



2222 Marion - Mt. Gilead Rd.
Marion, OH 43302

Phone: (740) 389-4682
Fax: (740) 389-4683

Dear Prospective Student:

Thank you for your interest regarding our **Patient Care Technician** program. The 2010-2011 program is scheduled to begin September 1, 2010 with orientation on August 31, 2010 at 9 AM.

We have enclosed the following information to assist you in learning more about the program and to allow you to begin the application process.

The following information includes:

- Patient Care Technician job outlook and nature of work sheet.
- Patient Care Technician program expenses sheet
(Fees are subject to change)
- Transcript request form (available on website)
- Patient Care Technician student application form (available on website).
 - To apply for the program you must return the student application form with the non-refundable application fee: \$95 for full time program. **The 2010-2011 class is filling up call fast – call for the latest information.**

Each year we have a limited number of spots available, so we encourage you to apply early. If you have any questions about the information enclosed, please contact us at (740) 389-4682 or visit our website at www.tririvers.com.

Thank you for your interest in Tri-Rivers Center for Adult Education. We look forward to assisting you with your training needs. Tri-Rivers, your future, your choice!

Sincerely,

Lori McGuire

Program Coordinator
Patient Care Technician
Tri-Rivers Center for Adult Education



Patient Care Technician Options 2010-2011

Option A: Patient Care Technician* \$6320.00*

718 hours full-time

Financial Aid Available

Only path to receive a career passport upon completion.

Option B: Health Care Aide* \$1697.00 (plus books & supplies)

Part-time

Nurse Aide, Home Health Aide, First aid & Emergencies,

Resume (*medical terminology is strongly recommended)

Option C: Medical Administrative Assistant* \$2980.00 (plus books & supplies)

Part-time

Anatomy and Physiology, Medical

Terminology, Basic Computer, Keyboarding, Excel,

Power Point, Word, Resume, Medical Coding, Medical

Transcription, Medical Billing, Health Unit Coordinating

Option D: Phlebotomy Technician* \$1650.00 (plus books & supplies)

Part-time

Medical Terminology

Anatomy and Physiology, Phlebotomy,

Resume

Option E: EKG Technician* \$1593.00 (plus books & supplies)

Part-time

Medical Terminology

Anatomy and Physiology, EKG,

Resume

Options B, C, D, & E : Financial Aid is not available. Students must complete an application (\$50.00 application fee) and are required to take the Reading for Information Work-Keys test. Contact the Adult Education office for more information.

Options A, B, D & E require students to complete clinical time. There is a clinical dress code that students must follow and all physical exam requirements must be met.

Entrance into a part-time program is based on availability.

***Textbooks and supplies are not included with cost of tuition, except where noted.**



Medical Assistants (PCT - Patient Care Technicians)

Nature of the Work

Medical assistants perform routine administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. They should not be confused with physician assistants, who examine, diagnose, and treat patients under the direct supervision of a physician.

The duties of medical assistant vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually are "generalists", handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators.

Medical assistants perform many administrative duties, including answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.

Clinical duties vary according to State law and include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings.

Medical assistants also may arrange examining-room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

Working Conditions

Medical assistants work in well-lighted, clean environments. They constantly interact with other people and may have to handle several responsibilities at once. Most full-time medical assistants work a regular 40-hour week. Some work part time, evenings, or weekends.

Employment

Medical assistants held about 483,600 jobs in 2008. Almost 62 percent worked in offices of physicians; about 13 percent worked in public and private hospitals, including inpatients and outpatient facilities; and almost 11 percent worked in offices of other health practitioners, such as chiropractors and podiatrists. The rest worked mostly in outpatient care centers, public and private educational services, other ambulatory healthcare services, State and local government agencies, medical and diagnostic laboratories, nursing care facilities, and employment services.



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Job Outlook

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2018 as the health services industry expands because of technological advances in medicine, and a growing and aging populations. Increasing utilization of medical assistants in the rapidly-growing healthcare industries will result in fast employment growth for the occupation. In fact, medical assistant jobs are among the fastest growing occupations over the 2008-2018 period.

Employment growth will be driven by the increase in the number of group practices, clinics, and other healthcare facilities that need a high proportion of support personnel, particularly the flexible medical assistant who can handle both administrative and clinical duties. Medical assistants work primarily in outpatient settings, which are expected to exhibit much faster-than-average growth.

In view of the preference of many healthcare employers for trained personnel, job prospects should be best for medical assistants with formal training or experience, and particularly for those with certification.

Earnings

The earnings of medical assistants vary, depending on their experience, skill level, and location. Median annual earnings of medical assistants were \$28,300 in May 2008. The middle 50 percent earned between \$23,700 and \$33,050. The lowest 10 percent earned less than \$20,600, and the highest 10 percent earned more than \$39,570. Median annual earnings in the industries employing the largest number of medical assistants in May 2008 were as follows:

General medical and surgical hospitals	\$29,720
Offices of physicians	\$28,820
Outpatient care centers	\$28,710
Other ambulatory health care services	\$23,570
Offices of other health practitioners	\$25,240

Additional information about health career outlooks and regional demand can be found at www.thrive-oh.org



Patient Care Technician Program

EXPENSES 2010-2011

ALL FEES SUBJECT TO CHANGE

Patient Care Technician Tuition **\$6,320.00**

Tuition Total for all individual classes equals \$6320.00
This includes the texts for Nurse Aide, CPR, and Medical Billing.
It also includes the Home Health and National Certification testing (1 test).
This does not include any other textbooks, the admission fee, or the lab fee.

***NON-REFUNDABLE FEES**

***Application Fee** (Includes initial pre-entrance testing) **\$95.00**

*Pre-entrance Retakes – WorkKeys® \$15/each test

Admission Fee **\$200.00**

Lab Fee **\$150.00**

The tuition for each payment period (quarter) is due **BEFORE** the first day of the payment period. Applicants are encouraged to begin to save towards their education even before acceptance to the program.

Payment dates for Tuition

Qtr. I September 1, 2010	\$1,580.00		
Qtr. II October 25, 2010	\$1,580.00		
Qtr. III January 3, 2010	\$1,580.00	TOTAL DUE TO SCHOOL:	\$6,765.00
Qtr. IV February 11, 2010	\$1,580.00		

Items listed below are not included with tuition

Textbooks (not included in tuition – estimate only) **\$ 1,100.00**

The majority of the textbooks are the responsibility of the student.
A listing of required textbooks will be provided to each student.
Optional: WorkKeys Study Guide \$17 each or \$51 total

Additional Student Expenses: (Costs are estimates only)

PCT fulltime, and option B – Health Care Aide

2 uniforms and lab coat	\$105
Watch with second hand	\$ 35
Physical exam – including inoculations	
2-step TB (Mantoux) and Hepatitis series	\$441
Drug Screening	\$ 80
Lab work (see physical form)	\$150
Hosiery/Shoes	\$125
Make-up time/hours	\$ 30
BCI / FBI background screening checks	\$ 70
<i>Clinical sites may require students to obtain</i>	
<i>Seasonal and H1N1 flu vaccines</i>	\$ 60

PLEASE CALL SCHOOL FOR INFORMATION ON PRICING OF PART-TIME OPTIONS.

Patient Care Technician Timeline/Checklist 2010-2011

1. Submit application and application fee
2. Sign up for and complete WorkKeys® tests (3)
3. Interview with Program Coordinator
 - a. After submitting your application and application fee and passing the Work Keys tests, you will be required to interview with the program coordinator. Please contact the school to arrange this interview after you receive your Work Keys results. After your interview, a letter will be mailed out to those individuals who have been accepted into the Patient Care Technician Program.
4. Secure funding for program - financial aid is available for qualified students for full-time PCT program.
5. Submit admission fee.
6. Receive copy of your textbook list & start purchasing required texts.
7. Program Orientation is August 31, 2010 at 9:00 am.
8. Classes start September 1, 2010 at 8:00 am.
9. Background checks (BCI & FBI) are due the first day of class.
10. TB test(2 step Mantoux), and Physical Examination requirements need to be turned in NO LATER than September 9, 2010. Failure to turn in your physical examination requirements by stated date may be cause for dismissal.

FAQs - Frequently Asked Questions

Q: *When is the Physical Exam due?*

A: It is due September 9, 2010.

Q: *What is a mantoux (TB) test and can you explain why it's needed?*

A: A Mantoux Test is a skin test which is used to test someone for signs of exposure to Mycobacterium tuberculosis, the bacterium which causes tuberculosis infection. Because tuberculosis is highly infectious, people who seek employment



in the healthcare field, government agencies, or attend school, are often required to get a Mantoux Test.

Q: You require the hepatitis B series vaccination, how long will it take for me to complete the series and what if I already have it completed?

A: The hepatitis B series vaccination is given as a series of three injections. You will receive your first injection and wait 1 month before you receive your second injection. After 6 months, you will receive your final injection. If you already have had the series, you must present dated, signed, proof that you had it completed. You may also ask your physician to send you for a titer. Because of the length of time it will take to complete the series, you should start this before the start of the school. If you fail to receive your hepatitis series, you will be ineligible to participate in phlebotomy clinicals, thus you will not be able to successfully complete the program.

All information is subject to change without notice.

Q: What do I have to do to take the Home Health Certification Test?

A: You must pass all required courses and obtain your state tested nurse aide certification. Home Health is included with your tuition for the 2010-2011 PCT program.

Q: What do I have to do to be eligible to take the National Health Career Association's Certified Patient Care Technician examination?

A: You must obtain your STNA, successfully complete all courses and clinicals and also obtain the required amount of successful phlebotomy venipunctures and dermal punctures.

Q: What is your attendance policy?

A: 90% Attendance is required for all courses. The only exception is Nurse Aide which requires 100% attendance. If a student falls below 90%, it may be cause for dismissal from the Program. Make up time is at the student's expense of \$30.00 per hour.

Q: Are cell phones permitted in school?

A: Cell phones are permitted in the school, but are students are **not** permitted to use cell phones in the classroom.



Additional information:

- ✓ You must maintain a minimum of **90%** attendance for classes, but by Nurse Aide which the state requires **100%** attendance.
- ✓ Textbooks are NOT included with tuition, unless otherwise stated.
- ✓ Testing fee for Nurse Aide is NOT included with tuition. You must achieve your STNA certification in order to take the Certified Patient Care Technician Examination and Home Health Aide Examination.
- ✓ Some clinical sites may require students to obtain their seasonal and H1N1 flu shots, please be prepared for this if required.
- ✓ Students must have their hepatitis series completed to enter the PCT clinical portion. It is required for phlebotomy course.
- ✓ Cell phones are **not** permitted in class. They must be turned off.
- ✓ Breaks are limited to 10 minutes for every hour of classroom instruction.
- ✓ **Disruptive behavior, theft, damage, dangerous weapons, and substance abuse will not be tolerated and is cause for removal and/or dismissal.**
- ✓ Additional information can be found in the adult education student handbook. The handbook will be reviewed during orientation.

All information posted on the Internet is subject to change – please contact the school (740) 389-4681 for latest information.

Students submitting applications after the current year's class is full will be considered for acceptance into next year's class.



Patient Care Technician/Nurse Aide - Clinical Dress Code

** Students are required to purchase their own uniform. Questions regarding uniforms should be directed to the classroom instructor.*

BOTTOMS

Skirt or slacks must be Navy Blue.
NO sweat pants. - NO stretch pants. - NO knits or other clinging materials.

TOPS

Tops must be uniform top, smock, shirt, or blouse. - **Must be Navy Blue.**
NO sweaters.
NO tee shirts (unless under smock or shirt).
NO shirt tails hanging out. If it is a blouse or shirt, it must be tucked in.

SHOES

Shoes do not have to be nursing shoes, but must be closed, sturdy, and white (unless otherwise approved by instructor).
Shoes must be cleaned and polished. Laces must be clean.

SOCKS

White or flesh-colored hose may be worn - White anklets may be worn.

UNDERGARMENTS

A full slip must be worn under skirts or flesh-colored hose.
NO bikini underwear. - NO colored or printed undergarments.

HAIR

The hair must be clean; must be worn back off of the face.
If longer than collar-length, the hair must be pulled back and secured with a barrette or rubber band.

JEWELRY

Only wedding bands may be worn.
Pierced earrings may be worn; studs only. - Clip earrings may be worn.
NO dangling earrings; NO hoops. - NO bracelets.
NO chains or necklaces that hang outside your uniform.
NO body piercing - NO tattoos shall be exposed.

MAKE-UP

Keep make-up simple. Remember, you're not going to a party or on a date.

OTHER

NO nail polish. - Nails must be short and clean.
NO artificial nails.
NO perfume or cologne.