

# CATALOG

**January 2017 – December 2017**

## **MISSION**

Palladium Technical Academy's objectives are to educate and train students from diverse backgrounds in the essential skills and knowledge required by companies in the medical field and computer field. This means that the students will obtain technical knowledge and the skills necessary to embark on careers in their respective fields.

## **PHILOSOPHY**

Palladium Technical Academy believes that each student deserves a quality education. An educational institution and its curriculum needs to relay the actual and practical knowledge and skills needed in the real world. We strongly believe that provided an environment conducive to learning and growth, students would reach their best abilities and enhance their capabilities. Palladium Technical Academy believes in co intentional education where a student and the institution define the criteria of the education together in a collaborative manner. This institution seeks to be an educational center where all students can reach out to enhance their knowledge for a more promising career.

Three professionals founded the school: a medical physician, a computer professional and a medical administrator. They brought many years of experience to the institution and the knowledge of what is actually needed to perform and succeed in a real working environment.

## **OBJECTIVES**

The main objectives of Palladium Technical Academy are:

- 1) To provide quality education with both technical skills and knowledge.
- 2) To provide an understanding of what it takes to perform efficiently and successfully in a working environment.
- 3) To provide empowerment through knowledge and skills

All technical programs taught in this school are in high demand in the occupational market with great future growth potential.

## **Physical description of the school**

All courses are taught and held on campus at Palladium Technical Academy, 10229 Lower Azusa Rd. in Temple City, California 91780.

Our training facility occupies 7,000 square feet of a two-story building. The classrooms are large, air conditioned and furnished appropriately for their instructional purpose. Palladium Technical Academy meets all safety standards.

Our facility offers its students a reference library/media center with reference texts and other educational materials related to our curriculum. Our computer labs are equipped with IBM compatible computers with educational software for students to practice new skills and enhance their learning experience. Special medical equipment is provided for the use of students in our medical programs including simulated examination and patient care areas.

Convenient free parking for students is available at the campus. The campus is located in close proximity to public transportation such as the El Monte bus station and the El Monte Metro Link Station.

All information in this catalog is current, correct, and certified by Amir Shafe.

### **Governing Body**

Amir Shafe, CAO and Director, Dr. Jonathan Tam, Executive Officer, Dani Duncan, Executive Officer.

### **Accreditation/Approvals**

Palladium Technical Academy has achieved national accreditation from the Council on Occupational Education, which is an accrediting agency recognized by the United States Department of Education.

### **State of California**

Palladium Technical Academy's license to operate through May 18, 2017 in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. Palladium Technical Academy is a private institution that is licensed to operate by the bureau. The Bureau can be reached at:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818 West Sacramento, CA 95798-0818  
Phone: (888) 370-7589, (916) 263-1897  
Fax: (916) 263-1897

**FACULTY & ADMINISTRATION****DEPARTMENT****Amir Shafe – Director/Education Director/ PT Instructor-FT**

MA-Computer Sciences  
Bachelor of Science –Computer Sciences  
California State University of Long Beach

**Administration****Dani Duncan – Director of Financial Aid-FT**

15 years Financial Aid experience  
20 years medical office and clinical experience

**Administration****Marilyn Gesualdo –Business Office-FT**

15 Years Experience –Financial Aid

**Administration****Maria Madrid – Director of Admissions-FT**

15 Years Admission Experience  
15 years Medical Office Experience

**Administration****Edythe Lindsey, Placement – FT**

Associates Degree  
Los Angeles Trade Technical College

**Administration****Nellie Clark, Registrar--Student Services-PT**

15 Years Experience Education  
15 Years Experience Medical Clinical

**Administration****Nellie Clark, Instructor – PT**

Teaching Credential-Vocational Education  
University of California Riverside

**Medical Programs****Meri Khana, Instructor – PT**

Bachelor of Science-Health/Human Sciences  
Tbilisi State University  
Certified Medical Coder 20 years experience

**Medical Programs****Ann Catone, R.N, BS, MA – Phlebotomy Director-PT**

Master of Arts- Business Management  
Bachelor of Science-Health Sciences  
University of Redlands

**Medical Department****Willie Gragasin – Phlebotomy Instructor-PT**

CPT1 10 years experience

**Medical Department****Dr Azam Aleemuddin, BDS, MPH- PT**

MA Public Health-Nova South Eastern University  
BA Dental Surgery-Baquai Dental College

**Dental Department**

## **ADMISSION POLICIES and PROCEDURES**

### **Admission Requirements**

The programs offered at this school are open to anyone with a high school diploma or the equivalent. All applicants will be considered without regard to race, color, national origin, sex, age, disability, religion, or sexual orientation.

### **Ability to Benefit Students**

Ability to Benefit (ATB) students are those who do not possess a high school diploma, GED, or recognized equivalent and are beyond the California State age of compulsory school attendance.

If ATB eligibility was established prior to July 1, 2012, the applicant will be required to provide such documentation. If eligibility is established, these students may apply for Title IV Financial Aid.

If ATB eligibility was not established prior to July 1, 2012, the applicant will not be eligible for Title IV Financial Aid and must pass the Wonderlic exam in order to be admitted.

All ATB students will undergo pre-admission advising by the Director of Education prior to enrollment. ATB testing is administered by a certified independent test administrator and is scored by the test publisher.

### **Other Requirements for admission are:**

1. All candidates are required to pass a Wonderlic Assessment that measures English language, Reading comprehension and Numerical skills with a minimum score of 60%.
2. All candidates visit the school and have an interview with our admissions representative. Each individual's interests and objectives are factors in selecting the proper program
3. Applicants and/or their families are given a tour of the school.
4. We provide a copy of our catalog, consumer information, including tuition and fees, a current schedule of program start dates, syllabus and a list of our faculty.
5. Applicants complete the required application for admission.
6. Meet with Financial Aid to discuss tuition, fees, and financial options.

If the applicant meets all requirements and wants to proceed, they will read the enrollment agreement and sign it. The disclosures, cancellation notice, and other information will be given. If the applicant is less than 18 years of age a parent or guardian must sign the enrollment agreement.

Students who fail the entrance exam must wait a minimum of seven calendar days prior to retaking the exam. Students must take an alternate form of the exam the next time it is taken.

**English Instruction/Proficiency**

Palladium Technical Academy does not provide instruction in English as a Second Language. All instruction at Palladium Technical Academy is provided in English. English language proficiency is documented through the Wonderlic Assessment.

**Program Transfer**

Program transfer between programs offered at Palladium Technical Academy is allowed upon approval of the Education Director. Students who have attended other accredited schools may request to transfer to Palladium Technical Academy.

**Credit for Previous Training**

The school will evaluate previous education and training that may be applicable to an educational program offered at Palladium Technical Academy at the discretion of the Education Director. No credit for prior experiential experience is granted. There is no charge for evaluation of credit. All decisions on credit are final. Appeals are not accepted.

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

The transferability of credits you earn at Palladium Technical Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you seek to transfer. If the credits or certificates that you earn at this institution are not accepted at the institution you seek to transfer to, 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 would meet your educational goals. This may include contacting an institution which you may seek to transfer into after attending Palladium Technical Academy to determine if your credits or certificate will transfer.

**Copyright**

Copyright infringement is a violation of federal law and subject to severe civil penalties and sanctions. It can also be a violation of federal criminal law.

Under federal copyright law, copyrighted works may not be copied, published, disseminated, displayed, performed or played without the permission of the copyright holder, unless such use is deemed “fair use” under the law.

For more information on U.S. copyright law, consult the Web site of the <http://www.copyright.gov/>. Copyright Office. The U.S. Copyright office has a variety of circulars and forms, available online or printed, which can provide answers and guidance to many copyright questions and issues.

## **ACADEMIC POLICIES**

### **Schedule and Calendar**

This catalog is for the year January 1, 2017 – December 31, 2017. Palladium Technical Academy's educational programs are comprised of several modules. Each module provides specific training and skills. New skills and knowledge constantly become requirements in the job market due to new technologies. Those trends and new requirements can be incorporated into our educational programs as new modules. Modules also provide flexible scheduling allowing students to embark on their education at the start of any given module.

Modules are offered on a sufficient schedule to allow time for program completion requirements. Our instructors work with each individual student to ensure that all receive sufficient attention. This environment is conducive to learning and development. We offer classes in the mornings, afternoons, and evenings based on space availability.

### **The following holidays are observed**

New Year's Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Holy Days of all Religions are respected and allowed.

### **Palladium Technical Academy's Location and Hours of Operation:**

**Administrative office location** 10229 Lower Azusa Rd., Temple City, CA 91780

**Office Hours:** 8:30 AM to 8:00 PM

**Phone number:** (626) 444-0880

**Fax number:** (626) 444-4441

**Web Address:** [www.palladiumta.edu](http://www.palladiumta.edu)

### **Instruction Methods**

Our main objective is to teach students how to perform in a real working world environment. Our faculty is comprised of professionals who have been in their professional fields for a number of years. Various methods are utilized for instruction such as lectures, laboratories, case studies, simulations and individualized methods. Video and audiotapes are both utilized. Assignments, field trips, and guest speakers are also part of our educational process. Our classes are equipped with IBM compatible personal computers with internet connections.

### **Program Changes/ Policy Guidelines**

Palladium Technical Academy has the right, at its discretion, to make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving our student's educational experience. It also reserves the right to make changes in policy and procedures as circumstances dictate.

### **Refresher Training & Updating**

Graduates who desire refresher training may be admitted to retake a desired module. Admittance is based on space availability. We continue to support our students both academically, through general career counseling and job placement assistance after their graduation.

### **Library/Media Center**

An assortment of books and references are readily available to all students and instructors. Students may check out books by completing a "check out" form provided by the Student Services. The books and media are accessible and available during school hours.

### **Program Measurement**

Palladium Technical Academy measures its programs in quarter credit hours/units to allow for comparison with other postsecondary institutions and clock hours to allow measurement of the programs on this basis where required.

### **Quarter credit hours/credits are defined as follows:**

- 1 quarter credit hour=10 clock hours of lecture
- 1 quarter credit hour=20 clock hours of laboratory time
- 1 quarter credit hour=30 clock hours of externship work experience

### **Clock hours are defined as**

There is a minimum of 50 minutes; in which lectures, demonstrations, and similar class activities are conducted.

### **Palladium Technical Academy grading scale policy**

The progress and quality of the student's work is measured by a system of letter grades and percentages.

<b>A=Excellent</b>	<b>90%-100%</b>
<b>B=Good</b>	<b>80%-89%</b>
<b>C=Satisfactory</b>	<b>70%-79%</b>
<b>D=Poor</b>	<b>60%-69%</b>
<b>F=Failing</b>	<b>00%-59%</b>
<b>W=Withdrawal</b>	<b>No credit/No grade assigned</b>

### **Satisfactory Academic Progress**

The student must show satisfactory progress is being made toward completion of their program. A student must show satisfactory progress is being made toward completion of their program. A student's progress will be measured at the completion of 25%, 50%, and 75% of the program's length. A student who falls below the 2.0 GPA will be placed on academic probation for the next module of the program.

A student may receive financial aid during this probationary period, however, if the student fails to achieve the required minimum GPA at the end of the assigned time allowable, he or she may be withdrawn from the program. Students must maintain satisfactory academic progress to maintain eligibility for financial aid.

### **Make Up Work**

Students may make up work and exams with their instructor's approval.

### **Repeating a Course/Module**

Students must pass all written exams and skills assessment in the module in order to maintain satisfactory academic progress. If a student fails and receives a final grade of "F", the student may repeat the module. Modules may be repeated within the maximum time allowed to complete the program of study (150% of program length). Modules are offered frequently to allow for repeat if needed. The grade given for the failed module will not be used to compute the cumulative GPA. When students repeat a failed module, the grade received replaces the failed grade on the transcript.

### **Maximum Program Completion Time**

This maximum time is 150% of the planned program length.

## **ATTENDANCE POLICY**

Students are expected to attend classes regularly following the approved schedules. It is the responsibility of each student to notify the school in advance if they will be absent or late, just as it is necessary to notify an employer.

### **Satisfactory Attendance**

A minimum of 75% of attendance must be maintained throughout the enrollment period. Failure to maintain satisfactory attendances will result in attendance probation for a 30-day period. Satisfactory attendance is evaluated at 25%, 50%, and 75% of program length. Satisfactory attendance of 75% must be maintained for the 30 days in order to be removed from attendance probation. At the end of this time period if satisfactory attendance is not achieved the student may be withdrawn from the program.

### **Tardiness/Leaving early**

Tardiness is a disruption to a good learning environment and is discouraged. For the purpose of satisfactory attendance, a student arriving more than 15 minutes late will be considered tardy. This policy applies to students leaving more than 15 minutes early. If repeated in excess, this may result in disciplinary action including probation, suspension, or termination.



### **Leave of Absence**

Palladium Technical Academy will consider a written request for a leave of absence and may approve the leave after determining that the request is justifiable and there is a reasonable expectation that the student will return to school. A leave may be approved if:

1. The leave is requested in writing, states the reason the leave is necessary, and is signed and dated by the student.
2. The leave is requested in advance unless unforeseen circumstances prevent doing this.
3. The initial leave does not exceed 60 days, under exceptional circumstances an extension may be granted if requested before expiration of the current leave.
4. Additional leaves may be granted under exceptional circumstances

The total leave granted to the student in a 12-month period may not exceed 180 days. The first day of the initial leave is counted as the start of the 12-month period. All calendar days are counted as LOA (leave of absence) days.

The following are exceptions, as stated by law, jury duty, military service, and circumstances covered under the Family Medical Leave Act of 1993.

If you fail to return to school on the scheduled return date, you will be subject to the school's withdrawal policy, and will be withdrawn from school. A student who is receiving Title IV funds or loans should be aware that if he/she does not return from a Leave of Absence, some of the grace period of any loans may have been used up, as the withdrawal date is set retro-actively. A calculation will be made and if indicated funds will be returned to the appropriate Title IV programs.

### **Withdrawal from School**

Students who wish to withdraw from their training program should contact the Program Director. A student who is absent for 21 consecutive class days without an approved leave of absence will be considered withdrawn. All students who withdraw are required to meet with the Financial Aid Officer. The official date of withdrawal is the last date on which a student attended class regardless of the circumstances or the date of notification to the school. Both refunds and final grade determinations are based upon this date.

### **Re-entering Students**

If accepted, the student must reenter under the admissions, academic and administrative policies of the current catalog. The student must have his/her financial account current at the time of reentry. The application for reentry will be reviewed and determination made by the program director and/or other administrative staff as deemed appropriate by Palladium. A student who reenters within 180 days is treated as if he/she did not cease attendance for purpose of determining the financial aid awards for the period. The cost of attendance for such a student will reflect the original costs for that payment period.

## **Graduation Requirements**

A student is considered to have completed their program if he/she achieves a cumulative grade point average (GPA) of 2.0 or higher and passes every course/module, which consists of successful completion of the skills assessment and all exams.

He/she must complete the training with an attendance rate of 75% of the total hours for the program and meet his/her financial obligations to the school. All program completers will receive a certificate confirming all educational and administrative requirements have been successfully met for their program of study.

## **Student Records**

Student records, which include grades, attendance, prior education and training, personal achievements, etc. are kept for a period of not less than five (5) years on the school premises. Academic transcripts are kept indefinitely, and are available upon written request.

Palladium Technical Academy maintains student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination.

The student records shall be retrievable by student name and shall contain the following:

- \* Written records and transcripts of any formal education or training relevant to the student's qualification for admission.
- \* Copies of all documents signed by the student (including contracts and instruments of indebtedness).
- \* Copies of all tests given to the student (before admission).
- \* Records of the dates of courses or educational services completed or attempted.
- \* Grades or evaluations given to the student.
- \* Attendance records.
- \* Documents specifying the amount of a refund (if applicable; the date of the refund, amount refunded for tuition and/or equipment).
- \* Method of calculating a refund, check number, name, and address of the person/entity /recipient of refund.
- \* Copies of any official advisory notices or warnings regarding student progress.
- \* Complaints received from the student (including any correspondence, notes, and phone logs related to the complaint).

## **Family Educational Rights and Privacy Act of 1974, as amended**

Palladium Technical Academy complies with the Family Educational Rights and Privacy Act (FERPA), which provides students certain rights related to their educational records. The following is a description of those rights:

- \* The right to inspect and review the student's educational records within 45 days of the day the School receives a written request for access: Students should submit to the School Director written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the

school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- \* The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Student may ask the School to amend a record that he/she believes is inaccurate or misleading. The student should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- \* The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent: One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School in an administrative, supervisory, and academic and research, or support staff position. A person or company with whom the School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.
- \* Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school request students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(s), telephone number(s), birth date and place, program undertaken, dates of attendance, and certificate or diploma awarded.
- \* The right to file a complaint with the United States Department of Education concerning alleged failures by the School to comply with the requirements of FERPA: The name and address of the Office that administers FERPA is Family Policy Compliance Office, Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

### **Dress Code**

Students enrolled in the Medical Programs are required to wear medical attire as specified during the enrollment and orientation process. During the training period, students are expected to dress and groom accordingly as expected in their future prospective positions. Employers may visit the facility for guest lectures or interviews, so it is important that the students convey a professional image at all times. Students dressed inappropriately may be asked to leave class.

### **Student Conduct**

We encourage all students to conduct themselves in a professional manner. We believe our students are seeking to acquire new skills to enhance their chance of success in a new challenging economy. We are here to work with them to ensure their success. We encourage our students to work and learn from each other and to bring their rich, diversified knowledge and wisdom to school. At the same time, we believe that Palladium can introduce the professional attitude and behavior that is needed to succeed.

Any student who fails to maintain satisfactory progress or attendance, violates safety regulations, interferes with another student's work, is disruptive, obscene, or appears to be under the influence of alcohol or drugs is subject to immediate termination from school.

### **Sexual Harassment**

Palladium Technical Academy is committed to providing an environment that is free from all forms of discrimination. Conduct that can be considered harassing, disruptive, or coercive, including sexual harassment is prohibited. Actions, words, comments, or jokes based on an individual's sex, color, national origin, race, age, religion, disability, or sexual orientation will not be tolerated. Any person who becomes aware of possible harassment or discrimination must immediately advise the director so it can be investigated in a timely manner. Anyone engaging in harassment or discrimination will be subject to disciplinary action, up to and including termination from school or employment.

### **Drug Abuse Prevention**

The use of drugs or alcohol is strictly forbidden on Palladium Technical Academy's premises. We reserve the right to terminate students who violate this policy. Students who need counseling assistance for drug or alcohol dependency should contact the Student Services Director. All referrals will be kept confidential. Information on drug abuse prevention is available for all students and employees.

### **Campus Safety**

Safety from accidents is the responsibility of everyone. Security cameras are located in the facility and parking area. Palladium Technical Academy strives to provide a safe environment for students, employees, and visitors. We encourage you to comply with all safety standards including:

- Smoking in designated outside areas only.
- Food, drink and their containers are restricted to designated break areas.
- Equipment is only used with instructor's knowledge and supervision.

If you are injured, are aware of injury to another person or observe a safety hazard, please report this information to your instructor or Palladium employee immediately.

Campus crime statistics are maintained and updated annually in compliance with regulations. This report is available for review by students, employees, or interested public parties.

### **Student Grievance/Complaint Procedure**

Students are encouraged to verbally express any concern to members of the faculty and/or administration at all times, for a solution that is mutually acceptable. Students should submit a written complaint within 48 hours after the incident occurs. After receiving the written complaint, the school will inquire whether a verbal complaint has indeed been discussed to resolve the problem with the instructor or a staff member. If all the above steps were properly taken, the school director will commence a grievance committee within 7 days of the report. All documentation in support of the complaint must be submitted with the report. All people involved in the incident are requested to be present at the time of the hearing. The committee will hear all sides and immediately meet without the presence of the involved individuals to review the evidence and vote on a decision. The decision will be reported at once. If the decision is not acceptable to the student, he/she must send a letter indicating why the decision was not acceptable within 24 hours. All complaints must be resolved within 30 days of their initial report. 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). Any unresolved complaint matters can be reported to:

**Council on Occupational Education**  
**7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350**  
**Phone: (800) 917-2081**  
**Fax: (770) 396-3790**

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**  
**P.O. Box 980818 West Sacramento, CA 95798-0818**  
**Phone: (916) 431-6959**  
**Fax: (916) 263-1897**

## **STUDENT SERVICES**

### **Orientation**

Students will be scheduled to attend an orientation session prior to the start of their program. In this session, the policies and procedures of Palladium Technical Academy will be reviewed and the student will receive their student handbook. Students will be oriented with Media resources and Student Services.

### **Advising**

Students have access to the staff of Palladium Technical Academy (faculty and administrative) for both, vocational and academic advising. Students experiencing personal problems, which require professional counseling, will be referred to the following agencies:

**Department of Social Services**  
**12860 Crossroads Parkway South**  
**City of Industry, CA 91736**  
**Phone: (562) 908-8669**

**Department of Social Services**  
**14545 Lanark Street**  
**Panorama City, CA 91402**  
**Phone: (818) 901-3185**

### **Community Services**

At times, our programs may incorporate community service activities into the curriculum. Palladium Technical Academy believes that students' who participate in community activities, benefit personally, and are given the opportunity to interact with potential employers.

### **Americans with Disabilities Act**

Our school is committed to providing equal opportunities to our students that are otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary. In general, it is your responsibility to notify the school of the need for an accommodation. Upon doing so, you may be asked by the School Director for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may ask you to provide additional information from your physician or other medical or rehabilitation professionals.

### **Voter Registration Form**

Voter registration forms are available in the Student Services office.

### **Events**

Various events are hosted throughout the year for students and alumni. This allows the students the opportunity to receive information from our successful graduates and other professionals who may participate. Lectures, career fairs, and educational programs are some of the events offered.

### **Job Placement Services**

Palladium Technical Academy assists students who successfully complete their program in employment preparation and employment search activities. In this effort, we only provide assistance; the students are responsible for securing employment. Palladium Technical Academy does not guarantee employment to any student. As their education unfolds, the students receive training and instruction in preparing resumes and job interview skills. Palladium also provides Internet access on the campus to search for employment using well-known employment seeking web sites. Students may use the school's resources for faxing or emailing their resumes to potential employers. The Placement Department at Palladium Technical Academy is in contact with many employers and will actively provide assistance in locating suitable employment. Up-to-date job leads are obtained and passed along to our students so they may pursue employment in the field for which they were trained.

Palladium Technical Academy's core belief is that students who have obtained the practical training and understand the culture of the business world can flourish in a working environment. We have embedded this factor as the core of our educational goal. Palladium Technical Academy wants to ensure that students who complete their program of study have obtained a high level of competency and the confidence needed to perform in their future careers. Our programs incorporate the work ethic and standards considered necessary for success; beginning at orientation, at which time the importance of attendance and productivity in class is stressed.

### **Housing**

Palladium Technical Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to [rentalsource.com](http://rentalsource.com), rental properties in Temple City start at approximately \$1200.00 and in nearby El Monte start at approximately \$900.00 per month.

## FINANCIAL INFORMATION

### Tuition and Fee Policy

All tuition and fees are payable in advance unless other arrangements have been made prior to commencing classes. *The registration and Student Recovery Fund fees are non-refundable.*

Program	Tuition Payment		Registration Fee	Student Tuition	Books/Uniform Equipment	Total Cost for Payment		Total Cost For Program
	Period 1	Period 2		Recovery Fund Fee		Period 1	Period 2	
Medical Clinical Assistant	6000	6000	75	0	425	6500	6000	12500
Medical Billing Specialist	6000	6000	75	0	425	6500	6000	12500
Health Information Technology	6500	6500	75	0	425	7000	6500	13500
Dental Assistant	6000	6000	75	0	425	6500	6000	12500
Phlebotomy Program	1160		250	0	190	1600		1600

If you obtain student loans, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

### Tuition Payment

Arrangements for payment of your tuition should be made with our business office prior to the start of your program. Tuition payments may be made in the business office during regular office hours. Payments may be made by cash, check, credit card or money order payable to: Palladium Technical Academy.

Students who fail to maintain a current financial account may be subject to dismissal from school for nonpayment of tuition. Palladium Technical Academy reserves the right to withhold a student's transcripts until the account is brought current.

### Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary.

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 and prepays 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment 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.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed indefinitely 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. To pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a failure to comply with the Act or the Division within the 30-days before the school closed or, if the material began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Financial Aid Assistance**

Palladium Technical Academy participates in financial aid programs to assist students in paying for their tuition and fees. Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment in a quality educational program. Many people feel that they cannot afford the tuition, books and time required for formal training. The following financial aid programs are available to students at Palladium Technical Academy, subject to individual qualifications. **Federal Financial Aid is available for all programs except Phlebotomy.**

## **Financial Aid Programs we participate in:**

PELL	Federal Pell Grant
PLUS Loans	Federal Parent Loan for Undergraduate Students
FSEOG	Federal Supplemental Educational Opportunity
FEDERAL STUDENT LOANS*	Direct Subsidized and Unsubsidized Loan Programs
WIA	Workforce Investment Act
REHAB	Private Rehabilitation Benefits
GI Bill	Veterans Benefits

Students seeking financial aid must first complete the Free Application for Federal Student Aid application (FAFSA). The school's financial aid representative will use this application to determine the student's needs and assist with deciding what programs best serve the student. If a student withdraws from school, an adjustment in the amount owed may be made, subject to the school's refund policy. If a student has received financial aid in excess of what he/she owes the college, these funds must be restored to the federal fund account or to the lender, if applicable.

*\* (1) federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; and (2) federal direct loans are available to students regardless of income.*

## **Verification Policy**

If a student application is selected for review in a process called "Verification" by the Department of Education, the student may be required to submit additional documentation to the Financial Aid Department. Once a student is notified to provide additional documentation, the required information must be provided to the School within 45 days of notification. Failure to do so may result in suspension from school. A student, who purposely gives false or misleading information to the Financial Aid Office, may be reported to the Office of Inspector General.

## **Student Budget**

In addition to the direct costs of education, it is important to develop a budget to identify other financial obligations that a student may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. The school's financial aid representative will assist students with this budget.

## **Tuition and Fees**

The Enrollment Agreement obligates the student and the School for the entire program of instruction. The student's financial obligations will be calculated in accordance with the School's refund policy in the contract and this school catalog. Registration and tuition fees for each program are listed on page 15. An institutional catalog is available at no charge and will be provided to each enrollee prior to enrollment. The school will work with each student to determine the best financial arrangement to meet his/her obligation for tuition.

## **Cancellation of Agreement and Withdrawal from School**

You have the right to cancel agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a pro rata refund if you have

completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance.

- \* Cancellation may occur when the student provides a written notice of cancellation at the following address: Palladium Technical Academy 10229 Lower Azusa Rd., Temple City, CA 91780
- \* The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- \* The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- \* If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00 and less any deduction for equipment not returned in good condition.

### **Withdrawal from the Program and Refund Policy**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration, STRF, and less any deduction for equipment not returned in good condition. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- \* The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- \* The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and /or failure to meet financial obligations to the school.
- \* The student has failed to attend class for 21 days.
- \* The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, state or federal agency that guaranteed or reinsured the loan. If any balance remains on the loan, the student is responsible to repay the full amount of the loan plus interest. If any amount of the refund is in excess of the unpaid balance of the loan, it shall be first used to repay any student financial aid programs from which the student received benefits,

in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

### **Return of Title IV Funds Policy**

Effective October 7, 2000, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34 CFR 668, 682 & 685, published on November 1, 1999.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days attended in the payment period is divided by the total days in the payment period. *Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leaves of absence are excluded.*
2. The net amount of Title IV funds disbursed that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
4. The institution will return the lesser of the total earned aid or the unearned institutional charges of the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
6. Federal Direct Unsubsidized Stafford Loan Program.
7. Federal Direct Subsidized Stafford Loan Program.
8. Federal PLUS Program.
9. If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:
  - a. Federal Pell Grant Program.
  - b. Federal SEOG Program.
  - c. Other assistance awarded, under this title, for which return of funds is required.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- \* You notify the Registrar's office of your withdrawal.
- \* The school terminates your enrollment.
- \* You failed to attend classes for 21 consecutive school days.

### ***Refunds when due are made without requiring a request from the student.***

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

**NOTE:** After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

### ***Determination of the Withdrawal Date***

The student's withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

**NOTE:** A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is set retroactively.

### **Unsatisfactory Financial Progress Requirement**

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from school and/or probation. Failure to meet all financial obligations to the School may also lead to dismissal from school and/or probation.

### **Financial Aid Student Rights**

Students have the right to know:

- \* Types of Financial Aid available at Palladium Technical Academy.
- \* The basis for eligibility and the process of fulfilling those needs.
- \* When Financial Aid has been awarded and the conditions to which they are agreeing.
- \* The refund policy.

This information is available within this catalog and through the financial aid department.

### **Reinstatement of Financial Aid Eligibility**

Financial aid recipients who lose their eligibility for financial benefits due to Unsatisfactory Progress or other forms of disciplinary actions may have their eligibility reinstated. Conditions for reinstatement include, but are not limited to, the achievement of academic standing consistent with graduation requirements. The student must request reinstatement. The School Director and Financial Aid Director will review such requests after academic advisement with the student.

If a student receives a loan to pay for their educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the funds not paid from federal student financial aid programs.

## CLASS SCHEDULES

All programs have open enrollment at the start of each module.

### Medical Clinical Assistant

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-12:30
Afternoon	1:30-6:30	1:30-6:30	1:30-6:30	1:30-6:30	1:30-4:30
Evening	5:30-10:30	5:30-10:30	5:30-10:30	5:30-10:30	5:30-9:30

760 hours in class + 160 prep hours= Total hours 920 – 32 weeks

### Medical Billing Specialist

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-12:30
Afternoon	1:30-6:30	1:30-6:30	1:30-6:30	1:30-6:30	1:30-4:30
Evening	5:30-10:30	5:30-10:30	5:30-10:30	5:30-10:30	5:30-9:30

760 hours in class + 160 prep hours= Total hours 920 – 32 weeks

### Health Information Technology

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30
Evening	5:30-10:30	5:30-10:30	5:30-10:30	5:30-10:30	5:30-9:30

780 hours in class + 195 prep hours= Total hours 975 34 weeks

### Dental Assistant

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30

910 hours – 36 weeks

### Phlebotomy Program

Day	Daily	Daily	Daily	Daily	Daily
Morning - Afternoon	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30

104 hours – 8 days

## ***EDUCATIONAL PROGRAMS***

### **MEDICAL CLINICAL ASSISTANT**

This program is designed to train students for the clinical duties routinely performed in health care facilities. These duties include taking medical histories, recording vital signs, preparing patients for examination, and assisting the physician during the exams and procedures. Students will learn human anatomy and medical terminology. They become familiar with commonly used medical instruments and equipment. Students acquire other commonly used medical skills including taking vital signs, drawing blood, giving injections, disposing of contaminated supplies, basic laboratory tests, and performing electrocardiograms. Moreover, students learn to prepare and administer medications as directed by the physician. Students learn practices such as maintaining supplies and equipment, proper stocking, cleaning and disinfecting exam rooms. Medical terminology is practiced and reviewed throughout each module.

#### **Occupational Objectives**

Students completing this program will be qualified to acquire entry-level positions as medical clinical assistants in a medical office or other health care facility. This is a medical back office position.

#### **Equipment**

The skills lab area provides exam tables, mayo stands, weight scales, phlebotomy chairs, reception area to simulate the clinical practice area. Glass thermometers, electric thermometers, blood pressure cuffs both regular and large are available in the skills lab. Other equipment includes accu-check glucose meters, wheelchairs, crutches, roller bandages. The classroom/lecture area has computers available for each student.

<b><u>Title</u></b>	<b><u>Total Clock Hours</u></b>	<b><u>Total Quarter Units</u></b>
<b>MA100-Medical Fundamentals</b>	<b>40</b>	<b>3</b>
<b>CS100-Computer Essentials</b>	<b>40</b>	<b>3</b>
<b>MA101-Business and Medical Office</b>	<b>40</b>	<b>3</b>
<b>MA150-Basic Pharmacology</b>	<b>80</b>	<b>6</b>
<b>MS200-Medical System I</b>	<b>80</b>	<b>6</b>
<b>MS201-Medical System II</b>	<b>80</b>	<b>6</b>
<b>MS202-Medical System III</b>	<b>80</b>	<b>6</b>
<b>MA103-HIPPA-EMR</b>	<b>80</b>	<b>6</b>
<b>MA104-Medical Forms</b>	<b>40</b>	<b>3</b>
<b>EM102-Employment Preparation</b>	<b>40</b>	<b>3</b>
<b>EM100-Externship</b>	<b>160</b>	<b>6</b>
<hr/>		
<b>IN Class Hours</b>	<b>760</b>	<b>51</b>
<b>Prep Hours</b>	<b>160</b>	
<b>TOTAL HOURS/UNITS</b>	<b>920</b>	

**A Diploma Program**

**920 Clock Hours / 51 Quarter Credit Hours**

**Program Schedule:**

**32 Weeks, 920 Clock Hours**

**Hours:**

**Mon–Thur 8:30 AM – 1:30PM, Fri 8:30AM-12:30 PM**

**Mon–Thur 5:30 PM – 10:30 PM Fri 5:30 PM-9:30 PM**

## **CLASS DESCRIPTION**

### **MA100 Medical Fundamentals**

**20/20/3.0**

This module introduces students to the humanistic aspects of medical assisting. Students learn the history and future direction of medical assisting. Communication skills will include writing, listening, and phone skills.

### **CS100 Computer Essentials**

**20/20/3.0**

This course teaches beginning students to operate a computer efficiently. Students will be trained in the basics of computer keyboarding, recognizing hardware and software. Students will learn the computer system components such as the memory, CPU, Motherboard, keyboard, mouse, hard drive, and ROM. The students will be introduced to the most popular Microsoft Programs including Microsoft Word and Excel.

### **MA101 Business and Medical Office**

**20/20/3.0**

This course introduces the student to the business side of a medical office. Medical law and ethics are covered. Students will learn the basic business skills needed in a medical office. They will be taught the different insurance types, medical groups, referrals, medical billing, CPT, and ICD-9 coding. The various types of medical specialties and practices will be discussed.

### **MA150 Basic Pharmacology**

**40/40/6.0**

Basic pharmacology instills a working knowledge of common medications to students, as well as abbreviations, and PDR usage. Vaccination, administration techniques, and schedules are included. A CPR program prepares students for medical emergencies

### **MS200 Medical System I**

**40/40/6.0**

This course teaches students the fundamentals, anatomy, and clinical procedures of the musculo-skeletal, neurological, and integumentary systems of the body. The student will learn to screen patients, set appointments, and perform proper follow-up procedures for appointments, referrals, procedures, and billings.

### **MS201 Medical System II**

**40/40/6.0**

This course teaches the fundamentals, anatomy and clinical procedures of the cardiopulmonary, hematological, and gastrointestinal systems of the body. The student will be able to identify the urgency of appointments, laboratory testing, and referrals for specialist care and radiology.



### **MS202 Medical System III**

**40/40/6.0**

This course teaches students the fundamentals, anatomy, and clinical procedures of the endocrine, genitourinary, and reproductive systems of the body. The student will be able to assist with exams and the screening of phone calls related to general women's health, and pregnancy.

### **MA103 HIPAA-EMR**

**40/40/6.0**

Students are taught a medical software program that supports the future of the paperless healthcare facility. They will learn all aspects of the system from registration through the charting process. HIPAA regulations are covered in depth as they relate to insurance processing and records managements in the healthcare environment. The patient's right to confidentiality and privacy are covered extensively.

### **MA104 Medical Forms**

**20/20/3.0**

The proper completion of the various forms used in healthcare is covered. The types of information generally needed, how to locate the information and who is authorized to complete these forms are part of this module. Proper letter writing for the healthcare facility and samples used for different purposes are included.

### **EM102 Employment Preparation**

**20/20/3.0**

Students will learn employment-seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow-up techniques.

### **EM100 Externship**

**10/0/150/6.0**

Students will be placed in a medical office for externship after successfully completing all other modules. The externship will allow the student to apply what they have learned in all areas of the medical office as well as the billing department. The externships take place in offices of family medicine, pediatrics, obstetrics, gynecology, surgery, and other available specialties.

## MEDICAL BILLING SPECIALIST

This program is designed to train students to perform duties related to billing procedures for health care providers such as physicians, clinics, hospitals and billing companies. Students learn a variety of computer software skills: MS Word, medical billing software and bookkeeping software. Students will learn medical terminology and anatomy as it applies to proper ICD-9 and CPT coding. They will learn about various insurance plans and different types of coverage and insurance form completion. Computerized billing and manual billing are both covered. Students acquire the skills needed for following claims through the cycle and effective communication with insurance companies. Collection procedures and generating reports are covered along with business math. The use of medical office management software is emphasized to take full advantage of computer technology. Other areas of medical billing, including the patient's billing statements and aging of the accounts receivable are also covered in this program. Students will get to know the different government programs such as Medicare and Medi-Cal. The use of the Internet to check insurance benefits and eligibility is taught in this program.

### Occupational Objectives

Students completing this program will be qualified to acquire an entry-level position as a medical billing specialist in a medical office or healthcare facility. This is a medical front office position.

### Equipment

The classroom/lecture area has desks with computers available for each student.

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
MA100-Medical Fundamentals	40	3
CS100-Computer Essentials	40	3
MA101-Business and Medical Office	40	3
MB100-Introduction to Insurance Billing	80	6
MB102-Office Equipment & Telephone Techniques	80	6
MB200-Medical Billing Computer	80	6
MB201-ICD10 & CPT Coding	80	6
MB202-Coding for Special Programs	80	6
MA103-HIPAA-EMR	80	6
MA104-Medical Forms	40	3
EM102-Employment Preparation	40	3
EM100-Externship	160	6
<b>In Class Hours</b>	<b>760</b>	<b>51</b>
<b>Prep Hours</b>	<b>160</b>	
<b>Total Hours/Units</b>	<b>920</b>	

### A Diploma Program

920 Clock Hours / 51 Quarter Credit Hours

### Program Schedule:

32 Weeks, 920 Clock Hours

### Hours:

Monday – Thur 8:30 AM – 1:30 PM, Fri 8:30 AM-12:30 PM

Monday – Thur 5:30 PM – 10:30 PM, Fri 5:30 PM-9:30 PM

## **CLASS DESCRIPTION**

### **MA100 Medical Fundamentals**

#### **20/20/3.0**

This module introduces students to the humanistic aspects of medical billing. Students learn the history and future direction of medical billing. Communication skills will include writing, listening, and phone skills.

### **CS100 Computer Essentials**

#### **20/20/3.0**

This course teaches beginning students to operate a computer efficiently. Students will be trained in the basics of computer keyboarding, recognizing hardware and software. Students will learn the computer system components such as the memory, CPU, Motherboard, keyboard, mouse, hard drive, and ROM. The students will be introduced to the most popular Microsoft Programs including Microsoft Word and Excel.

### **MA101 Business and Medical Office**

#### **20/20/3.0**

This course introduces the student to the business side of a medical office. Medical law and ethics are covered. Students will learn the basic business skills needed in a medical office. They will be taught the different insurance types, medical groups, referrals, medical billing, CPT, and ICD-9 coding. The various types of medical specialties and practices will be discussed.

### **MB100 Introduction to Insurance Billing**

#### **20/20/3.0**

This module introduces students to private insurance, HMO's, PPO's, Medicare, Medi-Cal, and Workmen's Compensation referrals. Training is provided in this module on proper completion of referrals and reports. This module also introduces our students to medical terminology. Medical terminology will be taught in each module.

### **MB102 Office Equipment and Telephone Techniques**

#### **20/20/3.0**

This module will teach students proper telephone etiquette. Students will learn how to take messages as well as how to determine the importance of the call. The student will use the typewriter, 10 key calculator, and computer for processing referrals and Worker's Compensation reports.

### **MB200 Medical Billing Computer**

#### **40/40/6.0**

Students will learn to input patient demographic and insurance information into computers. Students will also learn to work with CMS-1500 & UB-4 insurance forms. This procedure allows students to see the whole aspect of medical software usage.

**MB201 ICD-10 and CPT Coding****40/40/6.0**

Students learn to code from CPT and ICD-9 coding books. They will get to know the idiosyncrasies of these manuals. Procedure and diagnosis coding are covered in this class.

**MB202 Coding for Special Programs****40/40/6.0**

Special emphasis is put on various government programs such as: CHDP, PACT, Medi-Cal, Medicare, and FFHC.

**MA103 HIPAA-EMR****40/40/6.0**

Students are taught a medical software program that supports the future of the paperless healthcare facility. They will learn all aspects of the system from registration through the charting and billing process. HIPAA regulations are covered in depth as they relate to insurance processing and records management in the healthcare environment. The patient's right to confidentiality and privacy are covered extensively.

**MA104 Medical Forms****20/20/3.0**

The proper completion of the various forms used in healthcare is covered. The types of information generally needed, how to locate the information and who is authorized to complete these forms are part of this module. Proper letter writing for the healthcare facility and samples used for different purposes are included.

**EM102 Employment Preparation****20/20/3.0**

Students will learn employment-seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow-up techniques.

**EM100 Externship****10/0/150/6.0**

Students will be placed in a medical office for externship after successfully completing all other modules. The externship will allow the student to apply what they have learned in all areas of the medical office as well as the billing department. The externships take place in offices of family medicine, pediatrics, obstetrics, gynecology, surgery, and other available specialties. Billing services may also be utilized for this externship.



## **CLASS DESCRIPTION**

### **CS 107 Database Management & Reports**

**20/40/4.0**

Database software is used extensively by business and government agencies for such applications as mailing list, sales journals, order processing, inventory control, etc...Through the use of computerized tutorials and practical exercises, the student will gain a working knowledge of the fundamental uses of databases. The student will learn database creation, editing, sorting, indexing, file merging, report creation and printing, macros and other related skills. Students will also use MS PowerPoint to learn the basics of creating presentation materials. They will also be adding animations and other enhancements to these presentations.

### **EHR 102 Medical Terminology**

**40/40/6.0**

In this module, the focus will be Medical Terminology. Students will learn the ways to understand Medical Terms and how they are constructed. Different systems and diseases are covered in this module.

### **EHR 100 U.S. Health Care System**

**20/20/3.0**

Students learn about the overall healthcare system in the United States. The U.S. Healthcare organizations and their structures are explained. Students get to know different healthcare services resources that are available in the U.S. Roles of government are also explained.

### **EHR 120 Medical Records I**

**40/40/6.0**

Students will be introduced to aspects of maintaining medical records and filing systems. Students will learn how to transfer, release, purge, store, and destroy records and files.

### **EHR 130 Medical Records II**

**40/40/6.0**

Students continue with the lesson that they have learned in EHR120. The importance of confidentiality and ethical conduct are studied. In addition, effective communication and using terminology that are appropriate for health care setting is reviewed. Students will learn to create and work with appropriate files.

### **EHR 200 Medical Billing I**

**40/40/6.0**

The student will be introduced to Medical Billing. The students will learn the general concepts of medical billing procedures used in the medical office and medical industry. In addition, the student will gain the basic knowledge and understanding of the fundamental billing methods and procedures including the unique requirements for billing specific Payer Programs such as: Medicare, Medicaid, Private Insurance, HMO, IPA, PPO, Workers Compensation, and Personal Injury.

## **EHR 210 Medical Billing II**

**40/40/6.0**

The students will be introduced to the Electronic Age of Medical Billing including all ANSI the (American National Standard Institute) requirements for Electronic Data Interchange (EDI). The student will learn the ANSIX 12N 837 Professional, ANSIX 12N 837 Institutional, ANSI 835 Payment Advice Format, ANSI 270/271 Claim Status Request and Response, and the ANSI 270/271 Eligibility and Benefit Requests. The student will also be introduced to setup of comprehensive medical charts.

## **EHR 220 Medical Billing III**

**20/40/4.0**

The student will be introduced to a setup of comprehensive Medical Billing collections Procedures and Processes, which ensures the appropriate and timely reimbursements for all payable medical services and procedures.

## **EHR 300 Electronic Health Records I**

**20/40/4.0**

The student will learn the HIPAA and Certification Commission for Health Information Technology (CCHIT) Security Regulations that govern EHR/EMR implementations in Health Care Facilities. The student will become fully familiar with current government regulations and standards for medical practices as defined by both HIPAA and CCHIT. In addition, the student will be instructed on how a medical facility can adhere to the guidelines to qualify for EHR (Electronic Health Record) certification under the American Recovery and Investment Act (ARRA).

## **EHR 310 Electronic Health Records II**

**20/40/6.0**

The student will learn the Interoperability standards affecting Health Information Exchange as defined by the Health Level Seven specification (HL7). The student will become familiar with the criteria for representing and communicating data associated with health care.

## **EHR 320 Electronic Health Records III**

**20/40/6.0**

The student will learn the concepts and implementation strategies for the use of E-RX Electronic Prescriptions within the medical office. The student will be taught how to optimize the benefits provided by E-Rx to enhance physician and patient relationships.

## **EM 102 Employment Preparation**

**20/20/3.0**

Students will learn employment-seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow-up techniques.

## **DENTAL ASSISTANT**

This program is designed to provide students with the skills and knowledge to become a skilled Dental Assistant. These skills are many and vary with the dental practice. Dental assisting is rewarding for a person who likes something new each day and is a people person. Students will learn about the oral cavity and tooth structure, dental charting, oral health care and patient care. Biomedical science provides the student with core knowledge of anatomy and physiology and their relationship to dentistry. Oral pathology, infection control, dental and medical emergencies and basic life support are also taught. Students earn an Infection Control Certificate and a CPR Certificate. Professional ethics is taught and demonstrated throughout the entire program. Chair side procedures teach students skills required in dentistry. Instrumentation for all the dental procedures, patient care, the use of four handed dentistry, manipulation of dental materials incorporate the knowledge learned in dental materials class. Students will obtain a working knowledge of the basic principles and characteristics of radiation, the biological effects of radiation and radiation safety procedures. After successfully passing a California Radiation Safety Examination, they will obtain a California Radiation Safety Certificate and will be qualified to take dental x-rays of patients. Students will learn to prepare dental material appropriate to the dental procedure, pour models from impressions and other laboratory procedures. Students will also gain knowledge and acquire skills of Dental Specialty Practices; basic electronic medical record keeping, appointment management, basic accounting, dental insurance management, banking and patient protocol is taught to prepare students for the paperless era. The program has an externship which provides a real work-world setting for students to utilize their knowledge and skills under the supervision of a Dentist, his/her staff and a Palladium Technical Academy faculty member.

### **Occupational Objectives**

Students completing this program will have a Radiation Safety Examination Certificate as well as an Infection Control Certificate and qualified to be gainfully employed as a Dental Assistant. Students will also have clear understanding of the additional skills and education available that provides a career ladder for Dental Assistant to Registered Dental Assistant, Expanded Function Registered Dental Assistant and /or Specialty Practices such as Orthodontics Assistant, or Oral Surgery Assistant.



## Equipment

The Dental Assisting program has an equipped dental office consisting of two functioning dental chairs, one x-ray machine, X-ray film, film processor, compressor, x-ray mannequin, dental instruments, tray set ups, sterilizer, dental materials, dental laboratory equipment, such as impression material, mixing bowls, spatulas, impression trays, appointment book, computer, dental records, patient health history, insurance forms, treatment plans, office supplies and a telephone.

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
DA 100 - Bio-Dental Science I	50	4
DA 101 - Bio-Medical Science II	50	3.5
CS 100 - Computer Essentials	50	3.5
DA 102 – Chairside Assisting I	75	5.75
DA 103 - Chairside Assisting II	75	5.25
DA 104 - Dental Materials	50	3
DA 105 - Dental Radiography I	75	5.75
DA 106 - Dental Radiography II	75	5.25
DA 107 - Dental Business Office	50	3.5
DA 108 - Dental Specialty Practices	50	3.5
DA 109 – Dental Extended Functions	75	5.25
DA 200 - Medical/Dental Records	50	3.5
EM 102 - Employment Preparation	25	2
EM 100 - Externship	160	6
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<b>TOTAL HOURS/UNITS</b>	<b>910</b>	<b>59</b>

**A Diploma Program  
Program Schedule:  
Hours:**

**910 Clock Hours / 59 Quarter Credit Hours  
36 Weeks, 910 Clock Hours  
Monday–Friday 8:30 AM – 1:30PM**

## **CLASS DESCRIPTION**

### **DA 100 Bio-Dental Science I**

**30/20/4.0**

This course provides the student with the basic knowledge of the structures of the oral cavity, tooth morphology, head and neck anatomy, dental, charting, oral health care, and patient interaction.

### **DA 101 Bio-Medical Science II**

**20/30/3.5**

This course is an over view of the human anatomy and physiology and its relationship to dentistry. The course includes oral pathology, infection control, dental and medical emergencies, basic life support instruction, CPR Certification, and critical thinking. Professional ethics are also an integral part of the course.

### **CS 100 Computer Essentials**

**10/15/1.75**

In this course, students will learn computer keyboarding, hardware, software computer programs and the application of these programs. They will become knowledgeable in computer systems such as memory, motherboard, keyboard, mouse, hard drive, and ROM. Students will acquire the level of proficiency necessary for entry level work.

### **DA 102 Chair side Assisting I**

**40/35/5.75**

This is a core class in which students learn the fundamental skills necessary to assist the dentist with dental procedures. The course consists of patient preparation instrument identification, tray set up, cavity classification, charting, oral evacuation, anesthetic preparation, four handed dentistry techniques, and the use and care of the dental equipment. In lab the student will put into practice the information that is presented in lecture. There will be simulated procedures and the student will practice four handed techniques, sterilization techniques, tray set up, dental charting, patient education, care and use of equipment and other skills identified in the preceding lecture.

### **DA 103 Chair side Assisting II**

**30/45/5.25**

This course is a continuation of Chairside Assisting 1 with emphasis on dental procedures found in general dentistry. Students will prepare for and take the infection control course and the examination for their certificate in infection control which is mandated by the California Dental Board. In lab students will work in groups in a simulated dental office setting to practice the dental procedures that they have learned. They will achieve mastery of the specific skills. Students will have the opportunity to take health histories, demonstrate their knowledge of cavity classification and prepare correct tray setup and participate in community education. The course also includes an introduction to professional dental assisting organizations and other professional organizations. The role of the California Dental Board is also defined.

**DA 104 Dental Materials****10/40/3.0**

This course provides the student with a working knowledge of the chemical and physical properties of restorative dental materials and how they are used in restorations. Laboratory materials chemical and physical properties and their use in dentistry is also part of this course. The laboratory portion of this course consists of manipulation of dental materials that are specific to taking impressions, pouring casts, trimming models, and care and maintenance of the laboratory equipment and materials.

**DA 105 Dental Radiography I****40/35/5.75**

This course is an in-depth study of Dental Radiography. The lecture will provide the student with a working knowledge of the basic principles and characteristics of radiation. It also includes the biological effects of radiation and radiation safety measure and meets the standard of dental radiography established by the California Dental Board. The student will expose and mount radiographs that they have taken on a manikin. Students will learn both the traditional and the digital method and upon completion of the course, will be able to take radiographs of good diagnostic quality.

**DA 106 Dental Radiography II****30/45/5.25**

This course continues to expand student knowledge of dental radiography procedures used in the dental office. Concentration will be centered on student preparation to successfully pass the California Radiation Examination and receive the California Radiation Safety Certificate. With direct supervision by a dentist or Instructor that holds a Radiation Safety Certificate, students will perform a full mouth series on (3) clinical patients. The full mouth series must be of good diagnostic quality to receive a passing grade. Students will continue to improve their skills with the use of the mannequin.

**DA 107 Dental Business Office****20/30/3.5**

Students learn the protocol for meeting, greeting and seating, taking health histories and reviewing the patient record, and currency. They will also develop skills in appointment management, presentation of dental care plan, financial planning, a variety of record keeping methods that are currently used in the dental office, insurance management, staff management, dental laboratory contact, supply inventory recall system.

**DA 108 Dental Specialty Practices****10/15/1.75**

Students will be provided with basic understanding of Endodontics, Orthodontics, Periodontics, Prosthodontics, Oral and Maxillofacial Surgery, and Pediatric Dentistry. Basic information will be presented about the specialty and the dental assisting duties for the specialty. Guest lecturers from the various specialties are a part of the curriculum.

**DA 109 Dental Extended Functions****30/45/5.25**

This module will introduce students to the different types of dental prosthesis used in dentistry. Students will recognize the difference between fixed and removable prosthesis and how they are fabricated. Students will recognize the specialty of periodontics and its importance in dentistry. Students will recognize the specialty of periodontics and its importance in dentistry. Students will recognize the specialty of endodontics and its importance in dentistry. Students will recognize the specialty of oral surgery and its role in dental treatment.

**DA 200 Medical and Dental Records****10/15/1.75**

Students will learn a software program that supports Dental and Medical record keeping, dental insurance management, and other records as the dental practices becomes paperless. HIPAA regulations are taught in depth as they relate to insurance processing and record management. Emphasis is placed on the rights to confidentiality and privacy.

**EM 102 Employment Preparation****15/10/2.0**

Students will learn how to utilize sources for finding a job, such as the internet, newspaper, and associates. They will learn how develop a resume, write a cover letter, interview, and follow up techniques. There will be in class practice of the skills.

**EM 100 Externship****10/150/6**

Students will be assigned to Dental offices that offer a quality learning experience and will collaborate with Palladium Technical Academy. Students will assist in the dental procedures they have been trained in with the supervision of the dentist and /or his /her designated staff member.

## PHLEBOTOMY PROGRAM

This program is designed to provide students with the skills and knowledge to become a Certified Phlebotomist Technician (CPT1). Becoming a phlebotomist or CPT1 opens up opportunities for students to advance in the healthcare field by allowing them to work at facilities such as clinical laboratories, hospitals, community health centers, nursing homes, doctor's offices, blood donation centers and other health care facilities.

The students are given instruction in a classroom and clinical setting. By providing these two methods of instruction for the students, it allows them to successfully be able to safely collect and handle blood specimens from a variety of patients.

The program has an externship which provides a real work-world setting for students to utilize their knowledge and skills under direct supervision of a qualified medical professional, in coordination with a Palladium Technical Academy faculty member.

Students must have a high school diploma or equivalent for admission to this program.

### Occupational Objective

Students completing this program will be qualified to challenge the national exam and to apply for certification from the Laboratory Field Services, California Department of Public Health for Certified Phlebotomist Technician (CPT1).

### Equipment

The skills lab area provides phlebotomy chairs, exam tables, and mayo stands to simulate the clinical practice area. Other equipment includes; vacuum collection devices, butterfly needles, syringes, capillary skin puncture, and glucose meters. The classroom/lecture area has computers available for each student.

<b>Title</b>	<b>Total Clock Hours</b>
Module 1	8
Module 2	8
Module 3	8
Module 4	8
Module 5	8
Module 6	8
Module 7	8
Module 8	8
Externship	40

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**TOTAL HOURS**

**104**

Diploma Program

104 Clock Hours / 8 Days

Monday-Friday: 8:00 AM - 4:30 PM

**Module 1**

This course provides an introduction to Phlebotomy as a profession. The student will be taught infection control, isolation techniques, universal precautions, and waste disposal. The student will be introduced to blood collection equipment for venous and capillary blood collection. The foundations of medical terminology are taught in this module as well as throughout the program.

**Module 2**

This course is an overview of the human anatomy and physiology of the Digestive and Respiratory systems. Students are taught preparation of the skin puncture site including proper antiseptic. Vein selection will be discussed and demonstrated including post puncture care and specimen identification.

**Module 3**

This course is an overview of the human anatomy and physiology of the Circulatory system including Cytology and Histology. Overall body systems and organs are taught. Blood collection equipment is further discussed and demonstrated. Students are taught “Order of Draw” including tube additives and how they affect test results.

**Module 4**

This course evaluates blood collection on special populations including; pediatric and geriatric patients. Students will be taught the use and need of butterfly and syringe method. Procedural error risks and patient complications are discussed.

**Module 5**

This course discusses safety and blood borne pathogens in the medical environment. Quality assurance and quality control are stressed including corrective actions in test requisitions, specimen handling and processing.

**Module 6**

This course teaches the students how to properly collect a specimen, rejection criteria and preanalytical considerations. With the ever changing technology in the medical setting, students are taught the essentials in electronic medical records for accurate data entry of patient demographics and test ordering.

**Module 7**

This course prepares the student to perform capillary skin puncture and necessary equipment. Arterial blood gases are discussed in preparation for the student to study as a CPT II. The students will continue to expand their knowledge of anatomical site selection.

**Module 8**

This course emphasizes legal issues and cases involving phlebotomy procedures. Students are given the tools to manage stress in the work environment. The Clinical Laboratory Improvement Act (CLIA) is introduced and discussed.

**Externship**

Students will be placed in a medical office for externship after successful completion of all other modules and maintaining 100% attendance throughout the program. The externship will allow the student to apply what they have learned. The student is required to attend for 40 hours and obtain 50 venipunctures and 10 skin punctures. Upon completion, the student will be eligible to apply for their certification from the Laboratory Field Services, California Department of Public Health for Certified Phlebotomist Technician (CPT1).

## CONSUMER PROTECTION

- Palladium Technical Academy has not entered into a transfer or articulation agreement with any other college or university.
- Palladium Technical Academy has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal Law.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you, prior to signing an enrollment agreement.
- For graduation rates, median debt of graduates completing programs, and other important information, please visit [www.palladiumta.com](http://www.palladiumta.com).
- 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Phone: (888) 370-7589, Fax: (916) 263-1897:

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Toll-free telephone number: (888) 370-7589  
Fax: (916) 263-1897  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, Georgia 30350  
Phone: (800) 917-2081



<p><b>HEADING EAST</b></p> <ul style="list-style-type: none"> <li>➤ 10 freeway East</li> <li>➤ Exit on Baldwin Avenue going North</li> <li>➤ Turn right on Lower Azusa Road</li> <li>➤ Continue to 10229 Lower Azusa Road, Temple City, 91780 on the north side of the street.</li> </ul>	
<p><b>HEADING WEST</b></p> <ul style="list-style-type: none"> <li>➤ 10 freeway West</li> <li>➤ Exit on Santa Anita Avenue going North</li> <li>➤ Turn left on Lower Azusa Road</li> <li>➤ Continue to 10229 Lower Azusa Road, Temple City, 91780 on the north side of the street.</li> </ul>	
<p><b>FROM THE SOUTH</b></p> <ul style="list-style-type: none"> <li>➤ 605 freeway North</li> <li>➤ Exit on Lower Azusa Road</li> <li>➤ Turn left on Lower Azusa Road</li> <li>➤ Continue to 10229 Lower Azusa Road, Temple City, 91780 on the north side of the street.</li> </ul>	
<p><b>FROM THE NORTH</b></p> <ul style="list-style-type: none"> <li>➤ 210 freeway East</li> <li>➤ Transition to 605 freeway South</li> <li>➤ Exit on Lower Azusa Road</li> <li>➤ Turn right on Lower Azusa Road</li> <li>➤ Continue to 10229 Lower Azusa Road, Temple City, 91780 on the north side of the street.</li> </ul>	