



*Catalog 2018-2019*

# Medical Scribe Specialist

Accelerated Medical Scribe Specialist, A-MSS



## The following statements are true and correct on February 1, 2018.

1. The officers of MDS of Kansas, LLC, are President/CEO/Secretary, Donella D. Aubuchon.
  - ✓ **Donella Aubuchon**, CEO and owner of MDS of Kansas is a key faculty member and administrator of the educational program. Please see her attached vitae for related experience and qualifications. (Addendum A)
  - ✓ **Hattye Trumpower**, CMSS, CPhT, Program Instructor
  - ✓ **Tonya Bryant**, CPC, CMBS, Administrative Assistant
2. MDS of Kansas, LLC, offers the following educational program:  
A-MSS-3M (Accelerated Medical Scribe Specialists, 3-month course)

3. Tuition and additional fees:  
A-MSS-3M: \$1800.00  
Certification: \$200.00 (certification is taken directly through The American College of Medical Scribe Specialist).

4. Instructional formats.  
Accelerated Medical Scribe Specialists A-MSS-3M. For students ready to expand their foundation in medical language and understanding with preclinical study of human anatomy/physiology, human diseases, pharmacology, and laboratory medicine. Excellent industry-recommended textbooks with interactive online learning focused on competency-based objectives. Put your knowledge to practical use in medical scribing with training in the electronic health record and required competencies required for Medical Scribe Specialists. Medical Scribe Specialists are thriving in the new healthcare information push.

An accelerated 3-month (13 weeks) home study with scheduled online class sessions. Approximately 10-15 hours of home study required each week. Textbook and software license included in course. A home PC (desktop, laptop, notebook or Tablet) and printer is required for student home study, as well as high-speed Internet service.

Candidates for this program will be certified and/or licensed allied health individuals. Candidates will interview and be screened for acceptance according to previous education and experience. Online attendance and home study 130-195 hours. 55 contact hours.

5. Certifications and Approvals  
Our educational programs are approved by the *Kansas Board of Regents* and are credentialed within our industry –*American College of Medical Scribe Specialists (ACMSS)*.



Donella Aubuchon, Owner and CEO of MDS of Kansas, LLC

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## Mission

"We believe that improved health data management is a major foundational pillar of improved patient care. MDS of Kansas is dedicated to high standards and use of best practices in providing health information documentation solutions to clients as well as preparing specialists for the future healthcare documentation industry."

## Historical Background

MDS of Kansas, LLC was formed in 1991 by Donella Aubuchon.

The decision to expand services and educational efforts was made in 2010, and MDS continues to grow and innovate in education with the evolving healthcare industry.

After 22 years of informal training, MDS developed a formal online education program for medical transcriptionists in 2008, currently inactive.

In 2012, educational curriculums expanded and were restructured to include *Medical Transcription/Editing (inactive now)* and *Medical Scribe Specialist*. Online learning accelerated programs for Medical Scribe Specialists (MSS) career training.

## Approvals and Accreditations

Our educational programs are approved by the *Kansas Board of Regents* and are credentialed within our industry – *American College of Medical Scribe Specialists (ACMSS)*.

## Program Prerequisite Skills & Qualifications

**Accelerated Medical Scribe Specialists (MSS).** High School Diploma or GED, previous allied health education/work experience.\*

The working environment for a MSS (medical scribe) may vary according to the type of doctor or facility. The work area is typically well lit and comfortable. A scribe should have strong communication skills, be able to articulate clearly and write clearly so that penmanship is easily understood. MSS' often will communicate with other healthcare professionals and should work well as a team when required.

MSS' will spend time on their feet, walking from room to room while shadowing care providers. The majority of MSS' work in hospitals and in doctor's offices but they may also work in outpatient care centers and labs. Work schedules are similar to healthcare providers that the MSS shadows. This can range from 8 to 12 hours a day. Typically this will be from 40 to 60 hours per week depending on the client. Some MSS' work part-time.

A MSS (medical scribe) is a medical professional that offers services to help a doctor to provide a higher level of care by taking care all of the paperwork that they would normally have to do on their own. MSS' work very closely with doctors or other mid-level practitioners, and thus require a good working relationship with the doctor. This may involve doing other tasks such as personal assistant activities for the doctor/provider.

#### Physical abilities and other skills required:

- Ability to stand or walk for extended periods of time with normal breaks.
- Ability to keyboard efficiently with text and numbers.
- Ability to type a minimum of 50 words per minute, net corrected.
- Ability to multitask, remember and give attention to details.
- English comprehension, spelling, grammar, and usage competency (spoken and written) equivalent to college entry level.
- Intermediate word processing skills: Save, copy, cut, paste, format, etc.
- Intermediate level computer technology skills: Install software, manage files, send and receive e-mails, set up e-mail accounts, and competently research on Internet.
- Normal level of aural acuity.

*\*Certified Medical Scribe Specialists (CMSS) would potentially be required to comply with hospital, clinic, or hiring agency human resource requirements, regulations, policies, and procedures prior to their first working shift in a facility. Such requirements include but are not limited to background checks, PPD skin tests, proof of immunizations, physical examinations, drug screens, security clearance, and facility orientation programs.*

#### Hardware, Software, and ISP Services Required

MSS Courses: Windows-based PC with word-processing, OS of XP, Microsoft Windows 7 or newer, at least 2 GB memory and 100 GB hard drive. Desktop, laptop, notebook or PC tablet. High-speed Internet service. (DSL, cable, satellite). Please provide system specs.

## Allowance for Previous Education and/or Experience

#### Accelerated Medical Scribe Specialists (MSS) Programs

All applicants for accelerated MSS training will submit previous education and experience as part of the application process. Courses are designed for previously licensed healthcare workers who have received education in medical terminology, anatomy and physiology, with work experience in the clinical setting. Registered and certified medical transcriptionists or medical language specialists are eligible for the Accelerated Medical Scribe Specialists programs. Other allied health professions might include medical assistants, CNA, and CPHT.

## School Staff Directory

### **Donella Aubuchon, CEO- Representative**

[dd.aubuchon@mdsofkansas.com](mailto:dd.aubuchon@mdsofkansas.com)

Key developer of educational programs.  
Business Management, Wichita State  
University

Medical Transcription Certificate, Wichita  
Area Vocational Tech Institute, Registered  
Medical Assistant, Bryan Institute.

Medical Transcription Experience: 25+  
years

Medical Transcription Education  
Experience: 15+ years



### **Hattye Trumpower, CMSS, CPhT**

[Hattye.Trumpower@mdsofkansas.com](mailto:Hattye.Trumpower@mdsofkansas.com)

Program Instructor – MDS of Kansas  
Wichita State University – Current Student  
Certified Medical Scribe Specialist - MDS  
of Kansas



### **Tonya Bryant, CPC, Office Admin Asst.**

[tonya.bryant@mdsofkansas.com](mailto:tonya.bryant@mdsofkansas.com)

Certified Professional Coder - WTI  
Certified Medical Billing Specialist - WTI  
Medical Office Administrative Assistant:  
2 years – MDS of Kansas  
Medical Record Specialist: 2 years –  
MDS of Kansas



## Course Descriptions

**Accelerated Medical Scribe Specialists/A-MSS-3:** This 3-month accelerated Medical Scribe Specialists (MSS) course will address preclinical training competencies required for ACMSS Medical Scribe Specialists certification (see below). Through lecture, review, training, and practice of electronic health record (EHR) input and documentation management, students will prepare to assist healthcare providers in a clinical setting with activities of patient medical record documentation. This course requires 13 weeks of home study (approximately 10-12 hours a week). This course provides intensive review of medical terminology, study of health information management (HIM) in the electronic health record (EHR) with exposure to general features of EHR software and the Quippe nomenclature, and scribe-relevant HIPAA training and certification.

Students enrolled in the accelerated course will have previous allied health education and experience, meeting preclinical training competencies in basic human anatomy and physiology and medical terminology. These subjects will not be taught in this course. This course prepares student for an externship and pursuit of MSS certification with the American College of Medical Scribe Specialists (ACMSS). Externships are not guaranteed nor required for completion of MDS MSS Training Certificate, but may be available to successful graduates of the program through local healthcare providers and systems. Certification by the American College of Medical Scribe Specialists (ACMSS) requires clinical experience of 200 hours and board examination testing score of 80% or above. Please see [ACMSS](#) for further details. Certificate of Completion awarded upon successful completion.

## Course Listings

**Course Name: ACCELERATED MEDICAL SCRIBE SPECIALISTS. A-MSS-3M.**

Course Cost: \$1800 (tuition and fees included)

Textbooks/Materials: Textbook: *Electronic Health Records* by Gartee, student software. Student Manual. Classroom access to PC workstations and materials.

Student required equipment/services: Home PC and printer. High-speed Internet access.

Description: A 3-month accelerated Medical Scribe Specialists (MSS) course will address preclinical training competencies required for ACMSS Medical Scribe Specialists certification (see below). Through lecture, review, training, and practice of electronic health record (EHR) input and documentation management, students will prepare to assist healthcare providers in a clinical setting with activities of patient medical record documentation.

Credits: 3 credit hours, 55 contact hours.

Format: This course requires 13 weeks of home study (approximately 10-12 hours a week).

Registration Date: See [MDS web site](#) for currently scheduled classes.

This course provides intensive review of medical terminology/anatomy & physiology, study of health information management (HIM) in the electronic health record (EHR) with exposure to general features of EHR software and the QUIPPE nomenclature, and scribe-relevant HIPAA training and certification. CPR training and certification for allied healthcare workers is provided at the end of this course schedule by the American Heart Association. \* CPR training may be waived if student is certified.

## Schedule of Classes

**A-MSS-12.** Open enrollment, online classes.

## Holidays

**School offices are closed on the following holidays, 2013-2014.**

New Year's Day.

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Eve

Christmas Day

## Tuition and Materials Fees

### **A-MSS-3M \$1800 (inclusive)**

\*All course materials, software, and books included. Course is inclusive, no other materials to purchase.

\*\*Course content and/or material change should not occur during a student's program; however, if software update or change would happen then MDS would incur all costs. Student would not have extra expense.

\*\*\*The American College for Medical Scribe Specialists charge \$200 for certification. This is not included in tuition.

Payment may be made by credit/debit card, personal check, cashier's check or money order to:

### **MDS of Kansas, LLC.**

241 N. Hillside

Wichita, KS 67214

Payment is accepted online through PayPal services. Payment may also be made by credit card over the phone at 866-777-7264 and by fax with attached Credit Card Authorization Fax cover sheet.

## Enrollee's Three-Day Right to Cancel

An enrolling student has a three (3) day right to cancel with full refund of tuition payment, excluding the nonrefundable enrollment form. A registered letter stating the student's wish to cancel must be sent to MDS of Kansas, LLC, 241 N. Hillside, Wichita, KS 67214. It will be postmarked no later than midnight within the 72-hour or 3-day cancellation period after the student is notified of enrollment and payment has been received.



## Books & Materials

**Medical Scribe Specialists** Program package is inclusive of all materials.

- Anatomy & Physiology textbook
- Human Diseases textbook
- Laboratory Medicine textbook
- Pharmacology textbook
- Medical Terminology textbook or flash cards
- Electronic Health Records
- Student Edition Software for Quippe and MyHealthProfessionsKit

**Medical Scribe Specialists (MSS):** The following are included in the cost of the course: *Electronic Health Records* (Pearson) by Gartee. Student Edition software for Quippe and MyHealthProfessionsKit. Student manual and materials. Student will provide home PC, printer and Internet access.

## Facilities and Equipment

**Medical Scribe Specialists classes are online exclusively.**

## Admission Policy and Instructions

Prospective students shall not be denied acceptance into our program on the basis of race, color, national origin, sex, handicap, age, or veteran status, except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration.

## Enrollment steps:

- Review school catalog and web site. Please e-mail [enrollment@mdsofkansas.com](mailto:enrollment@mdsofkansas.com) with any questions and to request phone interview.
- Complete Record of Previous Education on pages 30-31.
- Complete Enrollment Form (pages 19-32). Mail, fax or e-mail scanned enrollment form in with payment (or call in payment charge).
- Forward a copy of high school diploma, high school transcript, GED, - or – college diploma or college diploma to MDS of Kansas, LLC to be included in your enrollment package.
- Send copy of successful 50 wpm test to [enrollment@mdsofkansas.com](mailto:enrollment@mdsofkansas.com). Arrange to take the English Refresher and Computer Technology tests. Free online tutorial classes are available.

## Attendance & Absence Policy

**See Progress and Participation.**

## Progress and Participation

Weekly course work will require student commitment and discipline. Consistent participation in online assessments and assignments will ensure that student completes course successfully and timely. Unit quizzes and scribing tests will provide instructor and student regular assessments of progress. **Participation and attendance in online sessions and assessments is required for completion and graduation of program.**

Notice will be provided to student if active participation of logging in or completing unit assessments is not occurring. See [Incomplete Grades](#).

Personal and family emergencies will be considered on a case-by-case basis and student may be eligible to request course extension, and/or assignment extension. All lessons and assignments are to be submitted when due.

## Incomplete Grades

If a student fails to complete a course and has failed to withdraw from the course, a course grade will be determined based on the submitted assignments. A student may request an extension (see extension policy) and an “Incomplete” status will be assigned to the student until the course or extension is completed, whichever comes first. Students may only re-enter the course one time during a 12-month timeframe. Students should notify instructor when life events or special circumstances create need for extension or withdrawal from the program.

## Tests and Submissions

Tests and submission requirements will be provided at the beginning of each class.

## Institutional Rules (Codes of Operation & Conduct)

All students will commit to enrollment and scholastic honesty. This includes acts of omissions in enrollment application forms or submission of assignments that are not their own. Disciplinary action may be initiated toward students who are found to practice scholastic dishonesty. These acts also include cheating, falsifying previous school records, plagiarism, and/or collusion.

Students may contact Program Instructor, Hattye Trumpower, by e-mail at [instructor@mdsofkansas.com](mailto:instructor@mdsofkansas.com) or by phone at 866-777-7264. E-mail is preferred. If students have an issue with an instructor, they may contact Donella Aubuchon at 316-239-6060 or by e-mail, [DD.Aubuchon@mdsofkansas.com](mailto:DD.Aubuchon@mdsofkansas.com).

Students enjoy the normal civil and academic rights of freedom of speech, but are subject to responsibilities and obligations of such. All communications in online sessions, telephone, or e-mail should remain respectful of others.

MDS of Kansas, LLC, will prosecute anyone who shares or gives this program to anyone who has not paid for it—no exceptions.

## Academic Grievance Policy

All attempts are made to grade student assignments fairly and consistently. If a student has an issue with the grading of an assignment, they should first contact the instructor and make known their grievance. If they do not feel the issue has been resolved fairly, they may contact the owner/CEO of MDS of Kansas, LLC, Donella Aubuchon, at [DD.Aubuchon@MDSofKansas.com](mailto:DD.Aubuchon@MDSofKansas.com) or at 316-239-6060.

Unfair grading practices are considered to be a deviation from the standard set forth in the course syllabus or from written guidelines established for the assignment before it is given. If a student feels that they have received unfair grading, they should contact the instructor first. The instructor will explain how the grade was determined within written guidelines or address any adjustment that should be made. The student will then submit a response and proof that the grading was unfair (as defined above). During the business week, a written response will be sent to the student by MDS of Kansas, LLC. If the issue is not resolved, the student may submit a grievance to the [Kansas Board of Regents \(Complaint Procedure\)](#).

## Grading Policy

93-100%	A
85-92%	B
77-84%	C
0-76%	D (Failing)

## Award of Completion/Diploma

Students with a final course grade of 77 or higher will receive a **Medical Scribe Specialists (MSS) certificate of completion** from MDS of Kansas, LLC upon final completion. Registration and certification for Medical Scribe Specialists is bestowed by the American College of Medical Scribe Specialists (ACMSS). See [Certification Policies](#) for details.

## Certification Policies

Graduation from the MDS of Kansas, LLC program does not imply or state certification by the national associations associated with the career choice. Medical Scribe Specialists may sit for certification exam with ACMSS after documentation of training completion and 100 patient encounters. Please see [theacmss.org/certification/individual-MSS-certification](http://theacmss.org/certification/individual-MSS-certification) for more details.

## Assistance for Initial Job Placement

Students who maintain an average of 93% in each section of the program will be considered first by MDS of Kansas, LLC, for ongoing employment after a successful practicum. MDS of Kansas, LLC, is not able to guarantee a job to any graduating student but will assist successful graduates in job searching and does give hiring priority to its students as openings are available.

Students who successfully graduate from the MSS program with a 93% final grade will be considered for externships that may be available. MDS of Kansas, LLC coordinates with local physician groups and hospitals to provide externships and hiring opportunities for its student. Again, MDS of Kansas, LLC is not able to guarantee a job or externship to any graduating student.

## Transcripts

One copy of the student transcript will be available to prospective employers and to students upon request and without charge. A \$15 charge will be assessed for additional copies.

## Contact List

- ✓ Donella Aubuchon, President/CEO, MDS of Kansas, LLC [dd.aubuchon@mdsofkansas.com](mailto:dd.aubuchon@mdsofkansas.com)
- ✓ Hattye Trumpower, CMSS, CPHT, Prgrm. Instr. [hattye.trumpower@mdsofkansas.com](mailto:hattye.trumpower@mdsofkansas.com)
- ✓ Tonya Bryant, CPC, CMBS, Administrative Assistant [tonya.bryant@mdsofkansas.com](mailto:tonya.bryant@mdsofkansas.com)

## Pre-Enrollment Testing Instructions

Keyboarding skills are necessary for medical scribing. Please assess your skills at a free online typing test: [www.typingtest.com](http://www.typingtest.com). Do some practice tests, and then take any 1-minute test. When you are able to achieve over 50 net words, do a print-screen and send us the results. [enrollment@mdsofkansas.com](mailto:enrollment@mdsofkansas.com) Please discuss any concerns about keyboarding speed with us before making a decision about enrollment based on this factor. Speed is not necessarily a qualifying factor.

Free OPTIONAL aptitude test: Go to <http://www.aptitude-test.com/> Click on the Spelling & Grammar link in this section. You can screen print will need to fill out your first and last name and an e-mail address so they can send you your results. Allow about 15-20 minutes for this test. We also have some Quizlet exams that can be taken. Please e-mail [enrollment@mdsofkansas.com](mailto:enrollment@mdsofkansas.com).

## Cancellation Policy

A full refund will be made to any student who cancels their enrollment contract within 72 hours of submission of the signed contract.

## Termination, Refund & Withdrawal Policies

### Termination

A student may be terminated from the educational programs at MDS of Kansas, LLC, for one or more of the following reasons:

- Not meeting course participation requirements without instructor's written approval.
- Inactivity for more than 90 days without instructor's written approval (re-start fees apply).
- Sharing in any way with others or copying any content of the program.
- Sharing individual password and log-in information with others.
- Cheating or using any tactics to increase scores of testing results that are not endorsed by course instructor.
- Misrepresentation on enrollment application or of previous experience and education.

## Refund & Withdrawal Policies

MLS/MSS & A-MSS-3M course. Student may review the course materials for 10 days after receipt and request a full refund minus shipping and \$200 restocking fee. Request refund in writing before midnight on the 10<sup>th</sup> day after the receipt of materials. E-mail to [tonya.bryant@mdsofkansas.com](mailto:tonya.bryant@mdsofkansas.com) with “read receipt” or postmarked certified letter. \*

\* A tracking number must be assigned to the return of materials before they may be returned to MDS of Kansas, LLC. Books and materials must be returned in new condition and CDs unopened to allow for full refund.

A full refund of all paid tuition fees is due in the following circumstances:

- Enrollee submitted payment before being successfully accepted into the program.
- Class is cancelled or discontinued by the school
- Student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

**All refunds will be completed within 30 days after the effective date of termination.**

### Inactivity/Restart Fees:

- Instructor/Administrator approval is required on all time off, or student inactivity, of more than 30 days.
- There will be a \$100 admin fee for restarting after 30 days of inactivity.
- There will be a \$300 admin fee for restarting after 60 days of inactivity.

## **Active Military Duty – Refund Policy**

### **All Programs:**

A student enrolled in an MDS of Kansas, LLC educational program who is called to active duty may opt for the following deferment:

The student may request a grade of “Incomplete” and re-enroll in the course no later than the first anniversary date of their discharge from active duty at no additional charge of fees. If the course has been modified or is not available at that time, a similar or equivalent course will be offered at no charge.

## **Right to Adjust Tuition Rates and/or Postpone Start-Date**

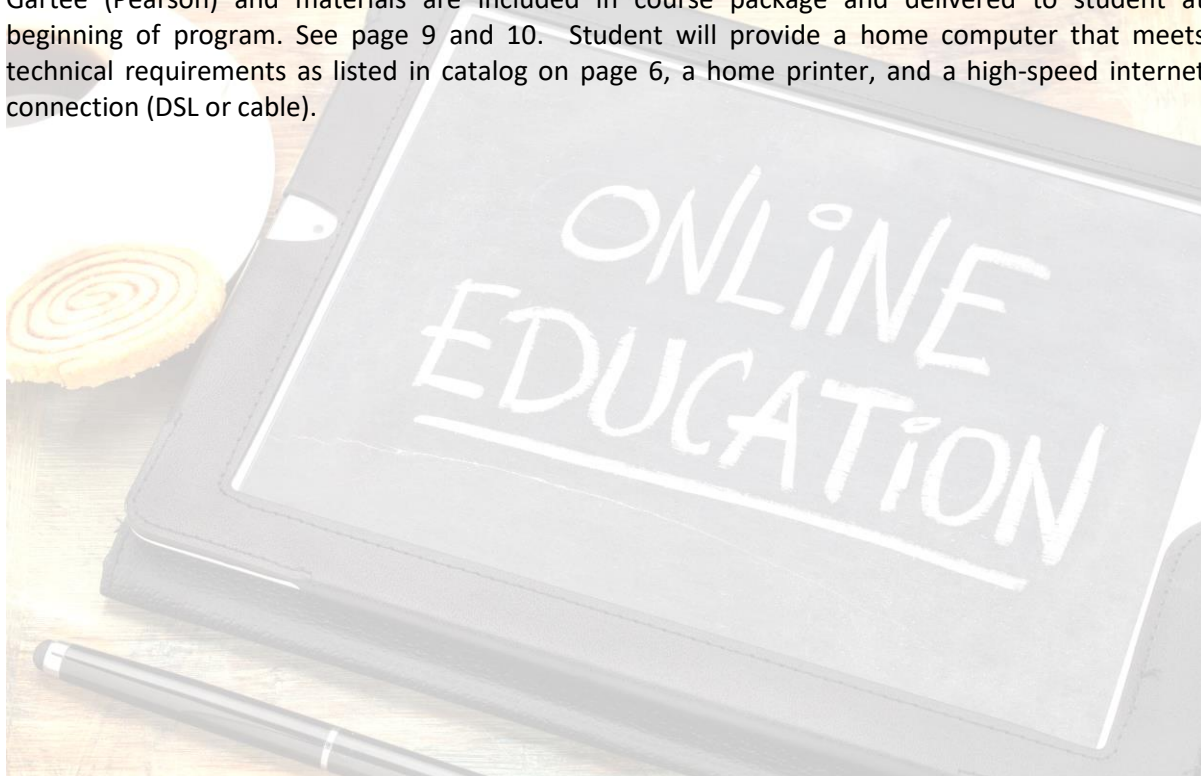
MDS of Kansas, LLC, reserves the right to adjust tuition rates annually with a 60-day notice to the public preceding the enrollment date for the calendar year’s first program enrollment. The stated tuition and fees in a signed enrollment contract will be honored through the length of the program as long as the student does not terminate, exit and re-enter the program or deviate from the regular sequence.

For incidents beyond the school's control such as natural or man-made disasters which affect technical or human resources in the locale of the facility or its staff, the school reserves the right to *postpone class start dates or sessions for a reasonable period of time, no longer than a maximum of thirty (30) days.*

If a class starting date or other session must be adjusted more than five (5) business days from its published date due to reasons not stated above, or beyond thirty (30) days for the reasons stated above, the student may request a full refund and terminate from the class without financial consequence. A refund for tuition and fees will be issued to student within sixty (60) days.

### **Additional Costs and Charges**

**A-MSS-3M (3 months):** All textbooks, reference books, software *Electronic Health Records* by Garte (Pearson) and materials are included in course package and delivered to student at beginning of program. See page 9 and 10. Student will provide a home computer that meets technical requirements as listed in catalog on page 6, a home printer, and a high-speed internet connection (DSL or cable).



## Enrollment Agreement and Contract

### ACCELERATED MEDICAL SCRIBE SPECIALIST EDUCATION PROGRAM

This contract contains a release of information which authorizes MDS of Kansas, LLC, to collect certain items of personal information about a student for purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, archiving of student records, or other requirements.

*Employment cannot be guaranteed for any student who successfully completes a career training program offered by the institution.* However, MDS of Kansas, LLC, makes every effort possible to provide and seek career opportunities for successful graduates of their programs, including advisement regarding resume and interview professionalism.

This contract contains a refund policy which defines the maximum amount of refund which may be returned to Student upon request of refund. See details of Refund Policy below.

All sections of this contract must be completed. The contract must be signed, dated, and a copy given to the student.

<b>Applicant Information</b>			
Last Name	First	M.I.	Date
Street Address		Apt/Unit #	
City	State	Zip	
Phone	E-mail Address		
Social Security No.	Alternate E-mail		
Shipping Address			
Are you a US citizen?		Date of Birth	
How did you find out about this course?			
Do you have Microsoft Word? Yes No What version?			
<b>Which course are you enrolling in?</b>	Name		Class Start Date
Have you ever completed a transcription, coding, or allied health course?	Yes No	If so, when?	
Highest Level of Education?			

\* Upon receipt of completed contract enrollment form and payment in full, student enrollment begins. Books and supplies are ordered with online account is generated. Course start date is given from instructor with first student/teacher meeting, after all curriculum is received and set up.

## Credit Card Fax Authorization Form

In order to reduce charge backs, it is necessary to have a completed credit card authorization form as shown below. ALL information must be complete and emailed, faxed and/or mailed to address.

**MDS of Kansas, LLC**  
**241 N. Hillside**  
**Wichita, KS 67214**  
**866-777-7264**

I \_\_\_\_\_ hereby authorize "MDS OF KANSAS, LLC"  
Print Cardholder Name

to debit my \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ Discover

ACCOUNT NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

CVV CODE: \_\_\_\_\_ \* Located on back of card

IN THE AMOUNT OF \$ \_\_\_\_\_ FOR THE FOLLOWING SERVICE: \_\_\_\_\_

\* 3% fee added for all credit card payments

MY BILLING ADDRESS FOR THIS CARD IS:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please fax back to 316-616-2095, hand deliver or mail to address above!**



Submit this form if you are seeking a refund for 72-hour cancellation.

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## Notice of Cancellation

### Buyer's Right to Cancel

After a signed enrollment form and tuition payment is submitted to MDS of Kansas, LLC, the student has a three (3) day right to cancel with a full refund. This form must be filled out and postmarked no later than midnight within the 72-hour or three-day cancellation period that begins when the student is notified via e-mail that payment has been received. For your protection, it is better to send it by registered mail, but this is not required.

Date of Enrollment Agreement (signed) \_\_\_\_\_

Date of statutory 72-hour cancellation privilege will expire \_\_\_\_\_

Your Name: \_\_\_\_\_  
(Print)      First              Middle Initial              Last

Your Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Daytime phone number ( ) \_\_\_\_\_

Mobile phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

I wish to cancel within the 72-hour or 3-day period of enrollment. I understand a full refund will be mailed within 60 days from the date postmarked on this notice.

---

Signature of Enrollee

Date of Signature

# Enrollment Agreement/Execution of Contract

## Signature Page

I certify that I have read the full enrollment contract including the cancellation and refund policy, grading and graduation policy, and understand what I am signing.

The effective date of this agreement is the date of the School Official's signature.



Student Signature

Date

School Official Signature

Date

## Receipt of Enrollment Policies

The prospective student acknowledges by checkmarks in the spaces provided, initialing at the bottom of the page, and signing at the end of the form, that they have received a copy of all of the following items:

A. I have received prior to enrollment:

a copy of the school catalog and a program/course outline for the program(s) in which I wish to enroll.

a schedule of the tuition, fees, and other charges.

a copy of the cancellation and refund policy.

the attendance, progress and grievance policies.

rules of operation and conduct.

regulations pertaining to incomplete grades.

B. If the school awards credit hours, I understand that transferability of any credit hours earned at this school may be limited.

\_\_\_\_\_  
(student initials)

C. I have furnished information disclosing my previous education, training, and work experiences.

I certify that I have been provided all of the information above prior to my enrollment.

I will receive a copy of this completed form and a copy of my enrollment agreement when signed.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of School Official providing the information)

\_\_\_\_\_  
(Date)

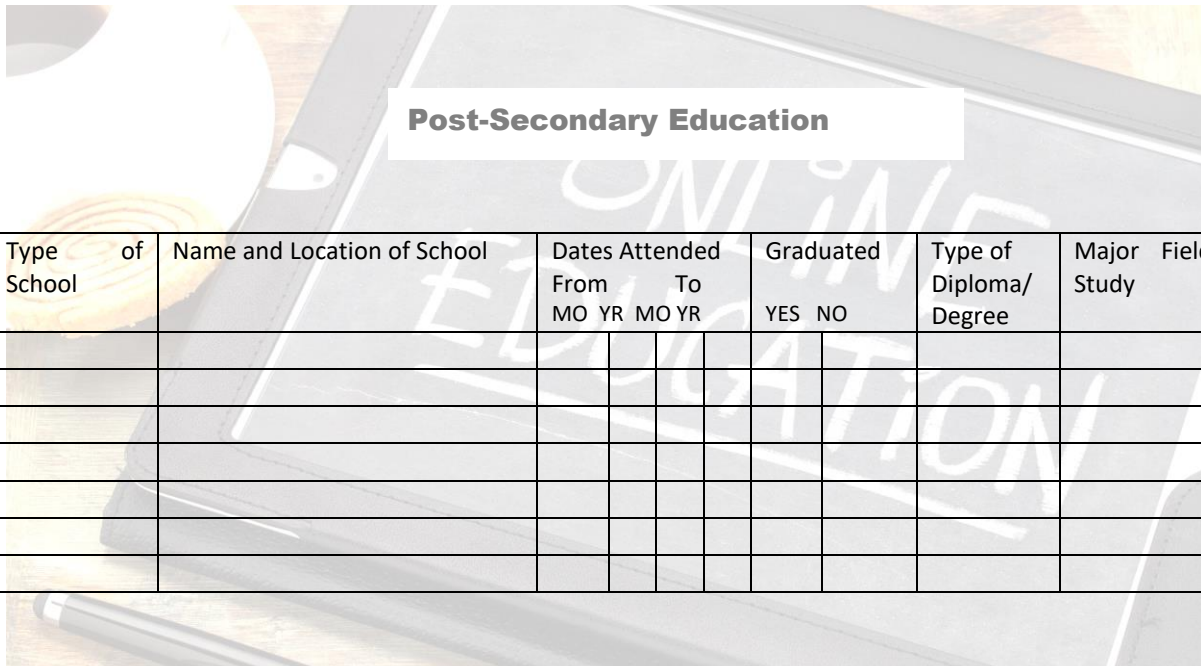
# Record of Previous Education and Training

## Student Information

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Secondary Education: \_\_\_ High School Diploma \_\_\_ Home Schooled \_\_\_ GED  
 Licensures \_\_\_\_\_



### Post-Secondary Education

Type of School	Name and Location of School	Dates Attended				Graduated		Type of Diploma/Degree	Major Field of Study
		From MO	From YR	To MO	To YR	YES	NO		

Identify previous experience and skills that relate to the program curriculum for which you desire credit.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SCHOOL USE ONLY

## School Evaluation of Previous Education and Training

### Applicable only for Accelerated Medical Scribe Specialists Courses

Instructions: List below the subjects of this program for which credit is given, the hours of credit granted, and the justification for which the credit is granted such as skills tests, transcript information, or other documentation.

Subject	Clock Hours of Credit	Justification of Credit

**Change this to reflect schooling and licensing for accelerated MSS courses**

#### Credit / Price Adjustments

	<u>Tuition</u>	<u>Total</u>
Original Program Length: _____ Cr. Hrs. Original Cost	\$ _____	\$ _____
Less Credit Granted: _____ Cr. Hrs. Less Credit Hours Granted	\$ _____	\$ _____
Adjusted Program Length _____ Cr. Hrs. Adjusted Cost	\$ _____	\$ _____

\_\_\_ I certify that all information provided by the student has been evaluated and that the student will not receive credit.

\_\_\_ I certify that all the information provided by the student has been evaluated and that the student has been given credit for which he/she is entitled as identified herein.

#### Student Acknowledgement

I have discussed the above evaluation of my previous education and training with the authorized school official and acknowledge that.

\_\_\_\_\_ I will receive the above stated credit, or

\_\_\_\_\_ I will not receive credit.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
(Printed Name of Student)

\_\_\_\_\_  
(Date)

# Student Entrance Testing Certification

## Medical Scribe Specialists Entrance Challenge Test Scores

English Mechanics \_\_\_\_\_ Date: \_\_\_\_\_

Name & Version: \_\_\_\_\_

Computer Technology \_\_\_\_\_ Date: \_\_\_\_\_

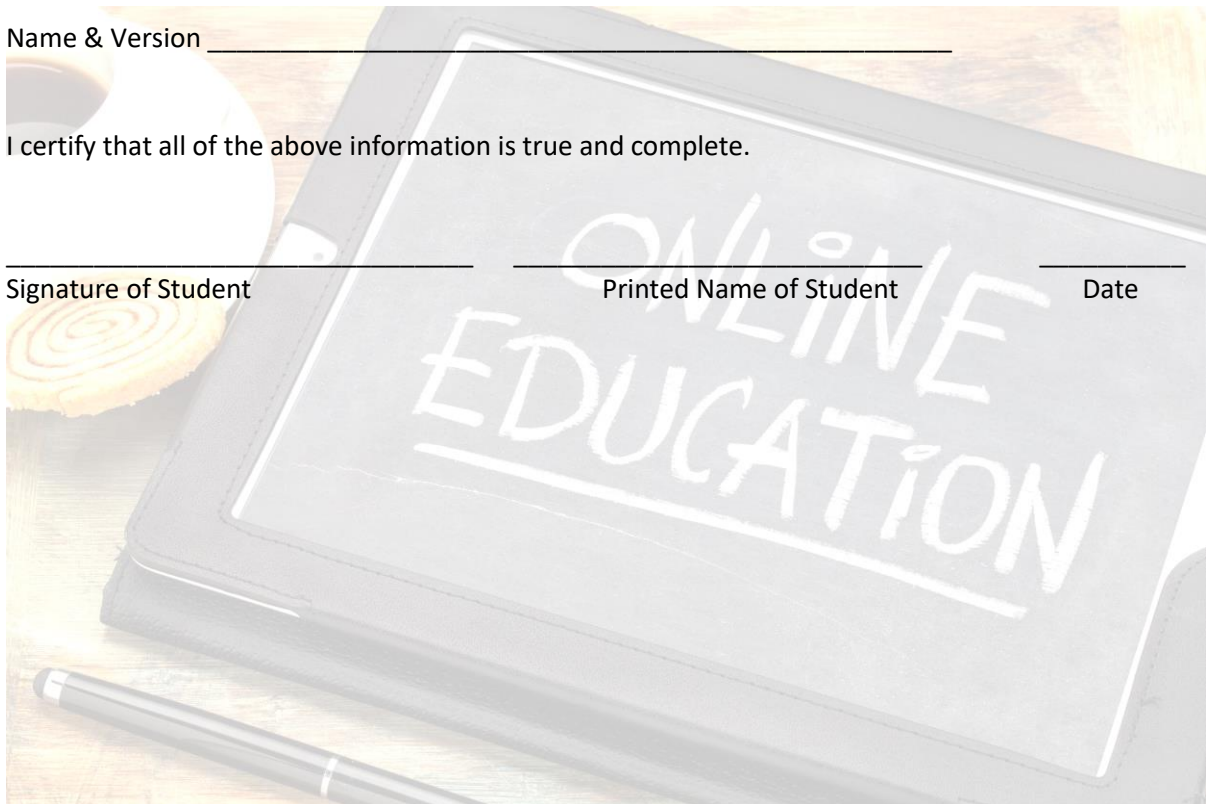
Name & Version \_\_\_\_\_

I certify that all of the above information is true and complete.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date



## Admin Records

Instructor:	Hatty Trumpower, CMSS, CPhT	Term:	Open Enrollment
Office:	MDS of Kansas	Online Course	
Phone:	316-776-9495		
E-Mail:	Instructor Email		
Website:	<a href="http://www.mdsofkansaseducation.org/">http://www.mdsofkansaseducation.org/</a>		
Office:	M-TH 8 am-3 pm   FR 8 am-1 pm		
Certificate:	Certificate of Completion awarded upon successful completion		

## Administrative Records

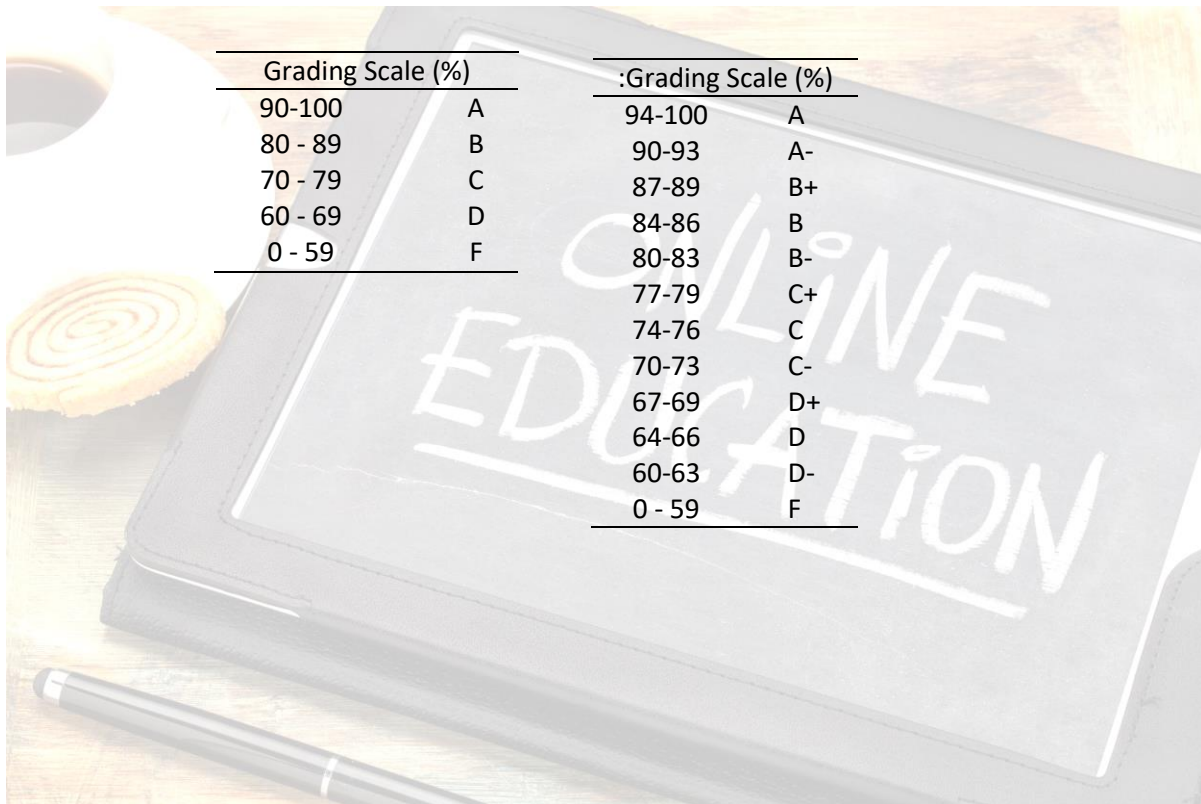
Student and administrative records are maintained in the education online portal, CourseSites by Blackboard Education Platform. The administrator and instructor keep enrollment information, email correspondence, grading, and all records, both digital and paper filed electronically on a secure server for 50 years.

## Course Credits

Course Names	Length (weeks)	Credit Hours and/or Contact Hours
A-MSS-3	12-13 weeks	3 / 55 contact hours
MLS-MSS	42 weeks	18 / 24 contact hours

## Basis for Final Grade

Assessment	Percent of Final Grade
CourseSites Participation	15%
Chapter Tests 1 – 12	30%
Medical Terminology Tests	25%
Exercises	20%
Final Exam	10%
	100%



Grading Scale (%)		:Grading Scale (%)	
90-100	A	94-100	A
80 - 89	B	90-93	A-
70 - 79	C	87-89	B+
60 - 69	D	84-86	B
0 - 59	F	80-83	B-
		77-79	C+
		74-76	C
		70-73	C-
		67-69	D+
		64-66	D
		60-63	D-
		0 - 59	F