

# New York Center For Medical Assistant Training

---

Skill Training . Human Development

---

## CAREER CATALOG 2024-2025

[www.nycmedicaltraining.com](http://www.nycmedicaltraining.com)  
718-6580456/0428



-Vol. 12

Publication Date: June 16, 2025

**"I certify that the information contained in this catalog is true and correct in content**

**and policy.”**

*Dr. Lall Chand/Director*

	<b>Page</b>
<b>General Information</b>	<b>1</b>
<b>Institutional Policies:</b>	
<b>Enrollment Requirements</b>	<b>2</b>
<b>Leave of Absence</b>	<b>2</b>
<b>Class Cuts/Tardiness/Make-ups</b>	<b>2</b>
<b>Grade Scale</b>	<b>2</b>
<b>Standards of Progress</b>	<b>3</b>
<b>Grade Average</b>	<b>3</b>
<b>Probation</b>	<b>3</b>
<b>Graduation Requirements</b>	<b>4</b>
<b>Attendance</b>	<b>4</b>
<b>Conduct/Dismissal</b>	<b>4</b>
<b>Refunds</b>	<b>4</b>
<b>Fees, Tuition, Books and Supplies</b>	<b>5</b>
<b>Payment</b>	<b>5</b>
<b>School Facilities</b>	<b>5</b>
<b>Credit Granting</b>	<b>5</b>
<b>Certification Exam</b>	<b>5</b>
<b>Education Approval</b>	<b>6</b>
<b>Course Descriptions</b>	<b>7 &amp; 8</b>
<b>School Holiday Calendar</b>	<b>9</b>
<b>Course Start Date Calendar</b>	<b>10</b>
<b>Complaint Procedure</b>	<b>11</b>
<b>Tuition Refund</b>	<b>11</b>
<b>Catalog Disclaimer</b>	<b>12</b>
<b>Cancellations</b>	<b>12</b>
<b>Withdrawal</b>	<b>13</b>

New York Center for Medical Assistant Training  
 153-27 Hillside Avenue, #2A  
 Jamaica, NY 11432  
*Official Catalog Volume 12 Jun 16, 2024*

In 2006 Doctor Lall Chand, MD opened the New York Center for Medical Assistant Training.  
 His love and dedication for the medical field inspired Dr. Chand to provide training to people

who were interested in becoming Medical Assistants. Dr. Chand believes he must provide quality training to these people in order to be successful. To accomplish this, Dr. Chand consistently evaluates the Medical Curriculum with industry specialists, rewrites the curriculum and hires qualified industry individuals to teach.

## HE T MISSION

The New York Center for Medical Assistant Training Mission is to provide the skills necessary for graduates to be placed in the Medical Assistant field. The school's role in achieving this mission is to keep current with employer expectations, and maintain those expectations based on academic standards.

## HE T FACULTY

**LALL CHAND, MD** is owner of The New York Medical Career Training Center. Instructor/Medical Assistant Coordinator; Dr. Chand is a licensed Instructor by NYS Education Department and has fifteen-year teaching experience to teach allied Medical Assistant courses.

**Dr. Cesar Cordova:** Licensed Teacher by The New York State Education Department to teach full MA course. Dr. Cordova obtained a doctor in Medicine from El Salvador 2014 and completed his Masters Degree in Adult Education at Fordham University in December, 2018 in information Technology.

**MS. FARZANA KAKOLI** is the School Agent for enrollment of students. She is a former student who completed the Medical Billing course at The New York Ctr. For Medical Training and has 4 years of Office administration experience and did his B.S in Biology from Bangladesh.

**MS. Sherry DeSouza David: Administrative** Assistant Ms. David has considerable experience and came to us highly recommended with excellent references.

**DR. Sikander Masood** teaches medical assistant course. He has more than fifteen years of experience in allied Health Care field in which he has taught /worked more than seven schools in greater metropolitan area.

-1-

**MS. LAJ KALRA, RN Graduated from Adalphi University, NY.** Ms. Kalra has considerable experience. She has master's degree in English literature and Bachelors' in accounting from India.

**ERICA CARR, LPN** teaches nurse aide course. He has more than ten years of experience of teaching and direct patient care in nursing home/hospital.

## **SCHOOL ADVISORY COMMITTEE MEMBERS:**

1. Dr. Chowdhury Sarwar Ghuman, MD PC, Pulmonologist, Queens Lung and Sleep Ctr.
2. Dr. Salima Alwani, MD PC, Internist Quality Care Health, Fresh Meadows Queens NY
3. Dr. Lall Chand, MD, New York Ctr. For Medical Assistant Training Inc.
4. Dr. Dr. Shahram Shamekh MD Great Neck NY
5. Dr. Sikander Masood, MD. Teacher Medical Assistant
6. Fatima Akter, Manager, Quality Care Medical Services
7. Ms. Joy Aparna , RN, Imaging Technician JHMC

## **INSTITUTION POLICIES**

### **ENROLLMENT:**

*Entrance Requirements* for The New York Center for Medical Assistant Training is a High School Diploma, General Education Diploma (GED) or higher College Degree. *Enrollment dates* can be obtained from the School Calendar (see school calendar). Students must be enrolled and attending no later than the third day of the first class for the first term for chosen calendar start dates. The student is expected to attend class on the first day for all subsequent terms. Upon completion of the Medical Assistant Curriculum, students will receive a *Certificate of Completion* from The New York Center for Medical Assistant Training.

### **LEAVE OF ABSENCE:**

Any student who must take a leave of absence may do so, by submitting in writing to the school Education Director. A letter stating why the student needs to take a leave of absence. When applicable and as requested by the Director, the student wishing to take the leave of absence must submit documented proof for said emergency, death in the family, or situations that the school deems necessary to have documented proof. Upon meeting these requirements, the school director will then approve, disapprove or find a solution agreed to by both director and the student, so student may or may not take a leave of absence. Both the director and the student will document all approvals, disapprovals or solutions in writing with signatures. The student will receive a copy for their record as well. A Student will not be allowed to take a leave of absence for more than two consecutive or non-consecutive terms per curriculum length.

-2-

A student who takes a leave of absence during any course term where a grade of a course will be affected will receive an incomplete grade of "I" for such courses. Once a student retakes the course, the course grade for that course will replace the incomplete "I" grade.

### **CLASS CUTS/TARDINESS/MAKE-UPS:**

All Students are responsible for all course work missed due to class cuts or absence. Make-up will consist of a minimum of one class hour of instruction (50 minutes). A student wishing to make up hours, must attend a supervised class with an instructor where they participate in the current lesson or work on a make-up assignment as assigned by the instructor for the class that

they are making up. The instructor of the supervised classed will initial a make up sheet. Under no circumstances will make up hours replace absent hours and a student cannot make up hours in advance in anticipation of absences. Excessive absences will cause student to be placed on probation (see probation policy).

GRADE SCALE		
NUMERICAL GRADE	LETTER GRADE	4-POINT SCALE
95 – 100	A	4.00
90 – 94.9	A-	3.50
85 – 89.9	B+	3.00
80 – 84.9	B	2.50
75 – 79.9	C+	2.00
70 – 74.9	C	1.50
65 – 69.9	D	1.00
Below 65	F	0.00
Incomplete	I	0.00

### STANDARDS OF PROGRESS:

Students are issued a numerical grade for each course. The numerical grade is based upon student performance for a combination of classroom work, quizzes, tests, projects and homework assignments. The numerical value of each of these factors varies from course to course and is provided to every student at the start of each course. All classroom work, quizzes, tests, projects and homework assigned during the course must be completed before the student begins the next course. A numerical grade of “0” is given for work not completed by the end of the course and that grade is averaged into the course grade, unless the incomplete work is the result of a leave of absence (refer to leave of absence). Students will receive a Mid-term Progress Report at mid-point of each term. Mid-point occurs between weeks 7<sup>th</sup> and 8<sup>th</sup>. The Mid-term progress report will indicate what the current course grade the student has averaged at this time. It will be given to the student by each course instructor as a means to inform the student current pass or fail course status. Each instructor will review this progress report with the student and if necessary inform or assign additional homework, class work and or projects to allow student to bring up their grade to passing. Final progress report will also be given to student at the end of the course. The final grade will of course indicate if the student passed or failed the class. A student, who receives a final grade of “F”, will have to repeat the course. If the course is not a pre-requisite course of the next quarter courses, the student may have the option with the approval of the Education Director, of taking the failed course along with the next term courses.

### -3-

This applies, if the school is able to do so schedule wise. A student that repeats a failed course, must pay once again all course cost. If a student fails a course due to special conditions or interruption because

the student has an emergency or must take a leave of absence, upon returning, the student may repeat the course free of charge. The student must inform in writing to the Education Director the nature for the interruption and get approval as described under the Leave of Absence Policy (see Leave of Absence). The only fees a student may be charged are book fees. This will only happen if at the time the student has returned, new books are needed for the repeated course. Students, who fail two or more courses per term, will be placed on probation. A student must pass each course in the curriculum with a minimum grade of 65% in order to continue in the program and qualify for graduation. However, the expected norm for graduates is 80%. A

student scoring below that should speak to the Education Director to seek tutoring and general academic counseling during the subsequent courses.

**CALCULATION OF GRADE AVERAGES:**

The cumulative program grade is calculated by multiplying the numerical grades received for each course by the number of hours for that course. The result is the number of quality points earned for that course. The quality points for every course are added together and divided by the total number of hours earned to determine the cumulative grade point average.

**PROBATION:**

A student will be placed on probation when the student has failed two or more courses in the same term, consecutive terms, throughout the curriculum, or has excessive absence as described under attendance. If a student fails one course the probation period will be one term only. If a student fails two or more courses as previously described, the student will be placed on probation for two consecutive terms. If a student continues to fail during the two probationary terms, the New York New York Center for Medical Assistant Training has the right to dismiss the student for unsatisfactory progress.

**GRADUATION REQUIREMENTS:**

The level of student performance expected by the school is based on the job performance level expected by employers. To graduate, a student must complete all courses, including projects and exams, with grades specified under the Grading Policy. Students will be able to graduate with a certificate if a cumulative grade point average of at least 65 has been achieved.

**ATTENDANCE:**

A student will be allowed two absences per term. Upon a third absence the student will receive a warning from the course instructor so student is aware that progress may be effected. At this time, the student will be responsible to make-up the absent hours as well (see make-up policy). When a student is absent a fifth time, the student must see the Education Director to explain reasons for absences and discuss a method to correct such. When the student acquires a seventh absence the student will be dismissed for that term and will have to repeat term courses. The student will be responsible for all fees unless the Education Director has noted extenuating circumstances and approves a waiver of course fees. Reasons for absences, method of corrections, and extenuating circumstances will be documented in writing and will require both student and Education Director signatures. When applicable, documented proof may be requested. The school reserves the right to authenticate such documents when necessary.

**DEVICE POLICY:**

Personal, on-campus use of audio and image recording equipment must have the written authorization of the school President or Director of Education. In addition, it is required that any authorized person secure the approval of the person they are recording prior to use of the device(s). The equipment/device(s) include, but are not limited to: cell phone cameras, digital and still cameras, motion picture cameras, video cameras, analog and digital tape recorders, solid state digital recording devices or any device capable of recording sound and/or image. Use of audio and image recording devices for personal use without authorization are considered intrusions to academic, management, and student communities. No personal is to charge their devices at the institute. Violation of this policy may be cause for disciplinary action up to and including dismissal from school.

**CONDUCT/DISMISSAL:**

A student must conduct themselves in a profession manner at all times. There is absolutely no profanity allowed at any time, anywhere or any place on or near the school premises. A student may not threaten verbally or physically any person, instructor, other student, employee, or visitor of any violent act(s) or commit violent act(s) or crimes. Based on the circumstances of the situation of misconduct, a student will either be asked to leave the school for a day, placed on probation for a term, or dismissed permanently by the school. In cases of violent acts or crimes committed, The New York Medical Career Training Center has the right to pursue and prosecute the student (s) and or person (s) involved to the full extent of the law. A student/person, who is asked to leave the premises of the school and refuses to do so voluntarily, will be escorted by The New York City Police.



The New York Medical Career Training Center will apply these methods to ensure safety for everyone and to create an atmosphere where education is the primary goal. Academic dismissal is based on student's academic progress and attendance as described under attendance, conduct, and probation policies. A student who is dismissed has the right to appeal to the Education Director if they feel that their situation merits individual attention due to unusual circumstances that contributed to their failure of a course(s). The student must write to the Education Director stating the reason for the appeal. The letter must state; 1) what the unusual circumstances the student feels caused the failure, and 2) what they have done or plan to do to alleviate the problems they have had in academic performance. The Education Director may request additional information or documentation in support of the student's request. The performance of a student appealing an academic dismissal is reviewed by the Academic Board. The Academic Board is composed of the student's instructor, a senior faculty members and the Education Director. Every area of the student's performance is explored and a decision concerning the request is made at the end of the review. The Academic Board has the final decision on student performance issues and may implement conditions for the student's continuation in the course.

#### **REFUND POLICY ON UNUSED PORTION OF TUITION FEES, ETC:**

Refunds owed on a student account will be paid directly to the Student. Refunds will not be issued if the student owes a balance on his/her tuition account.

#### **FEES, TUITION, BOOKS AND SUPPLIES:**

<b>Program</b>	<b>Medical Assistant</b>
<b>Program Total Hours</b>	<b>920</b>
<b>School Tuition</b>	<b>\$6,500</b>
<b>Books Fee</b>	<b>\$400</b>
<b>Registration Fee</b>	<b>\$50</b>
<b>Total</b>	<b>\$6,950</b>
<b>Additional School Supplies (e.g. Writing Pads, Pens, Etc.)</b>	<b>Student will be responsible for purchasing these supplies.</b>

# P

#### **PAYMENT:**

The New York Ctr. for Medical Training offers payment plans as a means of payment.

# D

#### **DESCRIPTION OF OFFICE SPACE:**

The New York Center for Medical Assistant Training is located at 153 27 Hillside Ave., on the 2<sup>nd</sup> Floor Jamaica, NY 11432. The current office space has 6 rooms; 1) Classroom with computers for the medical billing, computer application courses and a lab for student research, 2) a Lecture classroom with all the necessary medical equipment for the medical courses and 3) the Administrative office where all the administrative personnel sits.

-6-

# C

## **CREDIT GRANTING POLICY FOR PREVIOUS EDUCATION AND TRAINING:**

Credit for training received prior to attending The New York New York Center for Medical Assistant Training cannot be used as transfer credit towards completion of the Medical Assistant program.

# C

## **CERTIFICATION EXAM:**

Students are encouraged to take The National Board of Certification exam given by The National Center for Competency Testing/AMCA or NHA(National Healthcare Association

## **R**EGISTRATION OF SCHOOL:

The New York Center for Medical Assistant Training is registered by The New York State Education Department with an approved Medical Assistant curriculum

## **MEDICAL ASSISTANT COURSE DESCRIPTIONS**

### **ANATOMY, PHYSIOLOGY & MEDICAL TERMINOLOGY**

**120 hours**

In this course students will learn about the body organization and processes, medical specialties, medical measurements and structure of medical terminology. Students will also learn about the various systems such as skeletal, muscular, integumentary, circulatory and respiratory and the common diseases and disorders associated with each.

**MEDICAL BILLING****60 hours**

Students get an overview of medical insurance, learn coding procedures, and insurance billing procedures. Students also learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.

**MEDICAL OFFICE ADMINISTRATION****90 hours**

In this course students learn about various aspects of medical office practices. The students will learn medical ethics and law, asepsis in the medical office, assisting at examinations and treatment, and measuring vital signs. Students will also learn about administering clinical tests such as hearing assessment, sonograms and radiographic procedures. The course goes further to introduce an orientation to medication which involves regulations and procedures involving patient medication, drug classification, dosage and the various common methods of administration. Towards the end of the course, the student will also learn about medical emergencies and first aid procedures.

-7-

**INTRODUCTION TO KEYBOARDING****30 hours**

Students learn about the parts of a typewriter, functions of a computer and the procedures for accessing a computer typing application. Students then move on to an introduction to the keyboard where they will learn all the keyboard keys beginning with the home row. Students will repeat drills on keys they have difficulty with as determined by the typing application. Students will then work on speed and accuracy drills to increase speed and reduce errors. In addition, students will learn numbers, and other special character symbols. Finally, students will use a word processor to key in paragraph documents to learn document-formatting techniques.

**MICROSOFT WORD****60 hours**

Students learn basic word processing skills such as creating, opening, saving, closing and printing documents. Students will also learn text editing commands such as; spell check, using thesaurus, auto-correct, cut, copy, paste, adding/removing attributes/fonts, and document formatting features. Students then move on to learn advance features such as file management techniques, tables, merge, columns, sorting, creating macros, and desktop features. Students will also learn all command features using various toolbars, keyboard keys, and short-cut methods available in the Word application.

**PHLEBOTOMY****60 hours**

In this course students will be able to demonstrate various methods of Phlebotomy such as; the vacuum method for venous blood withdrawal, the butterfly syringe and needle method for venous blood withdrawal, demonstrate a sterile lancet capillary blood withdrawal, an autolet blood withdrawal for glucose level, the proper use of a microhematocrit centrifuge, proper use of a hemoglobinometer and obtain a hemoglobin level. In addition students will learn the proper use of a glucometer to obtain glucose level, Identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and laboratory procedures.

**LABORATORY PROCEDURES & TECHNIQUES****120 hours**

In this course students will be able to Identify or explain the purpose and steps of a visual acuity exam to a patient, screen visual acuity with Snellen Chart, setup and assist with an eye and ear exam, screen hearing with audiometer, demonstrate proper use of a microscope, describe the difference between level I and level II laboratory, demonstrate a sterile lancet capillary blood withdrawal, demonstrate an autolet blood withdrawal for glucose level, demonstrate the proper use of a Hematocrit level, demonstrate proper use of a hemoglobin level, the Proper use? Glucometer and obtain glucose level. In addition, the student will learn how to instruct a patient to obtain a urine specimen, demonstrate the proper use of Reagent strips, perform a specific gravity test, prepare urine for microscopic exam of urinary sediments, explain the purpose and method for a hemocult test, perform a Hemocult test on a simulated specimen, describe a spirometry test state its purpose and demonstrate how to use it, instruct a patient about the

spirometer, prepare treatment room and minor surgical tray setup, demonstrate an intradermal skin test, distinguish between a scratch, patch, and intradermal skin test, list the recommended universal signs and standard precautions in regard to Human blood and body fluids, List and describe the purpose of personal protective equipment, demonstrate the use of personal protective equipment, demonstrate proper hand washing technique, list the basic guidelines for lab safety, discuss the purpose of the regulatory bodies (OSHA, CLIA) regarding disease transmission, name the procedures included in taking vital signs and measure and record.

-8-

## **ELECTROCARDIOGRAPHY**

**60 hours**

In this course the student will label the major internal and external structures of the heart, describe the major function of the cardiovascular system, Identify the five types of blood vessels, label the electrical conduction of the heart, explain the reason for performing on EKG, obtain a standard EKG rhythm strip, describe and Identify ECG characteristics of Sinus Rhythms. In addition the student will be able to describe and Identify ECG characteristics of Atrial Rhythms, Identify ECG characteristics of Junctional Rhythms, describe and Identify ECG characteristics of Ventricular Rhythms, describe and identify ECG characteristics of Atrioventricular, describe and Identify ECG characteristics of AV Blocks, describe and Identify different components of Pacemaker Rhythm, describe different Interference and trouble shootings and summarize various items of ECG interpretations.

## **EXTERNSHIP ASSIGNMENT**

**280 hour**

Student will refine their medical Assistant skills and supervised work in an approved hospital, clinic, or similar environment.



---

**New Years Day**

**January 1, 2025**

**Martin Luther King**

**January 20, 2025**

**Presidents Day**

**February 17, 2025**

**Memorial Day**

**May 26, 2025**

**Independence Day**

**July 4, 2025**

**Labor Day**

**September 1, 2025**

**Thanksgiving Days**

**November 27, 2025**

**Christmas Day**

**December 25, 2025**

**New Year's Day**

**December 31, 2025**

## FALL TERM START DATES CALENDAR

### MORNING, AFTERNOON, EVENING & WEEKEND CLASS STARTS

Class Number	Session	Term Number	Start Date	End Date
<b>M100</b>	<b>Morning</b>	<b>1</b>	<b>November 4, 2024</b>	<b>January 10, 2024</b>
M100	Morning	2	January 13, 2025	March 17, <b>2025</b>
M100	Morning	3	March 24, 2025	May 23, <b>2025</b>
M100	Morning	4	May 26, 2025	July 30, 2025
<b>E100</b>	<b>Evening</b>	<b>1</b>	<b>November 4, 2025</b>	<b>February 4, 2025</b>
E100	Evening	2	February 10, 2025	April 30, 2025
E100	Evening	3	May 5, 2025	July 25, 2025
E100	Evening	4	July 28, 2025	October 14, 2025
<b>W100</b>	<b>Weekends</b>	<b>1</b>	<b>November 9, 2025</b>	<b>February 23, 2025</b>
W100	Weekends	2	March 8, 2025	June 1, 2025
W100	Weekends	3	June 14, 2025	October 5, 2025
W100	Weekends	4	October 18, 2025	February 8, 2025

**Note: Above are the tentative dates, Please Call to get further info about the schedules/dates**

# C

## **OMPLAINT PROCEDURE:**

A student who experiences difficulty for any reason in any course should first discuss the problem with the course instructor. If the problem cannot be resolved, it is then brought to the attention of the Education Director by either the student or instructor. The Education Director will have the final decision. Students who feel the school did not respond properly to their complaint may refer to the State Education Department's disclosure pamphlet entitled; "What You Should Know about Licensed Private Schools and Registered Business Schools in New York" (located at the end of this catalog).

# O

## **BTAINING TUITION REFUND:**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Educational Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision, New York State Education Department, located at 116 West 32<sup>nd</sup> Street, 14<sup>th</sup> Floor, New York, NY 10001 or telephone (212) 643-4760. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

# C

## **ATALOG DISCLAIMER:**



The student should be aware that some information in the catalog may change. It is recommended that the students considering enrollment check with the Education Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the Education Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

-12-

# C

## **CANCELLATIONS:**

The student or the school may cancel the Enrollment Agreement before the class start date. All monies are refunded if the student cancels within seven business days after the agreement has been accepted by the school. If the cancellation is not received in writing or occurs after seven business days, only monies paid in excess of the enrollment fee will be refunded. All monies are refunded if the school does not accept the agreement or cancels it before the class start date.

# W

## **WITHDRAWAL:**

Students may cancel the Enrollment Agreement anytime after the class start date by informing in writing the Education Director their intent to withdraw. However, regardless of whether or not the student provides written notice, a refund calculation will be performed when necessary. Non-attendance for three consecutive sessions may be considered a withdrawal by the student. The school may cancel the agreement after the class start date for non-payment of tuition, unsatisfactory academic performance, absenteeism or disruptive or unethical behavior.

***The failure of a student to notify the Education Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the "Education Law".***

