompetent Immunological System:*

Students with diagnosed immunological deficiencies are at an increased risk for developing opportunistic infections that may be present in clients with blood borne disease, as well as, other non-infected clients.

The Center for Disease Control (CDC) (<http://www.cdc.gov/> (accessed 11/4/11) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected client with HIV in the process of providing nursing care. Although there is evidence that one dentist infected six clients with HIV, the mechanism of transmission has not been established. Looking back on studies several HIV-infected dentists and surgeons have not discovered any transmission to any of their patients.

Based on this information, students with HIV infection need not be restricted from clinical experience, unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e. fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice.

*Infections:*

Any student with an infectious process could further compromise the client with an incompetent immunological system.

All students with exudative or weeping skin lesions should be restricted from direct client care contact.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemption (more than one clinical session) will be made in consultation with the student's physician and appropriate college faculty/administrators.

**Record Keeping / Confidentiality**

Medical information and the privacy of the individual and statements designed to protect the individual, providing there is no overriding need for the public to know, will be maintained within the Code of Federal Regulations. To mandate that a person infected with HIV be required or requested to notify Westchester College of Nursing and Allied Health authorizes is difficult but not impossible to enforce and legally challengeable.

Individuals involved with health care-giving services that know they are infected with blood borne or other pathogens are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek medical advice
2. Follow College and/or agency guidelines when involved in direct client care.

3. Be knowledgeable about and practice measures to prevent transmission of blood borne or other diseases.

Express written permission of the individual must be obtained before any specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.

### SCHOOL SCHEDULE OF CHARGES

Tuition and fees are subject to change. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are below:

Program of Study	Registration		Tuition		Supplies/Books		Total Cost		Total Cost	
	Non-refundable	Refundable	Non-Refundable	Refundable	Non-Refundable	Refundable	Non-Refundable	Refundable	Non-Refundable	Refundable
Coding Program	\$125.00		\$13875.00		\$1000.00		\$13875.00		\$15,000.00	
Nurse Assistant	\$100.00		\$2000.00		\$700.00		\$2800.00		\$2800.00	
Home Health	\$100.00		\$262.00		\$50.00		\$412.00		\$412.00	

### Student Tuition Recovery Fund

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. Payments made to STRF are nonrefundable. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment fee, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE). You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1) The school closed before the course of instruction was completed; 2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school; 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan



program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost; 4) There was a material failure to comply with the Act or BPPE within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the BPPE; 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

4 Total program costs do not include transportation costs to and from externship or clinical sites. This cost is the student's responsibility. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are listed above.

**OFFICE HOURS**

8:00 a.m. to 5:30 p.m. Monday through Friday

**SCHOOL HOLIDAY**

Below are the 2018 Legal Holiday. The school campus will be closed.

**Holidays 2018**

New Year's Day	January 1
Martin Luther King Day	January 21 <sup>th</sup>
President's Day	February 18 <sup>th</sup>
Spring Break	April 19 <sup>th</sup> -April 21 <sup>st</sup>
Memorial Day	May 27 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	August 31 <sup>st</sup> -September 2 <sup>nd</sup>
Veterans Day	November 11 <sup>th</sup>
Fall Break	November 28 <sup>th</sup> - December 1 <sup>st</sup>

Winter Holidays will last from December 24, 2019- January 1, 2020

**INSTITUTION OWNERSHIP**

Westchester College of Nursing and Allied Health is a for-profit corporation incorporated in California.

**STAFF AND FACULTY LISTING**

Graciela Galvan, RHIA, CCS, CPC	School Director
Vanessa Galvan	Assistant School Director/Student Service and Placement Director/Student Advisor
Leslie Evans, MS, RN	Nurse Assistant Program Director
Beatrice Virgen	Admission Officer
Olivia Galvan	Finance Officer
Keon Hercules	Financial Aid Director/Officer/IT Officer

**INSTRUCTORS AND QUALIFICATIONS**

Genise Burgess, RHIT	AA, Valley College (Part-Time)
Lyn Coxa Daniels, MS	Master in Sports Med, University of Pennsylvania (Part-Time)
Graciela Galvan, RHIA, CCS, CPC	Bachelor of Science, University of Phoenix
Angel Jarnagin	AA, Santa Barbara City College (Part Time)
Rekha Prakash, MS	Master is Science, University of So. California (Part-Time)
Ami Shah	Bachelor of Science, University of Illinois (Part-Time)
Liana Vysotskaya, CCS	Master in Education, Moscow Pedagogical Ins. (Part-Time)
Leslie Evans, MS, RN	MS, RN, Rush University (Part-Time)
Zoila Gonzalez, LVN	LVN, Casa Loma College

**CONTACT INFORMATION FOR APPROVAL AND LICENSURE AGENCIES:**

*California Bureau for Private Postsecondary Education (BPPE)*  
2535 Capital Oaks Dr., Suite 400 Sacramento, CA 95833  
Tel (916)263-1897

*Accrediting Bureau of Health Educational School (ABHES)*  
7777 Leesburg Pike, Suite 314 N Falls Church, VA 22043  
Tel (703) 917-9503

*U.S. Department of Education (ED)*  
Jackson Federal Bldg.  
915 2nd Avenue, Room 3362  
Seattle, WA 98174-1099  
Tel (206) 607-1655

*California Department of Public Health (CDPH)*  
P.O. Box 997377 MS0500 Sacramento, CA 95899-7377  
Tel (916)558-1784

*American Health Information Management Association (AHIMA)*  
233 N. Michigan Ave 21<sup>st</sup> Floor Chicago, IL 60601-5809  
Tel (312)233-100

## **Institutional Website Disclosure**

The following items can be found on Westchester College of Nursing and Allied Website.

- (1) School catalog.  
<http://www.westchestercollege.edu/required-disclosures/>
- (2) A School Performance Fact Sheet for each educational program offered by the institution.  
<http://www.westchestercollege.edu/required-disclosures/>
- (3) Student brochures offered by the institution.  
<http://www.westchestercollege.edu/required-disclosures/>
- (4) A link to the Bureau of Private Postsecondary Internet Web site.  
<http://www.westchestercollege.edu/>
- (5) The institution's most recent annual report submitted to the bureau.  
<http://www.westchestercollege.edu/required-disclosures/>

**SCHOOL CATALOG RECEIPT**

I have received a copy of the electronic catalog via email attachment /or aware that I can find a copy of the catalog at [www.westchestercollege.edu](http://www.westchestercollege.edu). The school catalog that contains the rules, regulations and costs for the specific course in which I have enrolled and agree to abide by it. I am fully aware of the Security Report, Fire Safety Report, Performance Fact Sheet data that includes completion, Graduation and transfer out rates, Placement Rate, Information on occupation your field of study, Tuition and Fees, Attendance, Dress Code, Violence Prevention Policy, Criminal Background, Physical, TB screening, Flu Shot, Student Rights, Grading Policy, Code of Ethics and Conduct policy and HIPAA regulations.

Print Name:
Signature:
Social Security:
Date: