STEPPING STONE MEDICAL

SCHOOL CATALOG

VOLUME 8

2026- 2027



Table of Contents

Vision 3
Our Mission 3
Catalog Note 3
Name Of Institution 3
Academic Calendar 3
Student Orientation 4
Attendance Policies 4
Enrollment And Entrance Requirements 5
Grading Scale 6
Progress Records Kept And Furnished To Students 8
Records Retention Policy 8
Schedule Of Fees 10
Refund Policy 11
Withdrawal Policy 11
Classroom 4
Course Outline 12
Transferring Credits 18
Thank You 18

Vision

At Stepping Stone Medical we have a vision for the future. A vision that has driven us to be your #1 source in Medical training . Our future vision is about producing medical professionals whose understanding of safety and correct techniques are unmatched. This kind of excellence results from highly qualified instruction along with an outstanding curriculum to aid tomorrow's Medical professionals with the confidence they need to succeed in a rapidly growing field!

Our Mission

Stepping Stone Medical's goal is to educate and provide unparalleled training in the medical field. We strive to be your stepping stone in advancing your career or even starting a new career. We will provide a professional yet relaxed setting that will promote safety and success while building student confidence through highly qualified instruction.

Catalog Note

This catalog is not intended to be a contract between Stepping Stone Medical and the students. It contains policies, procedures, and requirements of the facility. When required, changes to the catalog may occur, and those changes will be communicated through catalog inserts and other means until a revised edition of the catalog is published. Students are to familiarize themselves with current regulations, requirements, and changes. Information in this catalog is accurate as of the date of publication.

Name Of Institution

Stepping Stone Medical

Governing Body

Janecia Roseborough, CMA, CPI, CPT,

Faculty

Janecia Roseborough, CMA, CPI, CPT - Director, Instructor

Damien Roseborough - Proctor of Exams, Director of Admissions

Sharon Snowden-Huff - CMA, CPT - Head Instructor

Deborah Streeter - RN - Instructor

Academic Calendar

Stepping Stone Medical will observe the following holidays:

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, and the day after Christmas. On these days, Stepping Stone Medical will be closed for academic purposes. If any of these holidays fall on a Saturday, the holiday will be observed on the preceding Friday; if it falls on a Sunday, the holiday is observed the following Monday.

School Calendar

The school year will start the 2nd Monday in January and end on the 3rd Sunday of December, with the observed school holidays listed above. Specific programs and class dates that fall in the school year will be posted on our website.

Weather Emergencies

Stepping Stone Medical's staff cares about the safety of each student. If snow or other weather conditions are so severe and impose dangerous driving conditions that the campus must be closed, students will be notified of school closing via the email address given at orientation. Students may also call the school's administrative office to confirm school closing 2 hours before class starts.

Unless further announcements are made, classes will resume on schedule the following day. Students are to assume responsibility for their own safety when making decisions to attend classes during inclement weather.

It is the student's responsibility to check emails for school cancelation or delays due to weather emergencies.

Class Cancellations and Reschedules

Stepping Stone Medical reserves the right to cancel or reschedule a course due to low enrollment or unforeseen circumstances. In such case the student will be eligible to enroll in another class or receive a full refund.

Student Orientation

New students are to attend a scheduled Student Orientation session. Orientation dates will be posted on the website. During orientation, students will:

- Meet their academic department head and instructor.
- Tour the building and classroom.
- Obtain their syllabus and complete any paperwork

Faculty will:

- Outline program content, code of conduct, parking, attendance regulations, drug policy, safety policy and numerous additional policy terms.
- Ensure proper documents have been submitted by each student.

Attendance Policies

We, at Stepping Stone Medical, realize how important it is for students to have regular attendance to obtain pertinent knowledge from a class to enhance their career goals. It is also vital that all students who graduate from their individual program are equipped and prepared for the medical field of their choice. It is essential that students be in attendance of all classroom hours, including labs and clinical. Therefore, we have developed the following policy regarding attendance, absences, leaves, tardiness, class cuts, and other interruptions, as well as make-up work:

Absences

- Students are expected to call or email the administrative office if they will be absent.
- Students are responsible for course content when absent and for coming prepared to the class following the absence. It is the student's responsibly to obtain make-up assignments from the instructor.

Poor attendance will result in disciplinary actions (see policy below).

Tardiness

All students are expected to be on time for each class. There will be a 10-minute grace period after class officially begins. After 10 minutes, the student is considered to be tardy. If a student has excessive tardiness, he or she may be subjected to disciplinary actions leading to dismissal from class.

Class Cuts

If student leaves class early or cuts class without instructor approval, the student will be subject to the same disciplinary action as in the attendance policy.

Unsatisfactory Attendance Policy

Actions for students, whose absences, tardiness, or leaving early from class interfere with their ability to meet course objectives, the student may occur the following:

- Placed on academic probation
- Dropped from the course
- Providing documentation does not remove the absence from records
- If the student decides not to return to class, the student will be dropped from the class at midterm unless the student withdraws from the course in writing per school policy.

Governing Body Regulated Attendance

The instructor will include attendance requirements and criteria for tardiness on the course syllabus.

Special Circumstances/Leave of absence

Special consideration may be given but not guaranteed which may Include a leave of absence, in the case of a student prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program. This has to be approved by the Director and will require documented proof (for example a doctor's note, or obituary copy).

Enrollment And Entrance Requirements

Stepping Stone Medical has developed the following enrollment requirements for the current courses listed below. They are as follows:

Phlebotomy Technician I

- 18 years of age or older
- Submit a copy of your High School or GED transcript
- Proficiency in English reading, writing, and comprehension
- Submit a Photo ID and Social Security Card
- Must sign consent/participation forms for lab practice
- Must have access to laptop/computer with internet access

Medical Assistant

- 18 years of age or older
- Submit a copy of your High School, GED, or college transcript
- Proficiency in English reading, writing, and comprehension and Interview
- Submit a Photo ID and Social Security Card
- Must sign consent/participation forms for lab practice
- Must have access to laptop/computer with internet access

EKG Tech I - *Offered at the Statesville location only*

- 18 years of age or older
- Submit a copy of your High School or GED transcript
- Proficiency in English reading, writing, and comprehension
- Submit a Photo ID and Social Security Card
- Must have access to laptop/computer with internet access

Medical Billing and Coding I - *Offered at the Statesville location only*

- 18 years of age or older
- Submit a copy of your High School or GED transcript
- Proficiency in English reading, writing, and comprehension
- Submit a Photo ID and Social Security Card
- Must have access to laptop/computer with internet access

Medical Administrative Assistant - *Offered at the Statesville location only*

- 18 years of age or older
- Submit a copy of your High School or GED transcript
- Proficiency in English reading, writing, and comprehension
- Submit a Photo ID and Social Security Card
- Must have access to laptop/computer with internet access

Nurse Aid I - *Offered at the Salisbury location only*

- 18 years of age or older
- Submit a copy of your High School or GED transcript
- Proficiency in English reading, writing and comprehension
- Submit a Photo ID and Social Security Card

Application Process

Every student who wants to attend the school must first complete an online application with a non-refundable application fee of $100 or $200 for Medical Assistant program. The student must also furnish a copy of their High School, college or GED transcript, photo ID, and social security card.

Acceptance is not guaranteed until application, needed documents, and tuition payments are submitted and approved. Any monies paid will be refunded if not accepted.

Grading Scale

The policy concerning grades will be adhered to, and the following grading schedule will be used for each course as follows:

Phlebotomy Technician I

Each student must complete the course with a minimum passing grade of C.

90-100 A

80-89 B 70-79 C 60-69 D 59 and Below - F

EKG Tech I

Each student must complete the course with a minimum passing grade of C.

90-100 A

80-89 B 70-79 C 60-69 D 59 and Below - F

Medical Assistant

Each student must complete the course with a minimum passing grade of C.

90-100 A 80-89 B 70 -79 C

60-69 F 59 and below - F

Medical Billing and Coding I

Each student must complete the course with a minimum passing grade of C.

90-100 A

80-89 B 70-79 C

60-69 D 59 and Below F

Medical Administrative Assistant

Each student must complete the course with a minimum passing grade of C.

90-100 A

80-89 B 75-79 C 70-74 D 69 and Below F

Nurse Aid I

Each student must complete the course with a minimum passing grade of C.

93-100 A

85-92 B

77-84 C

70-76 D

69 and below F

Policy concerning suspension or expulsion for unsatisfactory grades and progress:

The student will receive written notification by the instructor if the student is at risk of failing the course. The student will then be placed on academic probation with written information of what needs to be done to pass the course. If the student fails to make the required changes to pass the course, the student will be dropped from class, however, the student must repay and reregister for the next available class

Description of Probationary Policy

At times a student may be placed on probation. This is meant to notify the student of the risk of failing the class due to conduct, unsatisfactory grades, poor attendance, or excessive tardiness.

The student may also be placed on probation if after the midterm counseling the student is at risk of failing the course. When placed on probation, the student will need to show improvement in the specified area(s) to successfully complete the course.

Students will be notified in writing if the instructor places a student on probation and what the student needs to do to bring grades up to satisfactory. At times, an extra credit research project may be completed for some courses to assist in bringing grades up to satisfactory.

Conditions for Reentrance for Students and Dismissal Policy for Unsatisfactory Process:

Students may re-enter the next available program or choice if they choose. The student who fails the course must re-register and pay for the course and accept tutoring by our staff. Some students may not be allowed to re-enter the school, per the board's discretion that include but not limed to circumstances dismissal for drug use, theft, cheating, or weapons.

Progress Records Kept And Furnished To Students

It is important that a student knows of his or her own progress. Stepping Stone Medical has developed the following policy regarding reporting progress of each student.

Notification:

Each student will be notified of his or her quizzes and test grades on or before the next school day following taking the quiz, test, or homework assignment. All homework assignments must be completed before class begins the next day.

If a student falls below a C average or risk of falling below a C average at the time of the midterm progress report, the student will be given a written warning and a description of what needs to be accomplished to pass the course. The student will then be placed on probation.

At times, and at the instructor's discretion, an extra credit assignment may be given to students who are on the borderline of not passing the course.

The student's midterm summary and any probationary agreements will be filed in the student's file and a copy will be given to the student.

At any time before or after midterm counseling a student may be given a written warning if the student is at risk of failing a class. The student will then be placed on academic probation to include steps that must be taken to pass the course.

Transcript Request

Students may request their transcript by completing a transcript request form found in the administrative office. The transcript can be picked up or mailed after 14 days of written request. A transcript fee of $10.00 must be paid to the school to process your request.

Records Retention Policy

- A written record of student's academic records will include, but are not limited too, the following and will be kept in the student's file and locked in the Director's office. Written records include:

- Copy of attendance record
- Copy of written warnings
- Copy of probationary agreements
- Copy of student's transcript
- Student Code Of Conduct
- To ensure a safe and productive learning environment below is the explanation of our code of conduct:

To ensure a safe and productive learning environment, ALL rules must be followed:

- The use of all electronic devices are not allowed during class, lab or clinical. Cell phones and other electronic devices are disruptive to class as they hinder a learning environment. Therefore, all students must turn off all cell phones and other electronic devices in the classroom setting and while involved in class-related activities such as labs, clinical, etc. No filming or pictures with electronic devices are allowed. Students may check phone messages during breaks.
- No profanity, arguments, violence, or disruptions or negative outburst/comments allowed. Such actions in class toward staff, other students or any individuals in lab, clinical or other school settings during class time will not be tolerated. This includes: arguing, verbal disruptions, fighting, and use of profanity. Any violations you will be dismissed from class without a refund.
- No back talk or negative comments toward staff is allowed. All students must be respectful to teachers and staff and be able to take constructive criticism. Any violations you will be dismissed from class without a refund.
- No sleeping allowed in class. The information reviewed in class is very important and we will need your full attention.
- No forms of academic dishonesty or cheating permitted. 15
- No critiquing other students. Only teachers are allowed to critique students.
- No confusion to other students will be allowed by providing your experience of how a skill should be done.
- No constant talking or side conversations in class.
- No rowdiness on campus. To help prevent injuries, no running, jumping or rowdiness in class or lab area will be tolerated. No touching someone without their permission
- No weapons or dangerous devices allowed on campus.

According to the Weapons and Dangerous Instrumentalities – North Carolina General Statute 14-26, it is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This statue permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or ay any school activities.

- No narcotics, alcoholic beverages or controlled substances allowed.

A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance while in Stepping Stone Medical's classrooms or grounds, or during a time when a student is participating in any Stepping Stone Medical Training event, clinical, or other school-related function. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

- No children allowed in classroom, clinical or labs.

Due to safety, children are not allowed in classrooms or lab areas during class sessions, nor may they be left unattended on school property.

- Damage to or destruction of Stepping Stone Medical's property or private property or theft.

Students must not damage school property or the property of others. Nor remove items or supplies without permission.

- Harassment

All forms of harassment including slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's sex, sexual orientation, race, color, national origin, age, religion, disability, marital and any other protected status is prohibited.

- Dress Code

Uniform shirt must be worn at all times with closed toe shoes (black or red scrub pants *optional*)

- Smoking, Eating and Drinking

NO smoking (including chewing tobacco) allowed inside the building. There are designated smoking areas outside of the building. Students may drink beverages if it is in a screw top plastic container which the cap must be screwed tightly. Students may eat snacks during break if it does not disrupt class with food odors.

Parking Students are to park only in designated parking areas. The school assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on the campus. Lock vehicle at all times.

1. 1. Disciplinary action policy for unsatisfactory conduct
2. 2. Upon first violation of the Student Code of Conduct, the student will receive a verbal warning from the instructor.
3. 3. After a second violation, the student will be given a second warning, in writing, by the instructor notifying the student that if there is one more incident in violation of the Student Code of Conduct, the student may be placed on probation or dismissed from class without a refund.

After the third violation, the student will be placed on probation or dismissed from class without a refund.

Due to the seriousness of some conduct rules, at the Director's discretion, students in violation of Student Code of Conduct rules which include but not limited to use of drugs and violence will be dismissed from class without a warning and refund.

Appeal

The student has the right to appeal a dismissal by submitting a request in writing to the Director. A decision will be made and the student will be notified within 48 hours of the final decision in writing. The student may not return to class until appeal decision is made.

Schedule Of Fees

Below is a schedule for fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges.

All fees will be due at time of registration. In some circumstances, when posted on the website, a deposit can be made for fees and tuition, to hold the seat and the student will be notified when monies are due in writing.

Phlebotomy \~ $1,200

Application Fee $100.00 *(Non-refundable)* Textbooks/Ebook - $250.00 Supplies/Tools - Included BLS - Included Total $1,550.00

Medical Assistant \~ $3,500.00

Application Fee - $200.00 *(Non-refundable)* Textbooks/Ebook - $300.00 Supplies/Tools - Included BLS - Included Total $4,000.00

EKG I \~ $900.00 \~ *Offered at our Statesville location only*

Application Fee - $100.00 *(Non-refundable)* Textbooks/Ebook - $250.00 Supplies/Tools - Included BLS - Included Total $1,250.00

Medical Billing and Coding I \~ $2,450.00 \~ *Offered at our Statesville location only*

Application Fee - $100.00 *(Non-refundable)* Textbooks/Ebook - $250.00

Supplies/Tools - Included Total $2,800.00

Medical Administrative Assistant \~ $2,400.00 \~ *Offered at our Statesville location only*

Application Fee - $100.00 *(Non-refundable)* Textbooks/Ebook - $250.00 Supplies/Tools - Included Total $2,750.00

Nurse Aid I \~$1,000 \~*Offered at our Salisbury location only*

Application Fee - $100.00* (Non-refundable)*

Textbook - $150.00

Supplies/Tools - Included

BLS - Included

Total $1,250.00

BLS - $60.00

IV Therapy - $210.00

Refund Policy

- Below is Stepping Stone Medicals's refund policy for students who voluntarily withdraw from the course
- A full refund will be given if a student withdraws prior to the first day of class. A full refund will be given of all monies paid if the school cancels the class as noted on the school calendar.
- If a student withdraws or dismissed within the first 25% of class there will be a 75% refund minus the application and registration fees.
- The student must officially withdraw with a written notice, or in person utilizing the school's withdrawal forms in order to be eligible for a refund*. *
- Nonattendance is not a reason for a refund.

It is the responsibility of the student to view the posted online deadlines and schedules, and withdraw during the appropriate time for a refund.

- If the class is cancelled by the institution due to low enrollment or other reasons the student will be granted a 100% refund or may take the next available class. Refund for this situation only will be resubmitted back to credit/debit card used or student will be issued a refund check within 7 days of cancellation.
- Refunds will be submitted within 30 days of written voluntary withdrawal from class via the correct withdrawal form found on the school's website via the credit/debit card used or a check postmarked 30 days of receipt of withdrawal form.

A student who is dismissed from class due to misconduct will not get a refund.

Withdrawal Policy

All students who plan to withdraw must do so in writing only or in person by utilizing the designated withdrawal forms. To receive financial credit you must withdraw before the date listed on the syllabus for each class. See Refund Policy for financial credit and reimbursement procedures.

Students will receive a W on transcript if student withdraws from class properly or a D if the student was dropped due to attendance or mis conduct and did not withdraw from the class properly.

Transfer

You may transfer the monies paid to another course held at another time if you withdraw before the date listed on the syllabus in lieu of a refund once (1). That class must be taken within a year.

Excessive Withdrawals

Students who withdraw from a course more than 2 times may not be eligible to re-register for a course due to limiting seating and small class sizes. When registering and then withdrawing, spaces have been taken away from other potential students. Please be mindful and be sure of your schedule that you can complete the course before registering.

Classroom

- Space, Facilities, and Equipment
- The classroom is approximately 900 square feet (Statesville Location) 3,200 square feet (Salisbury location) of open space with lab equipment, tables, and chairs.

There is a male and female restroom and break areas located outside the classroom

- Classroom and Lab Equipment
- Hospital Chair
- Simulated training manikin
- Blood pressure equipment
- Thermometers
- Stethoscopes
- Over-the-bed table

- Simulated arm manikin for venipuncture
- Venipuncture equipment and supplies
- Medical Office Scale

tables

chairs

Course Outline

Phlebotomy Technician I

110 Contact Hours (40 Lecture 70 Lab)

Clinical done in house

Schedule may vary see website

Course Description

This course provides an overall review of the most current phlebotomy practices and procedures with an emphasis on the most important competencies in this field. There will be a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam and to be a competent phlebotomist. Lab time will be included to provide the student with the opportunity to become skilled, and gain confidence to work as a phlebotomist.

After successful completion of the course, the student will be eligible to take our national recognized certification provider - the NHA – National Health Career Association's exam to become a certified phlebotomy technician.

Objectives

- At the end of this program, the participant will be able to:
- Describe the duties of a phlebotomist
- Define legal, professional, and ethical issues related to phlebotomy
- Discuss complications associated with blood collection
- Exhibit competence inaccurate specimen collection and documentation procedures
- Demonstrate a successful venipuncture on live humans and manikin

Be prepared for the NHA exam

Units

- Introduction to Phlebotomy: Introduction to Phlebotomy, Health Care Structure, Safety, Infection Control
- Phlebotomy Basics: Medical terminology, Anatomy and Physiology, Circulatory, Lymphatic, and Immune System
- Specimen Collection
- Specimen Handling: Specimen Transport, Handling, and Processing

Professional and Legal Issues: Quality Phlebotomy Measures, Legal Issues in Phlebotomy, Interviewing and Career Success.

- Prerequisites (no co requisites):
- High school graduate or GED
- Must be 18 years of age or older
- Proficiency in English reading and writing, and comprehension skills

Must sign consent forms and participate in venipuncture practice.

Certification Requirements for Employment

Upon successful completion of the course the students will be eligible to take the National Health Career Association (NHA) Certification Exam. After passing the exam the student will become a certified phlebotomist technician.

Medical Assistant

355 Contact Hours (188 Lecture 155 Lab 12 Clinical)

Schedule may vary see website

Course Description

This course provides an overall review of the most current entry-level practices and procedures with an emphasis on the most important competencies in this field. There will be a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam and to be a competent medical assistant. Lab time will be included to provide the student with the opportunity to become skilled, and gain confidence to work under the supervision of a nurse or Doctor.

After successful completion of the course, the student will be eligible to sit for the national recognized certification through NHA – National Health Career Association to become a certified medical assistant.

Objectives

- At the end of this program, the participant will be able to:
- Check pattens in and out upon arrival and departure
- Inserting phone calls and questions
- Assisting providers with exams and procedures
- Administering injections or medications
- Working with (EHR) electronic health record
- Performing EKG, phlebotomy, and laboratory procedures
- Taking patient vital signs

Units

- Health Care Systems
- Medical Terminology
- Basic Pharmacology
- Nutrition

Psychology

- Body Structures and Organ Systems
- Pathophysiology and Disease Processes

Microbiology

- General Patient Care
- Infectious Control
- Testing and Laboratory Procedures

Phlebotomy

- EKG and Cardiovascular Testing
- Patient Care Coordination and Education
- Administrative Assisting
- Communication and customer service

Medical Law and Ethics

- Prerequisites (no co requisites)
- High school graduate or GED
- Must be 18 years of age or older
- Proficiency in English reading and writing, and comprehension skills

Must sign consent forms and participate in venipuncture practice.

Certification Requirements for Employment

Upon successful completion of the course the students will be eligible to take the National Health Career Association (NHA) Certification Exam. After passing the exam the student will become a certified medical assistant.

EKG I - *Offered at our Statesville location only*

66 Contact Hours (42 Lecture 24 Lab)

Clinical done in house

Schedule may vary see website

Course Description

This course provides an overall review of the most current entry level EKG practices and procedures with an emphasis on the most important competencies in this field. There will be a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam and to be a competent CET. Lab time will be included to provide the student with the opportunity to become skilled, and gain confidence to work as a CET.

After successful completion of the course, the student will be eligible to sit for the national recognized certification through NHA – National Health Career Association to become a certified EKG technician.

Objectives

- At the end of this program the participant will be able to:
- Set up and administer EKGs (electrocardiograms) and stress test
- Prepare pattens for Holter or ambulatory monitoring
- Edit and deliver final test results to physicians for analysis
- Schedule appointments
- Transcribe physicians interpretations

Units

- Safety, Compliance and Coordinated Patient Care

EKG Acquisition

EKG Analysis and Interpretation

- Prerequisites (no co requisites)
- High school graduate or GED
- Must be 18 years of age or older

Proficiency in English reading and writing, and comprehension skills

Certification Requirements for Employment

Upon successful completion of the course the students will be eligible to take the National Health Career Association (NHA) Certification Exam. After passing the exam the student will become a certified EKG technician.

Medical Billing and Coding I - *Offered at our Statesville location only*

280 Contact Hours (260 Lecture 20 Lab)

No clinical

Schedule may vary see website

Course Description

This course provides an overall review of the most current entry level medical billing and coding practices and procedures with an emphasis on the most important competencies in this field. There will be a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam and to be a competent CBCS.

After successful completion of the course, the student will be eligible to take our national recognized certification provider — the NHA – National Health Career Association's exam to become a certified phlebotomy technician.

Objectives

- At the end of this program, the participant will be able to:
- Gather/review essential patient information
- Verify required documentation before patient information is released
- Prevent fraud/abuse by auditing billing
- Support coding and billing process
- Assign codes for diagnoses and procedures
- Submit claims for reimbursement
- Coach Healthcare providers to achieve optimal reimbursement

Units

- Regulatory Compliance
- Claims Processing

Front-End Duties

Payment Adjudication

- Prerequisites (no co requisites):
- High school graduate or GED
- Must be 18 years of age or older

Proficiency in English reading and writing, and comprehension skills

Certification Requirements for Employment

Upon successful completion of the course the students will be eligible to take the National Health Career Association (NHA) Certification Exam. After passing the exam the student will become a certified billing and coding specialist.

Medical Administrative Assistant - *Offered at our Statesville location only*

140 Contact Hours (120 Lecture 20 Lab)

No Clinical

Schedule may vary see website

Course Description

This course provides an overall review of the most current medical administrative practices and procedures with an emphasis on the most important competencies in this field. There will be a variety of lecture, discussion, lab exercises and exams to give our students adequate preparation for the national certification exam and to be a competent medical administrative assistant.

After successful completion of the course, the student will be eligible to sit for the national recognized certification through NHA – National Health Career Association to become a certified medical administrative assistant.

Objectives

- At the end of this program, the participant will be able to:
- Review and answer practice correspondence
- Operate computer systems to accomplish office task
- Answer calls, schedule appointments, greet patients and maintain files
- Update and maintain patient and other practice specific information
- Coordinate operation reports such as time and attendance

Units

- Scheduling
- Patient intake

- Office Logistics
- Compliance

Patient Education

- General office Polices and Procedures

Basic Medical Terminology

- Prerequisites (no co requisites):
- High school graduate or GED
- Must be 18 years of age or older

Proficiency in English reading and writing, and comprehension skills

Certification Requirements for Employment

Upon successful completion of the course the students will be eligible to take the National Health Career Association (NHA) Certification Exam. After passing the exam the student will become a certified medical administrative assistant.

Nurse Aid I - *Offered at our Salisbury location only*

128 Contact Hours (40 Classroom, 56 Lab, 32 Clinical

Schedule: Morning and evening classes available. Schedules may vary; see website for current offerings.

Course Description

The Nurse Aide I (CNA I) program prepares students with the knowledge, skills, and hands-on training necessary to provide safe, compassionate, and effective care to patients and residents in healthcare settings.

The course combines classroom instruction, laboratory practice, skills demonstrations, and supervised clinical experiences. Students will learn essential nursing assistant skills, including personal care, infection prevention, vital signs, communication, patient safety, mobility assistance, and activities of daily living.

Laboratory training allows students to develop confidence and demonstrate competency in performing nursing assistant procedures before participating in supervised clinical rotations.

Upon successful completion of the state-approved program and satisfaction of applicable eligibility requirements, students will be eligible to take the North Carolina Nurse Aide I competency examination. Students who successfully meet the state's requirements may be listed on the North Carolina Nurse Aide I Registry.

Objectives

At the end of this program, the student will be able to:

- Provide basic nursing and personal care under appropriate nursing supervision.
- Measure and record vital signs, including blood pressure, pulse, respiration, and temperature.
- Assist patients with bathing, dressing, grooming, feeding, and toileting.
- Demonstrate proper infection prevention and control procedures.
- Safely assist patients with transferring, positioning, ambulation, and mobility.
- Communicate effectively with patients, families, and healthcare professionals.
- Recognize and report changes in a patient's condition.
- Maintain patient privacy, dignity, safety, and comfort.
- Demonstrate proper documentation and reporting procedures.
- Perform required Nurse Aide I skills according to North Carolina training standards.

Course Units

4. 1. Introduction to Healthcare and the Role of the Nurse Aide
5. 2. Communication and Interpersonal Skills
6. 3. Patient Rights and Resident Dignity
7. 4. Medical Terminology

8. 5. Infection Prevention and Control
9. 6. Safety and Emergency Procedures
10. 7. Basic Anatomy and Physiology
11. 8. Measuring and Recording Vital Signs
12. 9. Personal Care and Hygiene
13. 10. Nutrition, Hydration, and Feeding Assistance
14. 11. Elimination and Toileting Assistance
15. 12. Mobility, Positioning, and Transfers
16. 13. Restorative Care and Rehabilitation
17. 14. Mental Health, Dementia, and Cognitive Impairments
18. 15. Observation, Reporting, and Documentation
19. 16. End-of-Life Care
20. 17. Clinical Skills and Competency Evaluation
21. 18. Supervised Clinical Experience

Prerequisites

- Must meet the school's minimum enrollment age requirement.
- Must demonstrate sufficient English reading, writing, speaking, and comprehension skills to participate safely in training.
- Must complete all required enrollment documents.
- Must meet applicable clinical facility health and safety requirements.
- Must satisfy any required background screening and clinical clearance requirements before clinical placement.

Certification Requirements for Employment

Upon successful completion of the Nurse Aide I training program, students will be eligible, subject to state requirements, to take the North Carolina Nurse Aide I competency examination.

The competency examination consists of a written or oral knowledge examination and a clinical skills evaluation.

Students who successfully complete the required examination components and meet applicable state requirements will be eligible for listing on the North Carolina Nurse Aide I Registry, which is used to verify eligibility for Nurse Aide I employment in applicable healthcare settings.

Graduates may pursue employment opportunities in a variety of healthcare settings, including:

- Hospitals
- Skilled Nursing Facilities
- Long-Term Care Facilities
- Assisted Living Facilities
- Rehabilitation Centers
- Home Healthcare

Transferring Credits

Stepping Stone Medical does not accept credits or trainings from other institutions at this time. Non-transferable contact hours will be utilized in our courses.

Thank You

Thank you for considering Stepping Stone Medical to further your education in the health care field. We look forward to helping you meet your career and education goals.

Please keep us updated on your new job!