

# Build a Future in Healthcare or IT today!

Get a better career, faster, with MedCerts  
100% online career training.



**1.9 million new jobs in healthcare  
alone over the next 10 years. More  
than any other occupational group\***

\*According to the U.S. Bureau of Labor Statistics

## Careers in High Demand

Program ID	Program	Certification	Weeks
<b>Healthcare</b>			
HI 1000	Medical Front Office Assistant & Admin. Specialist	CMAA, MCBC	19
HI 2000	Medication Care Coordinator	CPhT, CMAA	22
HI 3000	Medical Front Office & Electronic Health Records	CMAA, CEHRS	17
HI 4000	Electronic Health Records & Reimbursement Specialist	CEHRS, MCBC	17
HI 5100	Professional Coder	CPC-A	20
HI 6000	Medical Assistant	CCMA, CMAA, CSC	27
RX 3000	Pharmacy Technician Professional ASHP/ACPE	CPhT	24
<b>Information Technology</b>			
IT 1000	IT Support Professional	ITF+, A+, CSC	10

## Perks of MedCerts online career training:



Innovative & interactive courses



3D simulations, games & animations



Access to subject matter experts



Personal 1-on-1 mentoring



Career services & job search assistance



Exam prep & registration



Flexibility to fit into your life



Open enrollment - start anytime



Realistic alternative to 4-year college



# Online Career Training



Volume 21

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## About MedCerts

As the healthcare field continues to grow, so does the need to administer and manage healthcare information. If you are entering the healthcare field or are already part of it and you are seeking to broaden your career opportunities, consider MedCerts as the training partner of choice to help you achieve your certification goals.

MedCerts is a training provider for Health Care and Information Technology (IT) certification programs, in a mentored learning format. MedCerts develops comprehensive online programs leading to certification in fields that are both high-growth and in-demand. Utilizing expert instructors, proactive support from online mentors, and professionally developed courseware, workbooks, and student guides, our 4 to 36 week programs consistently prepare students for certification success. Each program is flexible, self-paced, and has been successful when applied to funding sources such as the Workforce Innovation and Opportunity Act (WIOA) and the Military Spouse Career Advancement Account (MyCAA) program.

MedCerts is licensed as a Proprietary School in Michigan, Indiana, Colorado, Texas, Washington D.C and Kansas. As an education provider, MedCerts is a WIOA Eligible Training Provider in nearly 30 US States, as governed by each State's respective Workforce Development Board. MedCerts was founded in 2009, and for the first two years of operation partnered with schools and universities to deliver certification and career training in allied health and IT fields. Gaining licensed proprietary school status in the State of Michigan in 2011 represented our transition into a full-service, online school – delivering high quality, and primarily video-based lectures as the backbone of our instructional content. Since 2011, we have actively expanded our partnerships with Workforce offices across the US, while producing dozens of new programs, expanding our service offering, and ensuring that over 35,000 students are best prepared for entry into a new career.

## Michigan State Approval

MedCerts is a private institution approved to operate by the Department of Labor and Economic Opportunity - Employment & Training division. This oversight ensures that MedCerts maintains compliance with standards of operation, faculty requirements, and programmatic and curriculum integrity. All new programs undergo a review process prior to being approved for release.

## Instructional Model – The MedCerts Learning Experience

MedCerts provides students with engaging, comprehensive, and high-quality curriculum in a flexible and convenient online learning environment. The school strives to meet the educational goals of its students supporting them with subject matter experts, a network of success coaches, and career services who employ a team approach to ensure student success.

MedCerts programs are considered open-enrollment, meaning students can start at any time. Each program has an assigned duration with each student receiving a custom Learning Plan defining a timeline for course and program Start/End Dates. Our programs are built using the 12 Elements of eLearning, based on M.David Merrill's principles of Instructional Design, and the instruction model is considered asynchronous. Asynchronous learning is a student-centered teaching method that utilizes a combination of online learning resources that is free from the constraints of a scheduled classroom event in terms of time and place. Learning can take place anywhere, anytime!

Students enrolled in a MedCerts program have the freedom to access courses and instructional materials at any time they choose, and from any location in the world as long as they have access to an Internet connection. The MedCerts Learning portal is accessible on mobile devices such as tablets and most modern "smart phones" with a reasonable sized display. Upon enrollment, students have access to their training through the MedCerts Learning Portal (<http://train.medcerts.com>) 24 hours a day, 7 days a week, and for a period of twelve (12) months from his/her official program Start Date.

Courses are delivered through recorded video lecture as the primary means of instruction, combined with a variety of secondary methods including courseware (text/workbooks), software Demos, live and offline labs, quizzes and tests, flash cards, games and activities, simulation activities, external resources, and much more.

While MedCerts curriculum has been designed to align with specific Certification Exam objectives or knowledge domains, our training goes the extra mile to equip students with the expanded skills and expertise they will need to be successful in their new CAREER.



## MedCerts Mission

Medcerts' aim is to empower students with specialized Healthcare and IT education, designed for their professional development. Every effort of our organization is to provide innovative learning opportunities which will serve students by ensuring their certification and ultimately, their career readiness. We continue to foster positive educational experiences for the lifelong success of everyone associated with our organization.

## MedCerts Pillars

Our Foundation for Success

- Our Purpose is to Ensure Our Student's Success
- Our Team Members are our Greatest Assets
- Every Member of the Team has a Contribution
- Innovation is Essential for Long-term Growth
- Every Communication is an Opportunity to Build a Relationship

## Institutional Goals

The Goals of MedCerts are:

1. To provide quality distance learning education to students seeking certification or career development, in order to gain entry into a new career or to advance within their current career.
2. To develop engaging and current instruction that is affordable, and allows the student the best chance of successfully obtaining certification in his or her chosen field or career path.
3. To provide the highest degree of student support, and the most engaging programs, allowing for the highest likelihood of a successful outcome - program completion and ultimate certification.

## Institutional Objectives

MedCerts achieves its goals through the fulfillment of the following objectives:

1. To offer courses in healthcare and information technology that exceed standards for certification.
2. To continually develop and enhance educational courses that combine an assortment of learning approaches to accomplish our goal of engaging the learner.
3. To continually seek to innovate, and adapt our delivery and instructional methods, leveraging technology as tool for improvement.
4. To continually seek to develop new learning opportunities based on in-demand certifications and targeting high job-growth paths.
5. To provide easy access to educational and student support services that contribute to the student's success.
6. To prepare students for certification within the industry for which they are trained.
7. To measure its institutional effectiveness through continual monitoring of student academic performance and progress, satisfaction, and completion/graduate outcomes.

## Ensuring Institutional and Programmatic Effectiveness

MedCerts continually seeks to improve the quality and effectiveness of our curriculum, including how we deliver and support our training. As a data-driven organization, we collect and monitor data analytics on program completion rates, assessment and mock exam scores, certification exam pass rates, graduate employment, student and graduate feedback, student satisfaction surveys, and a variety of other important metrics that help to guide quality improvement for each program that we offer

## Institutional Ownership

MedCerts, LLC is a wholly owned subsidiary of Stride, Inc. The powers, duties, and responsibilities of MedCerts' day-to-day operation is the responsibility of Chief Executive Officer, Jason Aubrey.



## ADMINISTRATIVE STAFF

**Jason Aubrey**  
CEO  
BA Political Science, Int'l Studies

**Craig Sprinkle**  
CFO & COO  
BS Finance

**Dana Janssen**  
CPO  
BS Education, MBA

**Tiffany Toth**  
Financial Controller  
BS Finance

**Rafael Castaneda**  
Vice President of Workforce  
Development

**Sandy Mead**  
National Director of Workforce  
Development

**Mark Adamo**  
Director of Enrollment

**Amanda Roszkowski**  
Senior Director of Marketing

**Kelly Hoover**  
Executive Vice President of  
Operations & Student Support  
Director of Programs  
BS Political Science, MBA,  
MSF (pending)

## CONTACT INFORMATION

**MedCerts**  
14143 Farmington Road,  
Livonia, MI 48154  
medcerts.com  
info@medcerts.com  
800.734.1175

## PRIMARY FACULTY AND STAFF

**Joseph Fischer**  
Student Success Advisor  
Degree(s): Bachelor of Science in Computer Engineering,  
Master of Art in Organizational Leadership  
Certification(s): ITF, Healthcare IT, A+, Net+, Server+, INet+,  
Security+, Linux+, MCP, MCSA, MCSE

**Jamie McLachlan**  
Student Success Advisor / AAPC Program Specialist  
Certification(s): CRC, CPC-I, CPC, CMAA

**Jason Priest**  
Student Success Advisor / Pharmacy Externship Coordinator  
Certification(s): CPhT, RPhT, EMT-B

**Krystal Edwards**  
Senior Student Success Advisor  
Degree(s): Associate Degree General Studies, Hospital Pharmacy  
Certification(s): CPhT, CEHRS, CMAA, CBCS

**Barbara Whatley**  
Senior Student Success Advisor  
Certification(s): CMAA, CEHRS, CPhT, CBCS  
Florida Registered Pharmacy Technician (RPhT)

**Barbara Westrick**  
Program Director and SME  
Degree: Associate Degree – Medical Secretary  
Certification(s): CMA, CPC, CPCT/A, CET, CPT, CHUC

**Lisa Cochran**  
Subject Matter Expert and Product Developer  
Degree(s): Associate in Arts, Bachelor of Business Administration  
Certification(s): Microsoft Certified Trainer, Microsoft Office Specialist (MOS)

**Timika Jefferson**  
Students Success Advisor  
Degree(s): MS Healthcare Administration  
Certification(s): CCS

**Carolyn Mase**  
Students Success Advisor  
Degree(s): MS in Higher Education Administration, BS in Spanish

**Challis Cooks**  
Student Success Advisor  
Degree(s): MS in Higher Education and Student Affairs Administration

**Isa Partee**  
Student Success Advisor  
Degree: BS in Physical Education

**Michelle Brown**  
Student Success Advisor  
Degree(s): MS in Education

**Hattie Hogue**  
Student Success Advisor  
Degree(s): MBA, MFT

**Shaina Smith**  
Student Success Advisor  
Degree(s): Master of Social Work

**Shawn Murray**  
Student Success Advisor  
Degree(s): BA in Creative Writing, MA in Communication (pending)

**Garith Parker**  
Students Success Advisor  
Degree(s): BS in Secondary Education

**Tischa Sloane**  
Student Success Advisor  
Degree(s): BS in Business Administration, MA in Leadership and HR

**Renee Pink-English**  
Student Success Advisor  
Degree(s): BA Management Info. Systems (pending), BA Biblical Studies  
Certification(s): Life and Career Coach

**Kizzy Carr**  
Career Services Coach  
Degree(s): BA in Healthcare Administration  
Certification(s): CCMA, CMAA

**Autumn Johnson**  
Career Services Coach  
Degree(s): Master of Public Health  
Certification: Global Career Development Facilitator

**Denise Moore**  
Career Services Coach  
Degree(s): BA in Communication, AAS in Marketing

**Kathleen Maitland**  
Employer Partnership Representative  
Degree(s): MS in Management, BA in Marketing

**Vanetta LaRosa**  
RBT Program Supervisor  
Degree(s): PhD, BCBA-D

**Tonya Carter**  
Admissions Coordinator  
Degree(s): Bachelor of Science in Health Administration, MS in I/O Psychology  
Certification(s): CPhT

**Melanie Martin**  
Regional Workforce Manager  
Certification(s): Certified Customer Service Representative

**Karla Coleman**  
Regional Workforce Manager  
BA in Entertainment (pending)

**Brenda Thompson**  
Regional Workforce Manager  
Degree(s): MBA  
Certification(s): HR Management,

**Clif Morgan**  
Regional Workforce Manager  
Degree(s): BS Finance  
Certification(s): Org. Consulting and Change Leadership

**Heather Keller**  
Regional Workforce Manager  
Degree(s): BA in Fine Arts, BA in Management  
Certification(s): Lean Six Sigma Green Belt

**Regina Serrano**  
Regional Workforce Manager  
BA in English

**Marcy Miller**  
Regional Workforce Manager  
Master of Public Administration

**Janea Rudder**  
Associate Director of Compliance  
Degree(s): Associate of General Studies  
Certification(s): CMAA, CEHRS

## Contents

About MedCerts	2
Mission, Goals, Objectives	3
Faculty & Staff	4
Medical Front Office Assistant and Administration Specialist	7
Medical Billing Specialist	8
Medical Front Office Administration Specialist	9
Medication Care Coordinator	10
Pharmacy Technician Specialist	11
Pharmacy Technician Professional (ASHP/ACPE)	12
Medical Front Office and Electronic Health Records	13
Electronic Health Records Specialist	14
Electronic Health Records and Reimbursement Specialist	15
Professional Coder	16
Medical Assistant	17
Phlebotomy Technician	18
EKG Technician	19
Cardio-Phlebotomy Technician	20
Patient Care Technician	21
Sterile Processing Technician	22
Health Unit Coordinator	23
Allied Healthcare Professional	24
Healthcare Administration Professional	25
Clinical Medical Specialist	26
Clinical Medical Professional	27
Physical Therapy Aide and Administration Specialist	28
Behavioral Technician and the Medical Office	29
Behavioral Technician Specialist	30
VetBloom Veterinary Assistant	31
Veterinary Client Service Representative	32
Dental Assistant	33
IT Support Professional	34
Fundamentals of IT	35
IT Helpdesk Administrator	36
PC Technician	37
IT Network Technician	38
Healthcare IT Technician	39
IT Security & Network Technician	40

## Contents

IT Security Specialist	41
Ethical Hacker	42
Cybersecurity Analyst	43
Cloud Computing	44
Cloud Technology Professional	45
AWS Solutions Architect Associate	46
Microsoft Office Specialist	47
Administrative Customer Support Specialist	48
Project Management Essentials	49
Course Descriptions	50 - 57
Certification Descriptions	58 - 67
Tuition Payment Options, and Financial Aid	68
Student Support Services & Holidays	69
Academic and School Policies	70 - 75
Program Cancellation	76
Specific State Policies	77 - 80
Minimum System & Device Requirements	81
Statement of Accuracy	81



Medical Front Office Assistant

Medical Office Management & Administrator

Medical Receptionist

Medical Billing Specialist

Medical Insurance Specialist

Clinical Specialist

Health Care Administrator

Patient Centered Care Coordinator

## Medical Front Office Assistant and Administration Specialist

HI-1000: MEDICAL FRONT OFFICE ASSISTANT AND ADMINISTRATION SPECIALIST program is designed to equip you with the skills necessary to provide excellent administrative support in an office environment and the knowledge to achieve the Certified Medical Administration Assistant (CMAA) and Medical Coder & Biller Certification (MCBC).

This 19-week online training program provides training in areas including Medical Office Procedures and Administration, Human Anatomy and Physiology, Medical Terminology, Medical Office Computer Applications, and Insurance Billing and Coding Essentials. Upon completion of the program, you will have become skilled in areas of Medical Office Administration and Medical Insurance Reimbursement, and will be prepared for dual healthcare certifications (CMAA and MCBC), increasing your marketability in the field and allowing for greater flexibility in your career path.

Students receive ongoing mentoring support from a Subject Matter Expert throughout their enrollment.

TUITION: \$4,000

DURATION: 19 Weeks

PROGRAM HOURS: 304

PREREQUISITES:  
High School Diploma or GED

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### CORE COURSES:

HI-1011: Medical Office Procedures and Administration

MS-1000: Microsoft Office Basics

HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-1015: Insurance Billing and Coding Essentials

### TARGET CERTIFICATIONS:

Medical Coder & Biller Certification (MCBC)

Certified Medical Administrative Assistant (CMAA)



Medical Billing Specialist

Medical Insurance Specialist

Reimbursement Specialist

Insurance Claims Processor

Health Care Administration

## Medical Billing Specialist

HI-1100: MEDICAL BILLING SPECIALIST program is a 12-week, video based training series designed to provide you with the skills and knowledge necessary to successfully pursue a career in the healthcare industry, with a specific focus on Medical Billing support. Additionally, students are well-prepared to take nationally recognized certification exams like the Medical Coder & Biller Certification (MCBC) exam, administered by the American Medical Certification Association (AMCA).

This 12-week online training program provides training in areas including Human Anatomy and Physiology, Medical Terminology, and Insurance Billing and Coding Essentials. Upon completion of the program, you will have obtained the skills and knowledge required to obtain certifications leading to a new career in a variety of health care fields related to medical billing and insurance reimbursement.

Students receive ongoing mentoring support from a Subject Matter Expert throughout their enrollment.

TUITION: \$2,000

DURATION: 12 Weeks

PROGRAM HOURS: 192

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-1015: Insurance Billing and Coding Essentials

### TARGET CERTIFICATION:

Medical Coder & Biller Certification (MCBC)

Medical Office Computer Specialist/Assistant

Medical Office Assistant/Specialist

Clinical Assistant/Specialist

Medical Receptionist

Medical Administrative/Assistant

Health and Medical Administrator

Patient Centered Care Coordinator



## Medical Front Office Administration Specialist

HI-1200: MEDICAL FRONT OFFICE ADMINISTRATION SPECIALIST program is designed to equip you with the skills necessary to provide excellent administrative support in an office environment and the knowledge to achieve the Certified Medical Administration Assistant (CMAA) certifications. Students will be provided comprehensive training that will prepare them for entry into employment within the Medical Office fields.

This 13-week online training program provides specialized training in areas including Medical Office Procedures and Administration, Medical Office Computer Applications, and administrative computer functions and procedures. Upon completion of the program, you will have become skilled in areas of Medical Office Administration, and will be prepared for a health care certification (CMAA), increasing your marketability in the field and allowing for greater flexibility in your career path.

Students receive ongoing mentoring support from a Subject Matter Expert throughout their enrollment.

TUITION: \$2,000

DURATION: 13 Weeks

PROGRAM HOURS: 208

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

HI-1011: Medical Office Procedures and Administration

MS-1000: Microsoft Office Basics

HI-1014: Introduction to Human Anatomy and Medical Terminology

### TARGET CERTIFICATIONS:

Certified Medical Administrative Assistant (CMAA)



- Medication Care Coordinator
- Consumer Medication Coordinator
- Patient Centered Care Coordinator
- Pharmacy Informaticist
- Patient Services Representative

## Medication Care Coordinator

HI-2000: MEDICATION CARE COORDINATOR program is designed to equip you with the skills necessary to provide excellent support in a pharmacy or clinical environment and the knowledge to achieve the Certified Medical Administration Assistant (CMAA) and Certified Pharmacy Technician (CPhT) certifications.

This 22-week online certification program provides comprehensive training in the areas of Human Anatomy, Physiology and Medical Terminology, Medical Office Procedures and Administration, as well as Pharmacy Technician Principles and Practices. Upon completion of the program, you will be skilled in areas of Medical Office Administration and Pharmacy, and prepared for dual healthcare certifications (CMAA and CPhT), increasing your marketability in the field and allowing for greater flexibility in your career path.

Upon completion of the program, students are uniquely prepared to serve as a liaison between clinical providers, the pharmacy, and consumers. Students are prepared to assist consumers with their medication plan, insurance, and other services including the medication distribution process.

TUITION: \$4,000

DURATION: 22 Weeks

PROGRAM HOURS: 352

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

HI-1011: Medical Office Procedures and Administration

MS-2000: Microsoft Office Series I

HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-1017: Pharmacy Technician Principles and Practices

### TARGET CERTIFICATIONS:

Certified Pharmacy Technician (CPhT)

Certified Medical Administrative Assistant (CMAA)

Pharmacy Technician

Pharmacy Aide

Pharmacy Assistant



## Pharmacy Technician Specialist

HI-2100: PHARMACY TECHNICIAN SPECIALIST program is designed to equip you with the knowledge required to gain the Certified Pharmacy Technician (CPhT) certification through the Pharmacy Technician Certification Board's (PTCB) exam or the National Healthcareer Association's (NHA) ExCPT exam. The PTCB's exam is recognized in all 50 states and may be required to operate as a Pharmacy Technician in certain states as defined by each State Board of Pharmacy. While we highly recommend the PTCB's exam, students are equally prepared for NHA's ExCPT exam, which is also widely recognized.

This 14-week, online certification program provides comprehensive training in the areas of Human Anatomy, Physiology and Medical Terminology, and Pharmacy Technician Principles and Practices.

This is a Certification Preparation program, and DOES NOT contain all required components of an ASHP/ACPE-Accredited program, specifically the simulation/lab component and a required externship. This program is perfect for the student that has an interest in becoming certified as a Pharmacy Technician. In the coming years, more and more States will continue to require ASHP/ACPE Program completion along with passing the PTCE exam to be licensed and fully certified. This program will not fulfill those requirements but may meet the minimum licensing/registration standard in certain states. For students that wish to become a professional Pharmacy Technician by way of a fully accredited ASHP/ACPE program, please refer to the MedCerts RX-3000: Pharmacy Technician Professional program within our catalog or website (medcerts.com).

TUITION: \$2,700

DURATION: 14 Weeks

PROGRAM HOURS: 224

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-1017: Pharmacy Technician Principles and Practices

### TARGET CERTIFICATIONS:

Certified Pharmacy Technician (CPhT)



- Pharmacy Technician
- Pharmacy Aide
- Pharmacy Assistant
- Compliance Specialist
- Pharmacy Aide
- Pharmaceutical Sales
- Inpatient Technician
- Infusion Technician
- Pharmacy Technology Specialist

## Pharmacy Technician Professional (ASHP/ACPE)

RX-3000: PHARMACY TECHNICIAN PROFESSIONAL program provides training of the highest standard, as defined by the American Society of Health-System Pharmacists (ASHP). The ASHP/ACPE recognizes programs that meet their quality and compliance standards through formal accreditation. The MedCerts Pharmacy Technician Professional program has been formally accredited by the ASHP/ACPE.

This 24-week online certification program provides comprehensive training in the areas of Human Anatomy, Physiology and Medical Terminology and Pharmacy Technician Principles and Practices. Our innovative program incorporates instructor-led video-based training and demonstrations, along with activities and simulations performed by students and graded by our instructors.

Graduates of the Pharmacy Technician Professional Program must participate in a 6-Week Externship experience at a Pharmacy near you. The externship is the capstone of the Learning Experience, allowing you to apply what you have learned in a real-world environment.

TUITION: \$4,000

DURATION: 24 Weeks

PROGRAM HOURS: 448

PREREQUISITES:  
High School Diploma or GED  
& pass general education and  
math assessment



### CORE COURSES:

- CS-1011: Customer Service Professional
- HI-1014: Introduction to Human Anatomy and Medical Terminology
- HI-1017: Pharmacy Technician Principles and Practices ASHP
- EX-2017: Pharmacy Technician Externship

### TARGET CERTIFICATIONS:

- Certified Pharmacy Technician (CPhT)
- Customer Service Certified (CSC)

Electronic Health Records Specialist

Health Information/Medical Records Administrator

Medical Records Technician

HIPAA Compliance Officer

Medical Front Office Assistant

Health Information Support Specialist

Medical Records Administrator

Medical Office Specialist

Medical Office Management and Administrator

Medical Receptionist

Patient Centered Care Coordinator



## Medical Front Office and Electronic Health Records

HI-3000: MEDICAL FRONT OFFICE AND ELECTRONIC HEALTH RECORDS program is designed to equip you with the skills necessary to provide excellent support in a Medical Office environment and the knowledge to achieve the Certified Electronic Health Records Specialist (CEHRS) and Certified Medical Administrative Assistant (CMAA) certifications. This comprehensive online program prepares you for proper handling of patient data, fundamental records and document management, medical office procedures, and more. Upon completion of the program and achieving certification, students may find work in physician offices and laboratories, reference laboratories, urgent care centers, nursing home facilities, wellness clinics, and hospitals.

This 17-week online certification program provides comprehensive training in the areas of Human Anatomy and Physiology, Medical Office Administration, Medical Terminology, Medical Office Computer Applications, and Electronic Health Records technology and management. Upon completion of the program, you will have become skilled in areas of Medical Office Administration and Electronic Health Records, and will be prepared for dual healthcare certifications (CMAA and CEHRS), increasing your marketability in the field and allowing for greater flexibility in your career path.

Students receive ongoing mentoring support from a Subject Matter Expert throughout their enrollment.

TUITION: \$4,000

DURATION: 17 Weeks

PROGRAM HOURS: 272

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

HI-1011: Medical Office Procedures and Administration

MS-1000: Microsoft Office Basics

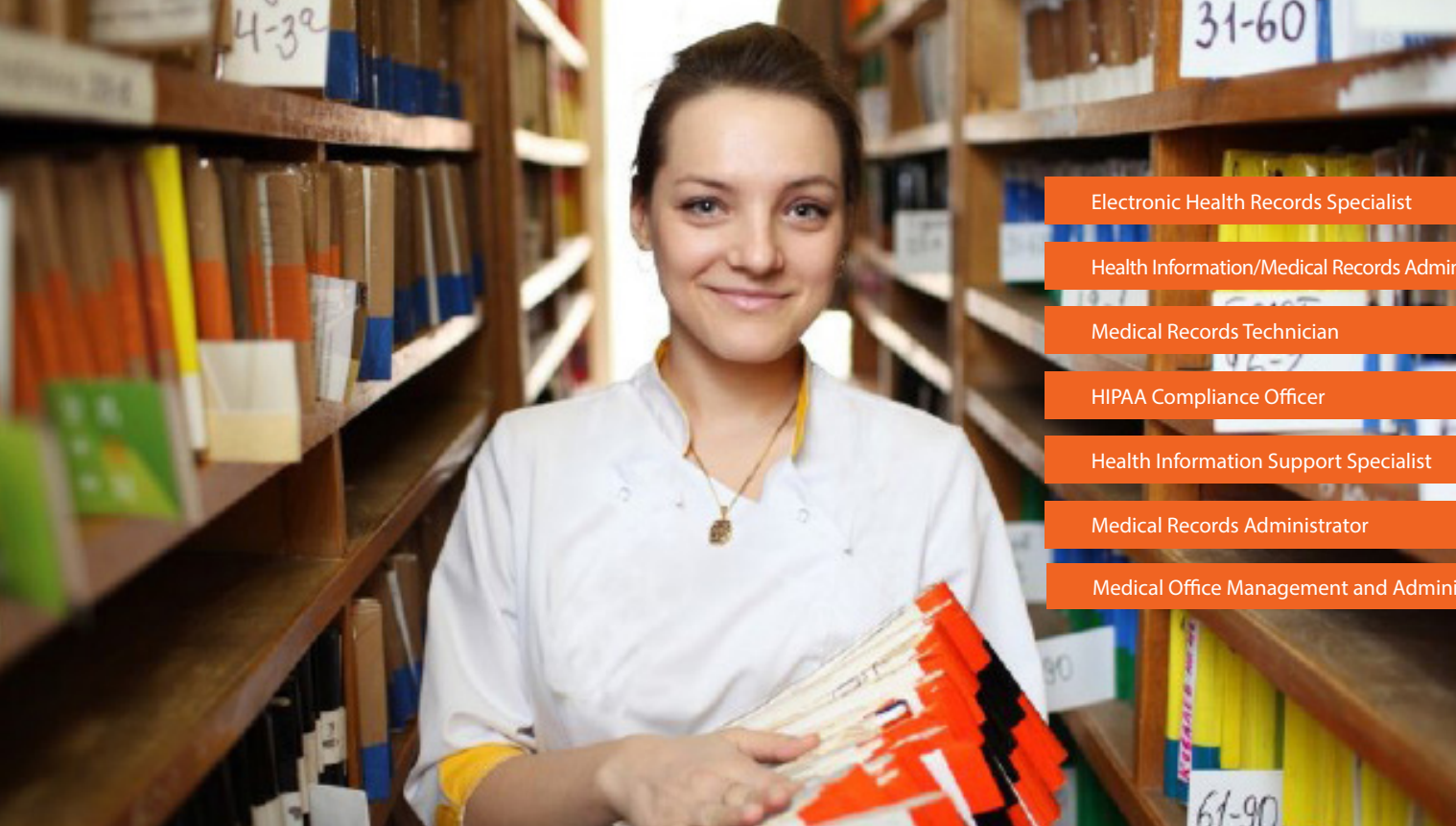
HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-1018: Electronic Health Records

### TARGET CERTIFICATIONS:

Certified Electronic Health Records Specialist (CEHRS)

Certified Medical Administrative Assistant (CMAA)



- Electronic Health Records Specialist
- Health Information/Medical Records Administrator
- Medical Records Technician
- HIPAA Compliance Officer
- Health Information Support Specialist
- Medical Records Administrator
- Medical Office Management and Administrator

## Electronic Health Records Specialist

HI-3100: THE ELECTRONIC HEALTH RECORDS SPECIALIST program is designed to equip you with the skills necessary to provide excellent support in a Medical Office environment and the knowledge to achieve the Certified Electronic Health Records Specialist (CEHRS) designation. Our online certification program prepares you for proper handling of patient data, fundamental records and document management, medical office procedures, and more. Upon completion of the program and achieving certification, students may find work in physician offices and laboratories, reference laboratories, urgent care centers, nursing home facilities, wellness clinics, and hospitals.

This 10-week online certification program provides comprehensive training in the areas of Human Anatomy and Physiology, Medical Terminology, and Electronic Health Records technology and management. Upon completion of the program, you will have become skilled in the management, functions, and purpose of Electronic Health Records, and will be prepared to sit for the CEHRS certification, increasing your marketability in this growing field and allowing for greater flexibility in your career path.

Students receive ongoing mentoring support from a Subject Matter Expert throughout their enrollment.

TUITION: \$2,700

DURATION: 10 Weeks

PROGRAM HOURS: 160

PREREQUISITES:  
High School Diploma or GED



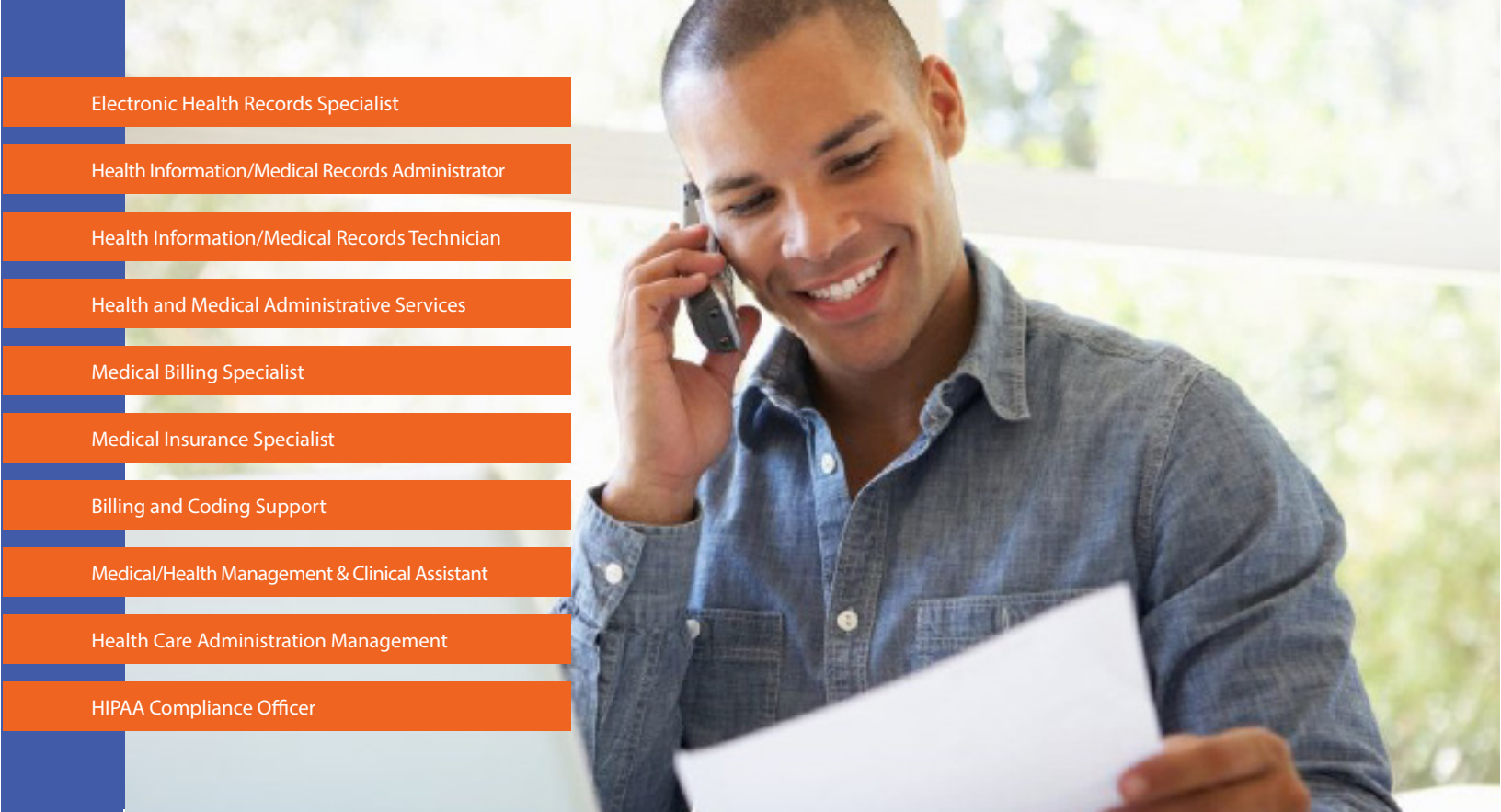
### CORE COURSES:

HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-1018: Electronic Health Records

### TARGET CERTIFICATION:

Certified Electronic Health Records Specialist (CEHRS)



Electronic Health Records Specialist

Health Information/Medical Records Administrator

Health Information/Medical Records Technician

Health and Medical Administrative Services

Medical Billing Specialist

Medical Insurance Specialist

Billing and Coding Support

Medical/Health Management & Clinical Assistant

Health Care Administration Management

HIPAA Compliance Officer

## Electronic Health Records and Reimbursement Specialist

HI-4000: THE ELECTRONIC HEALTH RECORDS AND REIMBURSEMENT SPECIALIST program is designed to equip you with the skills necessary to provide excellent support in a Medical Back Office environment and the knowledge to achieve the Certified Electronic Health Records Specialist (CEHRS) and Medical Coder & Biller Certification (MCBC). This comprehensive online program prepares you for proper handling of patient data, fundamental records and document management, medical insurance reimbursement, and more. Upon completion of the program and achieving certification, students may find work in physician offices, insurance billing offices, reference laboratories, urgent care centers, nursing home facilities, wellness clinics, and hospitals.

This 17-week online certification program provides comprehensive training in the areas of Microsoft Office, Human Anatomy and Physiology, Medical Terminology, Insurance Billing and Coding and Electronic Health Records. Upon completion of the program, you will have become skilled in areas of Electronic Health Records and Reimbursements, be prepared for dual healthcare certifications (CEHRS and MCBC), increasing your marketability in the field and allowing for greater flexibility in your career path.

Students receive ongoing mentoring support from a Subject Matter Expert throughout their enrollment.

TUITION: \$4,000

DURATION: 17 Weeks

PROGRAM HOURS: 272

PREREQUISITES:  
High School Diploma or GED

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American Medical Certification Association

### CORE COURSES:

HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-1015: Insurance Billing and Coding Essentials

MS-1000: Microsoft Office Basics

HI-1018: Electronic Health Records

### TARGET CERTIFICATIONS:

Certified Electronic Health Records Specialist (CEHRS)

Medical Coder & Biller Certification (MCBC)



Professional Medical Coder

Professional Fee Coder

Surgical Coder

Coding Specialist

Medical Management Specialist

Outpatient Medical Coder

Reimbursement Coordinator/Specialist

Compliance Auditor - Coding

## Professional Coder

HI-5100: PROFESSIONAL CODER (CPC) provides comprehensive training to help you achieve the Certified Professional Coder – CPC credential or the Certified Coding Specialist-Physician-based (CCS-P), both of which are the gold standard for medical coding in physician office settings. Our partnership with the American Academy of Professional Coders (AAPC) and the American Health Information Management Association (AHIMA) enables you to have the tools needed to successfully pass the CPC examination or the CCS-P examination. Those passing the CPC examination earn the credential, CPC-A. When the CPC-A (apprentice) is ultimately combined with one year of practical coding experience, the individual earns the full CPC designation.

Regardless of the choice of the exam, students learn principles of medical coding related to the three main code books: CPT, ICD-10-CM Volumes 1 & 2, and HCPCS Level II. The Medical Coding textbook contains access to a coding software that allows for coding practice even AFTER the completion of the course. The software allows for hands-on demonstration of learned coding skills.

This program is recommended for anyone who is preparing for a career in medical coding for a physician's office and is vital in ones' preparation for either the CCS-P or CPC certification exam. The payment for one of these exams is provided by MedCerts.

Upon completion of the program, all students are eligible for a MedCerts-sponsored 12-month membership into the AAPC, as well as a complimentary CPC or CCS-P Exam Voucher.

\*Previous Medical front office experience or training is highly recommended\*

TUITION: \$4,000

DURATION: 20 Weeks

PROGRAM HOURS: 320

PREREQUISITES:  
High School Diploma or GED  
& pass general education and  
math assessment



### CORE COURSES:

HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-1051: Medical Coding

### TARGET CERTIFICATION:

Certified Professional Coder (CPC-A) or  
Certified Coding Specialist-Physician-based (CCS-P)



Medical Assistant

Chiropractor Assistant

Doctor's Assistant

Medical Office Assistant

Ophthalmic Technician

Optometric Assistant

Optometric Technician

## Medical Assistant

HI-6000: MEDICAL ASSISTANT: Clinical Medical Assistants are multi-skilled allied healthcare professionals who may administer medications, assist with minor procedures, record vital signs, take medical histories, prepare patients and rooms for examinations, handle laboratory specimens, provide patient education, and much more. Because of the specialized skill set and knowledge that is held by these professionals, they find themselves working in clinics, physicians' offices, hospitals, outpatient facilities, and specialists' offices across the country.

MedCerts' online medical assistant certification program covers a wide range of skills and objectives that expand beyond the primary functions of a medical assistant. The program was developed by industry experts and through technology, provides students with a one-of-a-kind learning experience. Throughout the program, you will be able to interact with the curriculum through 3D virtual office scenarios, clinical skill simulations, animations, assessment gamification, and activities.

Medical Assistant students are prepared to perform both clinical and administrative duties required in a medical facility through MedCerts' online medical assistant certification classes. You will enjoy robust online courses to include Human Anatomy and Medical Terminology, Customer Service Professional, Clinical Medical Assisting and more.

TUITION: \$4,000

DURATION: 27 Weeks

PROGRAM HOURS: 432

PREREQUISITES:  
High School Diploma or GED

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**PACE** Professional Association for Customer Engagement  
Customer Focused. Contact Center Driven.

### CORE COURSES:

CS-1011: Customer Service Professional - Level I  
HI-1014: Introduction to Human Anatomy and Medical Terminology  
HI-1011: Medical Office Procedures and Administration  
HI-6010: Clinical Medical Assisting

### TARGET CERTIFICATION:

Certified Clinical Medical Assistant (CCMA)  
Certified Medical Administrative Assistant (CMAA)  
Customer Service Certified (CSC)



Phlebotomy Technician

Laboratory Specimen Processor

Laboratory Assistant

Phlebotomist

Emergency Room Department Technician

Medical Technologist

## Phlebotomy Technician

HI-6100: PHLEBOTOMY TECHNICIAN: Phlebotomy techs collect blood and non-blood specimens for testing so that specimens can be analyzed in a clinical laboratory. Blood and non-blood tests are used to diagnose illness, evaluate the effectiveness of medications and determine whether a patient is receiving proper nutrition. They talk with patients to help them feel less nervous about having their blood drawn. Phlebotomy procedures include verifying the patient's identity to ensure proper labeling of specimens and entry of information into a database. Keeping a clean, sanitary, and safe work environment is extremely important so they can avoid infection or contamination. Phlebotomists also assemble and maintain equipment such as needles and specimen containers.

Phlebotomists work in clinical laboratories, hospitals, community health centers, nursing homes, doctor's offices, blood donation centers, and other health care facilities. They are usually supervised by a clinical laboratory technologist or other medical professional. In medical and diagnostic laboratories, patient interaction is sometimes only with the phlebotomist. This allows a unique opportunity to positively impact patient experience.

So, how is this all possible online? Our highly immersive program utilizes 12 unique eLearning components designed to keep you engaged, stimulated, and captivated throughout your training. Our student learning experience is driven by recorded video lecture delivered by expert instructors, with simulations, video demonstrations, virtualized environments, and many other professionally produced learning components. Multiple assessments test your knowledge and understanding of the material contained in each lesson leading up to a comprehensive final exam for each course.

TUITION: \$2,000

DURATION: 11 Weeks

PROGRAM HOURS: 176

### PREREQUISITES:

High School Diploma or GED & students must be employed in a healthcare facility or take full responsibility for meeting their clinical requirements.

nha 

  
**PACE** Professional  
Association  
for Customer  
Engagement  
Customer Focused. Contact Center Driven.

### CORE COURSES:

CS-1011: Customer Service Professional - Level I  
HI-1014: Introduction to Human Anatomy and Medical Terminology  
HI-6011: Phlebotomy

### TARGET CERTIFICATION:

Certified Phlebotomy Technician (CPT)  
Customer Service Certified (CSC)



EKG Technician

Cardiovascular Technician

Cardiac Monitoring Technician

ECG Technician

Cardiac Stress Technician

Holter Monitor Technician

## EKG Technician

HI-6200: EKG TECHNICIAN MedCerts training program will prepare you for national certification as a Certified EKG Technician (CET) and a Customer Service Certified (CSC). EKG/ECG technicians work in healthcare facilities specializing in EKG testing for patients. These tests help detect irregularities that may result in a heart attack or heart disease. Common duties include explaining procedures to patients, monitoring blood pressure, and positioning patients. After completing our program, graduates will also know how to apply Holter monitors and assist cardiologists with stress testing.

Throughout the program, students will gain knowledge of medical terminology and disease processes. They will become familiar with healthcare settings and roles of EKG/ECG technicians in the EKG course and complete a customer service course, because customer service is a priority in situations with direct patient care.

With additional on-the-job training or experience, EKG technicians may specialize in areas such as cardiac catheterization, Holter monitoring, phonocardiography, stress testing, and vectorcardiography. EKG technicians must be able to recognize an emergency and assist the physician in responding to them. Anyone interested in this field should have an interest in high-tech mechanical equipment and be able to sympathize with people and reassure them when apprehensive about a testing procedure.

Upon completion of this program, students will have met the training requirements to sit for the CET exam, issued by the National Healthcareer Association (NHA) and included in your tuition cost! After passing their certification exams, MedCerts will assist students in seeking an Experiential Learning opportunity, where they can demonstrate hands-on skills in a real-world environment proctored by a licensed/certified professional.

TUITION: \$2,000

DURATION: 11 Weeks

PROGRAM HOURS: 176

PREREQUISITES:

High School Diploma or GED & students must be employed in a healthcare facility or take full responsibility for meeting their clinical requirements.

nha 

  
**PACE** Professional Association for Customer Engagement

### CORE COURSES:

CS-1011: Customer Service Professional - Level I

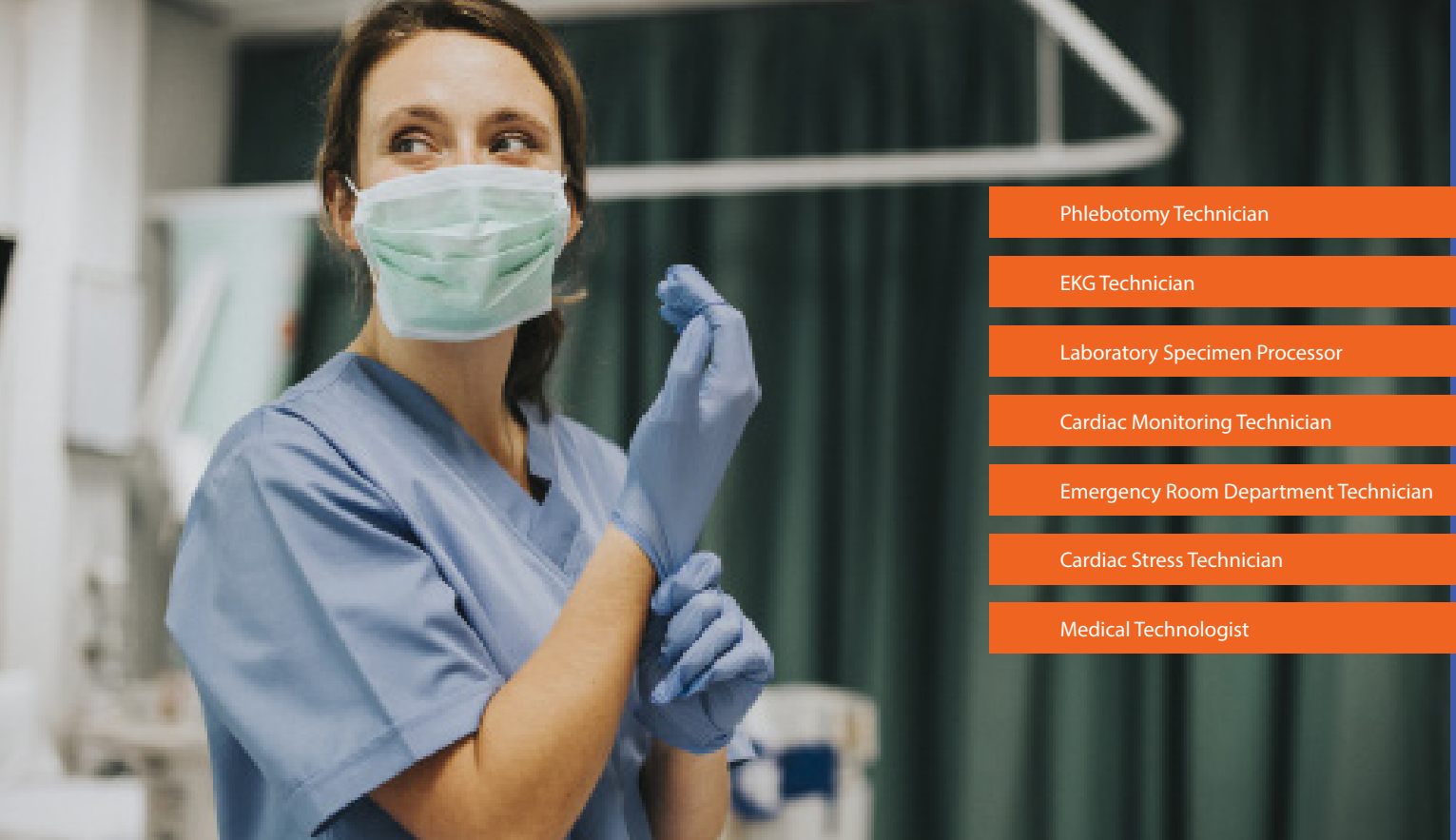
HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-6012: Electrocardiography

### TARGET CERTIFICATION:

Certified EKG Technician (CET)

Customer Service Certified (CSC)



- Phlebotomy Technician
- EKG Technician
- Laboratory Specimen Processor
- Cardiac Monitoring Technician
- Emergency Room Department Technician
- Cardiac Stress Technician
- Medical Technologist

## Cardio-Phlebotomy Technician

HI-6300: **CARDIO PHLEBOTOMY TECHNICIAN:** Whether you're a seasoned Medical Assistant looking to expand your marketability and income or are a newcomer to the clinical healthcare industry, training to become a Cardio-Phlebotomy Technician can set you apart in a competitive job market. Combining the skills of both the EKG Specialist and Phlebotomist provides valuable data that can lead practitioners to a diagnosis and lifesaving treatment. This career can offer opportunities in a variety of medical settings and is ideal for individuals who like hands-on work where direct patient interaction is a part of daily professional life.

MedCerts online program prepares students for a multitude of careers in the medical field. Students will gain knowledge of medical terminology, anatomy, and disease processes, understand the responsibilities related to performing EKGs, applying Holter monitors, assisting cardiologists with stress tests, phlebotomy and more! This is learned through a variety of eLearning components designed to keep students engaged and entertained throughout their training. The Cardio-Phlebotomy courses include video-based lectures delivered by expert instructors, simulations, 3D video demonstrations, 3D interactive environments, games and many other learning tools.

Upon completion of this program, students will have met the training requirements to sit for the CPT exam and the CET exam, both issued by the National Healthcareer Association (NHA) and included in your tuition cost! After passing their certification exams, MedCerts will assist students in seeking an Experiential Learning opportunity, where they can demonstrate hands-on skills in a real-world environment proctored by a licensed/certified professional.

TUITION: \$3,750

DURATION: 15 Weeks

PROGRAM HOURS: 240

**PREREQUISITES:**  
High School Diploma or GED & students must be employed in a healthcare facility or take full responsibility for meeting their clinical requirements.



### CORE COURSES:

- CS-1011: Customer Service Professional - Level I
- HI-1014: Introduction to Human Anatomy and Medical Terminology
- HI-6011: Phlebotomy
- HI-6012: Electrocardiography

### TARGET CERTIFICATION:

- Certified Phlebotomy Technician (CPT)
- Certified EKG Technician (CET)
- Customer Service Certified (CSC)



Home Health Aide

Patient Care Technician

Personal Care Aide

## Patient Care Technician

**HI-7000: PATIENT CARE TECHNICIAN:** Throughout the program, you will learn how to assist physicians and nurses by providing basic and advanced clinical duties in a virtual medical environment. The program covers subjects such as anatomy and physiology, medical law and ethics, medical communications, medical records, patient preparation, medical terminology, safety and compliance, and basic laboratory procedures and tests. You will learn a wide variety of fundamental clinical tasks designed to set you apart in the competitive job market.

The care of patients involves not only treating disease and injury, but also preventing disease, restoring optimal wellness through rehabilitation, caring for the chronically ill, and educating patients and families. To identify the individual needs of the patient and to plan a systematic approach to meet those needs, nurses (or other qualified health professionals) develop individualized care plans for their patients. As a Certified Patient Care Technician, you will assist in carrying out the care plan by completing the tasks assigned to you by the healthcare professional.

**TUITION:** \$4,000

**DURATION:** 23 Weeks

**PROGRAM HOURS:** 368

**PREREQUISITES:**  
High School Diploma or GED



### CORE COURSES:

CS-1011: Customer Service Professional - Level I  
HI-1014: Introduction to Human Anatomy and Medical Terminology  
HI-6011: Phlebotomy  
HI-6012: Electrocardiography  
HI-7011 Fundamentals of Patient Care

### TARGET CERTIFICATION:

Certified Patient Care Technician (CPCT)  
Customer Service Certified (CSC)



Sterile Processing Technician

Central Service Technician

Medical Equipment Preparer

## Sterile Processing Technician

SP-3000: STERILE PROCESSING TECHNICIAN program prepares students to gain industry certification and ultimately to work in hospitals, surgery centers, clinics, and other healthcare facilities. Our highly immersive program utilizes 12 unique eLearning components designed to keep students engaged, stimulated, and entertained throughout their training. The student learning experience is driven by recorded video lectures delivered by expert instructors with video demonstrations, 3D interactive training environments and many other professionally-produced learning objects. Multiple assessments test students' knowledge and understanding of the material contained in each lesson leading up to a comprehensive knowledge assessment for each course.

Leveraging the newest technologies and instructional design concepts, MedCerts has produced content that immerses the learner into an environment where skills, tasks and processes can be practiced in a safe environment. While virtual environments and simulations address important clinical skills, gamification challenges students to demonstrate their knowledge and skills in a way that is fun, interactive, and engaging.

Because sterile processing tasks, by nature, typically involve hands-on-interaction, it is important for MedCerts to place increased focus on immersion and a high level of interactivity. Our students must feel as though they are part of the process, and that their physical actions are playing a vital role in their learning.

Upon completion of this program, the student will be eligible to sit for the provisional certification exam for Certified Registered Central Service Technician (CRCST) sponsored by the International Association of Healthcare Central Service Material Management (IAHCSMM). Full certification is obtained after acquiring 400 hours of hands-on sterile processing experience within six months of provisional certification.

TUITION: \$4,000

DURATION: 13 Weeks

PROGRAM HOURS: 208

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

CS-1011: Customer Service Professional

HI-1014: Introduction to Human Anatomy and Medical Terminology

HI-6014: Sterile Processing

### TARGET CERTIFICATION:

Certified Registered Central Service Technician (CRCST)

Customer Service Certified (CSC)



Medical Secretary

Health Unity Coordinator/Specialist

Ward Secretary

Patient Access Technician

Hospital Unity Coordinator

## Health Unit Coordinator

HI-8000: HEALTH UNIT COORDINATOR program prepares students to gain industry certification and to ultimately work within hospitals, clinics, nursing homes, and other healthcare facilities. Our highly immersive program utilizes 12 unique eLearning components designed to keep students engaged, stimulated, and entertained throughout their training. The student learning experience is driven by recorded video lecture delivered by expert instructors, with simulations, video demonstrations, virtualized environments, and many other professionally produced learning objects. Multiple assessments test the students' knowledge and understanding of the material contained in each lesson leading up to comprehensive final exam for each course.

This certification program introduces students to the health care facility environment and the various procedures performed by a certified Health Unit Coordinator. The role of Unit Coordinator has expanded over the years as new technology has been introduced, legal and ethical standards have been tightened, and various supporting roles within the medical environment have evolved. Today's Health Unit Care Coordinator wears many hats but is often considered the "go-to" person for nurses, doctors, and other hospital staff. Top candidates should be able to set up charts, perform data entry, maintain patient records, manage facility communications, and monitor compliance with facility policy and confidential regulations.

TUITION: \$4,000

DURATION: 17 Weeks

PROGRAM HOURS: 272

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

- CS-1011: Customer Service Professional - Level I
- HI-1014: Introduction to Human Anatomy and Medical Terminology
- HI-1018: Electronic Health Records
- HI-1013: Health Unit Coordinating

### TARGET CERTIFICATION:

- Certified Health Unit Coordinator (CHUC)
- Customer Service Certified (CSC)



- Medical Office Mgmt and Admin
- Health Information Administrator
- Medical Records Administrator
- Medical Office Assistant/Specialist
- Clinical Assistant/Specialist
- Medical Reception
- Medical Biller
- Medical Insurance Specialist
- Patient Centered Care Coordinator
- Pharmacy Technician

## Allied Healthcare Professional

HI-9000: ALLIED HEALTHCARE PROFESSIONAL program provides comprehensive training for students who wish to prepare for entry into a career Allied Healthcare.

Increase your career opportunities as an Allied Health Professional with eligibility for up to four (4) National Certifications!

This 31-week online training program provides training in areas including Medical Office Procedures and Administration, Human Anatomy and Physiology, Medical Terminology, Electronic Health Records, Pharmacy Technician, and Insurance Billing and Coding Essentials. Upon completion of the program, students will have become skilled in a comprehensive set of subject matter areas, and will be prepared for multiple healthcare certifications (CMAA, CPhT, CEHS, and CBCS), increasing their marketability in the field and allowing for greater flexibility in their career path.

Graduates of this program have an unrivaled edge in the marketplace. Not only will students receive cross-training in multiple disciplines, but they are uniquely qualified for a variety of in-demand and high growth careers.

**NEW!** Graduates of this program are now eligible to participate in a 6-week Externship Experience at a Walgreens Pharmacy of their choice. The OPTIONAL Walgreens externship is the capstone of the Learning Experience, allowing students to apply what they have learned in a real world environment.

TUITION: \$6,000

DURATION: 31 Weeks

PROGRAM HOURS: 496

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

- HI-1011: Medical Office Procedures & Administration
- HI-1014: Introduction to Human Anatomy and Medical Terminology
- HI-1018: Electronic Health Records
- MS-1000: Microsoft Office Basics
- HI-1015: Insurance and Billing, and Coding Essentials
- HI-1017: Pharmacy Technician Principles & Practices

### TARGET CERTIFICATION:

- Certified Medical Administrative Assistant (CMAA)
- Medical Coder & Biller Certification (MCBC)
- Certified Electronic Health Records Specialist (CEHS)
- Certified Pharmacy Technician (CPhT)



Health & Medical Administration Services

Health Information Records Administrator

HIPAA Compliance Officer

Electronic Health Records Specialist/Assistant

Clinical Assistant/Specialist

Medical Biller

Medical Office Computer Specialist/Assistant

## Healthcare Administration Professional

HI-9500: HEALTHCARE ADMINISTRATION PROFESSIONAL program provides comprehensive training for students who wish to prepare for entry into a career in Allied Healthcare. Multiple credentials better prepare students for new careers, and employers see credentialed candidates as more committed to their career.

Increase your career opportunities as a Healthcare Professional with eligibility for up to three (3) National Certifications from the National Healthcareer Association (NHA)!

This 23 week online training program provides training in areas including Medical Office Procedures and Administration, Human Anatomy and Physiology, Medical Terminology, Electronic Health Records, and Insurance Billing and Coding Essentials. Upon completion of the program, students will have become skilled in a comprehensive set of subject matter areas, and will be prepared for multiple healthcare certifications (CMAA, CEHRS, and CBCS), increasing their marketability in the field and allowing for greater flexibility in their career path.

Graduates of this program have an unrivaled edge in the marketplace. Not only will students receive cross-training in multiple disciplines, but they are uniquely qualified for a variety of in-demand and high growth careers.

TUITION: \$5,000

DURATION: 23 Weeks

PROGRAM HOURS: 368

PREREQUISITES:  
High School Diploma or GED



nha



AMCA  
American Medical Certification Association

### CORE COURSES:

HI-1011: Medical Office Procedures & Administration  
HI-1014: Introduction to Human Anatomy and Medical Terminology  
HI-1018: Electronic Health Records  
MS-1000: Microsoft Office Basics  
HI-1015: Insurance and Billing, and Coding Essentials

### TARGET CERTIFICATION:

Certified Medical Administrative Assistant (CMAA)  
Medical Coder & Biller Certification (MCBC)  
Certified Electronic Health Records Specialist (CEHRS)



- Medical Assistant
- Optometric Assistant
- Doctor's Assistant
- Laboratory Assistant
- Ophthalmic Technician

## Clinical Medical Specialist

HI-9600: CLINICAL MEDICAL SPECIALIST program is recommended for those who want to work directly alongside patients in a clinical medical environment. Graduates of this program differentiate themselves from the field of Medical Assistants by completing comprehensive course in Phlebotomy, creating a path for the Medical Assistant to perform advanced job roles that can lead to greater marketability and earning power.

Because today's medical assistant will be called upon to perform a variety of clinical and administrative duties, this program covers a wide range of skills and objectives that expand beyond the routine functions of a Medical Assistant. Chief among these expanded responsibilities are tasks related to and around the practice of Phlebotomy. This program contains a course specifically designed to prepare students with the knowledge and skills necessary to perform blood draws, collect and handle blood and non-blood specimens and maintain a safe clinical environment.

Upon completion of this program, students will have met the training requirements to sit for the Certified Clinical Medical Assistant (CCMA) exam, and the Certified Medical Administrative Assistant (CMAA) exam, both of which are sponsored by the National Healthcareer Association (NHA). Additionally, students will have completed the training requirements relevant to the Certified Phlebotomy Technician (CPT) certification sponsored by the NHA. Once hired as a Medical Assistant, the student can complete the required 30 successful venipunctures and 10 successful capillary sticks that are necessary to attempt the Phlebotomy certification exam.

TUITION: \$5,000

DURATION: 31 Weeks

PROGRAM HOURS: 496

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

- CS-1011: Customer Service Professional
- HI-1014: Introduction to Human Anatomy and Medical Terminology
- HI-1011: Medical Office Procedures & Administration
- HI-6010: Clinical Medical Assisting
- HI-6011: Phlebotomy

### TARGET CERTIFICATION:

- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)
- Certified Phlebotomy Technician (CPT)
- Customer Service Certified (CSC)



Medical Assistant

Optometric Assistant

Doctor's Assistant

Laboratory Assistant

Ophthalmic Technician

## Clinical Medical Professional

HI-9700: CLINICAL MEDICAL PROFESSIONAL program is recommended for those who want to work directly alongside patients in a clinical medical environment. Graduates of this program differentiate themselves from the field of Medical Assistants by completing comprehensive course in Phlebotomy and Electrocardiography, creating a path for the Medical Assistant to perform advanced job roles that can lead to greater marketability and earning power.

Because today's medical assistant will be called upon to perform a variety of clinical and administrative duties, this program covers a wide range of skills and objectives that expand beyond the routine functions of a Medical Assistant. Chief among these expanded responsibilities are tasks related to and around the practice of Phlebotomy. This program contains a course specifically designed to prepare students with the knowledge and skills necessary to perform blood draws, collect and handle blood and non-blood specimens and maintain a safe clinical environment.

Upon completion of this program, students will have met the training requirements to sit for the Certified Clinical Medical Assistant (CCMA) exam, and the Certified Medical Administrative Assistant (CMAA) exam, both of which are sponsored by the National Healthcareer Association (NHA). Additionally, students will have completed the training requirements relevant to the Certified Phlebotomy Technician (CPT) certification exam, and the EKG exam, both sponsored by the NHA .

TUITION: \$6,000

DURATION: 35 Weeks

PROGRAM HOURS: 560

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

CS-1011: Customer Service Professional  
HI-1014: Introduction to Human Anatomy and Medical Terminology  
HI-1011: Medical Office Procedures & Administration  
HI-6010: Clinical Medical Assisting  
HI-6011: Phlebotomy  
HI-6012: Electrocardiography

### TARGET CERTIFICATION:

Certified Clinical Medical Assistant (CCMA)  
Certified Medical Administrative Assistant (CMAA)  
Certified Phlebotomy Technician (CPT)  
Certified EKG Technician (CET)  
Customer Service Certified (CSC)



Rehabilitation Aide

Physical Therapy Aide

## Physical Therapy Aide and Administration Specialist

**PT-3000: PHYSICAL THERAPY AIDE AND ADMINISTRATION SPECIALIST** Nearly everyone has used a bag of ice or even heat to relieve pain, but what if that pain persists and becomes long term? This is where physical therapy comes in. Physical therapy is the practice of assisting individuals to regain full function of their bodies via various types of exercise.

Our Physical Therapy Aide program is the ideal opportunity for someone to gain entry into the field and assist members of the physical therapy team. Aides often perform tasks that are indirectly related to patient care, such as cleaning and setting up treatment areas, moving patients, and performing administrative and clerical duties. Other duties include preparing hot and cold packs, sanitizing equipment and assisting in patient intake. Often aides are responsible for documenting patients' responses during exercise.

Graduates of this program will be prepared to take the Physical Therapy Technician/Aide Certification (PTTC) exam sponsored by the American Medical Certification Association (AMCA), the Certified Medical Administrative Assistant (CMAA) exam sponsored by the National Healthcareer Association and will attain the status of "Customer Service Certified" (CSC) as designated by the Professional Association for Customer Engagement (PACE).

**TUITION:** \$4,000

**DURATION:** 17 Weeks

**PROGRAM HOURS:** 272

**PREREQUISITES:**  
High School Diploma or GED



### CORE COURSES:

CS-1011: Customer Service Professional  
HI-1014: Introduction to Human Anatomy and Medical Terminology  
HI-1011: Medical Office Procedures and Administration  
HI-6013: Fundamentals of Physical Therapy

### TARGET CERTIFICATION:

Physical Therapy Technician Certification (PTTC)  
Certified Medical Administrative Assistant (CMAA)  
Customer Service Certified (CSC)



Behavior Technician

Behavior Health Technician

Direct Care Staff

Behavior Services Representative

Hospice Staff

Medical Office Administration

Patient Centered Care Coordinator

## Behavior Technician and the Medical Office

BT-1000: BEHAVIOR TECHNICIAN AND THE MEDICAL OFFICE program offers a unique opportunity that not only prepares the student to perform administrative tasks within a medical office environment, but also gives them the tools and training necessary to become a Behavior Technician. A Behavior Technician provides direct implementation of behavior-analytic services, but does not design intervention or assessment plans. Students learn about evidence-based Applied Behavior Analysis (ABA) principles and strategies for helping individuals with developmental behavior challenges.

This 17-week online program provides comprehensive training in the areas of Customer Service, Behavior Technician Training, Human Anatomy and Medical Terminology, as well as Medical Office Procedures and Administration. Students that successfully complete the Customer Service module will achieve certification as a Customer Service Professional. Upon completion of the program, you will have become skilled in areas of Medical Office Administration and be prepared to sit for the Certified Medical Administrative Assistant (CMAA) certification exam. This training program is based on the Registered Behavior Technician Task List (2nd ed.) and is designed to meet the 40-hour training requirement for RBT credential. The program is offered independent of the BACB.

PLEASE NOTE: There are additional requirements (outside of training and examination) mandated by the BACB for those on the path to earning the RBT designation. Visit [www.bacb.com/rbt](http://www.bacb.com/rbt) for more information.

TUITION: \$4,000

DURATION: 17 Weeks

PROGRAM HOURS: 272

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

CS-1011: Customer Service Professional

HI-1011: Medical Office Procedures and Administration

HI-1014: Introduction to Human Anatomy and Medical Terminology

BT-3011: Behavior Technician Training

### TARGET CERTIFICATION:

Registered Behavior Technician (RBT)

Certified Medical Administrative Assistant (CMAA)

Customer Service Certified (CSC)



- Behavior Technician
- Behavior Health Technician
- Direct Care Staff
- Behavior Services Representative
- Hospice Staff

## Behavior Technician Specialist

BT-1100: BEHAVIOR TECHNICIAN SPECIALIST program offers the tools and training necessary to become a Behavior Technician. A Behavior Technician provides direct implementation of behavior-analytic services, but does not design intervention or assessment plans. Students learn about evidence-based Applied Behavior Analysis (ABA) principles and strategies for helping individuals with developmental behavior challenges.

This 11-week online program provides comprehensive training in the areas of Behavioral Health and Customer Service, while gaining a fundamental understanding of the use of Medical Terminology and healthcare-specific language spoken in a clinical/medical environment. Students that successfully complete the Customer Service module will achieve certification as a Customer Service Professional. This training program is based on the Registered Behavior Technician Task List (2nd ed.) and is designed to meet the 40-hour training requirement for RBT credential. The program is offered independent of the BACB. PLEASE NOTE: There are additional requirements (outside of training and examination) mandated by the BACB for those on the path to earning the RBT designation. Visit [www.bacb.com/rbt](http://www.bacb.com/rbt) for more information.

Students learn through hands-on labs, courseware review and demo activities, and recorded video lectures. Students receive on-going support and guidance from a team of instructors, advisors, and online mentors.

TUITION: \$2,500

DURATION: 11 Weeks

PROGRAM HOURS: 176

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

- CS-1011: Customer Service Professional
- HI-1014: Introduction to Human Anatomy and Medical Terminology
- BT-3011: Behavior Technician Training

### TARGET CERTIFICATION:

- Registered Behavior Technician (RBT)
- Customer Service Certified (CSC)



## VetBloom Veterinary Assistant

VA-3000: Veterinary Assistants play a vital role in the everyday balance of a veterinary hospital or laboratory. As a vet assistant, you will provide support to veterinarians and technicians, which in turn allows team members to perform the tasks and responsibilities of their positions. Providing quality care for animal patients by feeding, supplying environmental enrichment, running laboratory testing, and assisting with nursing care are just a few of the things that veterinary assistants do throughout the day. Veterinary assistants help the front desk staff by greeting clients, providing education on general health topics and medications, managing the flow of the client visits and ensuring the exam rooms are clean and well-stocked. You will also assist the veterinary technicians and veterinarians with nursing care and animal husbandry, and ensure a clean, comfortable environment for patients.

VetBloom's industry-relevant curriculum will give you the knowledge base and hands-on experience to fast-track you for employment in the rapidly growing vet assistant field. The online veterinary assistant career training program will prepare you for the Approved Veterinary Assistant exam and give you the skills you need to advance your career in veterinary medicine. The cost for registration of the Approved Veterinary Assistant exam is covered by MedCerts.

The online VetBloom Veterinary Assistant Program promises several outstanding features to help you complete the curriculum and obtain your Approved Veterinary Assistant designation. To begin, you have around the clock access to the online curriculum which is broken down into 5 modules. Followed by the hands-on externship at a veterinary hospital near you, and finally the Approved Veterinary Assistant exam.

TUITION: \$4,000

DURATION: 26 Weeks

PROGRAM HOURS: 295

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

- VA-3011: Introduction to Veterinary Assisting and Medical Terminology
  - VA-3012: Introduction to Patient Care and Handling, and Material Records
  - VA-3013: Introduction to Pharmacy, Wellness, and Lab/Exam Room Procedures
  - VA-3014: Introduction to Surgery and Radiation Safety
  - VA-3015: Emergency Readiness, Front Office Procedures, and Client Education
- VetBloom Veterinary Assistant Externship (Required)

### TARGET DESIGNATION:

Approved Veterinary Assistant (AVA)



- Veterinary Client Service Representative
- Veterinary Receptionist
- Veterinary Clinic Assistant

## Veterinary Client Service Representative

VA-4000: VETERINARY CLIENT SERVICE REPRESENTATIVES primarily work with human customers, they may also be called upon to provide basic animal care. To best prepare students for these responsibilities, our students learn the basics of animal nutrition, bathing, wellness, breed identification, and animal restraint.

When students begin their educational pursuits at MedCerts, they can find themselves certified and ready for employment as a Veterinary Client Service Representative (VCSR) in as little as 12 weeks! This program prepares graduates for employment at private and chain animal hospitals or clinics, humane societies, boarding kennels, pet grooming centers, or retail pet supply stores.

Students learn about the veterinary healthcare team, medical records, medical terminology, medical office procedures, administration, basic pharmacology, proper animal handling, Microsoft Office basics, and the principles behind providing top notch customer service. Because graduates of this program are eligible for a medical administration certification, they have a leg-up in this competitive job market. The CMAA certification, while primarily purposed for traditional human medical office administration, still aligns to administration in an animal care environment. Plus, should a graduate wish to pursue a move into a human medical practice, the certification is still valid and in-demand!

TUITION: \$4,000

DURATION: 12 Weeks

PROGRAM HOURS: 192

PREREQUISITES:  
High School Diploma or GED



CORE COURSES:  
CS-1011: Customer Service Professional  
MS-1000: Microsoft Office Basics  
HI-1011: Medical Office Procedures and Administration  
VA-3010: Veterinary Office Fundamentals

TARGET CERTIFICATION:  
Certified Medical Administrative Assistant (CMAA)  
Customer Service Certified (CSC)



Dental Assistant

Dental Office Manager

Dental Sales

Dental Lab Assistant

## Dental Assistant

DA-3000: Dental Assisting is projected to be among the fastest-growing occupations in the United States through 2026. There is high demand for caring, knowledgeable, and professional individuals who want to make a difference in the lives of patients while pursuing an exciting career in healthcare. This program prepares students to take on significant responsibility as a member of a dental healthcare team. Dental Assistants greatly increase the efficiency of the dentist in delivery of quality oral healthcare.

Today's dental assistants perform a variety of clinical and administrative duties, and the MedCerts program covers the wide range of skills and objectives needed to meet industry demands for skilled and well-rounded dental assistants. The Dental Assistant program prepares students to assist dentists and dental hygienists by providing the essential clinical and administrative skills needed in the dental setting. This program covers subjects such as dental anatomy and morphology, infection control, radiation health safety and radiographic skills, patient education, soft skills, dental materials, and essential chairside functions.

Upon successful completion of programmatic coursework, graduates will have met the training requirements and been prepared to sit for the three components of the Dental Assisting National Board (DANB) National Entry Level Dental Assistant (NELDA) certification. The NELDA consists of three component exams: the Anatomy, Morphology, and Physiology (AMP) exam, Infection Control (ICE) exam, and Radiation Health Safety (RHS) exam. Detailed and up-to-date information for each state can be found at [www.danb.org](http://www.danb.org).

TUITION: \$4,000

DURATION: 14 Weeks

PROGRAM HOURS: 224

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

- CS-1011: Customer Service Professional
- DA-3011: Infection Control in Dental Healthcare Settings
- DA-3012: Dental Anatomy, Morphology, and Physiology
- DA-3013: Dental Assisting Essentials
- DA-3014: Radiation Health and Safety in Dentistry

### TARGET CERTIFICATION:

- Radiation Health and Safety (RHS)
- Infection Control Exam (ICE)
- Anatomy, Morphology and Physiology (AMP)
- Customer Service Certified (CSC)



- PC Technician
- Technology Specialist
- Desktop Support Specialist
- Helpdesk Technician/Analyst
- Technical Support

## IT Support Professional

IT-1000: IT SUPPORT PROFESSIONAL program is perfect for the individual looking to take the first step on a pathway toward a career in IT. In this online certification program, students gain an understanding of the core components that make up the information technology (IT) landscape while preparing for the CompTIA IT Fundamentals exam, and then advance into technical training that covers the technical support skills needed to prepare for CompTIA A+ certification.

In the Fundamentals of IT course, students will learn the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. Additional topics include configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. This course is ultimately prepares students for the CompTIA IT Fundamentals certificate exam.

The A+ Comprehensive course provides training focused on the fundamentals of computer technology, networking and security, as well as the communication skills and professionalism now required of all entry-level IT professionals. After successful program completion, students will be prepared to challenge the two exams required to attain CompTIA A+ certification. Students will learn to identify the purpose and function of software, hardware, and security components. Students also learn to analyze, manage, and troubleshoot mobile devices, networking technologies, hardware, virtualization and cloud computing, and network systems.

TUITION: \$4,000

DURATION: 10 Weeks

PROGRAM HOURS: 160

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

- CS-1011: Customer Service Professional
- MS-1000: Microsoft Office Basics
- IT-1011: CompTIA IT Fundamentals
- IT-2012: A+ Comprehensive

### TARGET CERTIFICATION:

- CompTIA IT Fundamentals
- CompTIA A+
- Customer Service Certified (CSC)



PC Support Technician

Network Support Technician

Desktop Support Specialist

Helpdesk Specialist

## Fundamentals of IT

IT-1100: FUNDAMENTALS OF IT program is designed to help students gain an understanding of the core components that make up the information technology (IT) landscape while preparing for the CompTIA IT Fundamentals exam.

In this 3-week online certification program, students will learn the basics of computer hardware, software, mobile computing, networking, troubleshooting, and emerging technologies. You will learn about configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. This course will also prepare you for the CompTIA IT Fundamentals certificate exam.

Through presentations, demonstrations, and knowledge-based exercises, you will gain a fundamental understanding of computer hardware, operating systems, computer application software, networking technologies and protocols, web browsers, identifying security risks, troubleshooting errors, and system maintenance. You will also learn about cutting-edge technologies such as cloud computing and virtualization.

This program is the ideal starting point for an individual interested in pursuing advanced IT certifications such as CompTIA A+, Network+, or Security+.

TUITION: \$1,300

DURATION: 3 Weeks

PROGRAM HOURS: 48

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

MS-1000: Microsoft Office Basics  
IT-1011: CompTIA IT Fundamentals

### TARGET CERTIFICATION:

CompTIA IT Fundamentals



PC Technician

Technology Specialist

Desktop Support Specialist

Helpdesk Technician/Analyst

Technical Support

Network Technician

Network Administrator

Network Support Technician

Network Installer or IT Cable Installer

Field Technician

## IT Helpdesk Administrator

IT-2000: IT HELPDESK ADMINISTRATOR program provides comprehensive training for students who wish to prepare for entry into a career in Information Technology (IT). This program provides students with the knowledge required to sit for three international certification exams. Two exams make up the A+ Certification: CompTIA A+ Essentials and CompTIA A+ Practical Application, and one exam leads to the CompTIA Network + Certification. A+ Certification indicates technical ability and signifies the competence to support a wide variety of hardware and software. Network + Certification validates that students have the knowledge needed to use and maintain a wide range of networking technologies and have proficiency in networking administration and support. Upon completion of this program, students will be prepared for international, vendor-neutral certifications in a growing and in-demand field.

This 18-week online certification program is delivered via Remote Mentored Learning (RML). Students can view the video content from anywhere with a high speed internet connection, and have access to an Online Mentor, who provides ongoing support throughout the program. This program is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined in order to pace the program effectively. In addition to viewing video content, students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career.

This multi-sensory learning method allows the student to control their learning schedule, the content covered, and the pace of the training while receiving one-on-one support from a qualified mentor.

TUITION: \$4,000

DURATION: 18 Weeks

PROGRAM HOURS: 288

PREREQUISITES:  
High School Diploma or GED  
& 9 to 12 months hands-on  
experience in the lab or field



### CORE COURSES:

IT-2012: A+ Comprehensive

IT-2013: Network +

MS-6000: Microsoft Office Series III

### TARGET CERTIFICATION:

CompTIA A+

CompTIA Network+



PC Technician

Technology Specialist

Desktop Support Specialist

Helpdesk Technician/Analyst

Technical Support

## PC Technician

IT-2100: PC TECHNICIAN program provides comprehensive training for students who wish to prepare for the two exams that make up the A+ Certification: CompTIA A+ Essentials and CompTIA A+ Practical Application. Students will gain the skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance. Upon completion of this program, students will be prepared for international, vendor-neutral certification in a growing and in-demand field.

This 12-week program is delivered via Remote Mentored Learning (RML). Students can view the video content from anywhere with a high-speed internet connection and have access to an Online Mentor, who provides ongoing support throughout the program. This program is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined in order to pace the program effectively. In addition to viewing video content, students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career.

This multi-sensory learning method allows the student to control their learning schedule, the content covered, and the pace of the training while receiving one-on-one support from a qualified mentor.

TUITION: \$3,100

DURATION: 12 Weeks

PROGRAM HOURS: 192

PREREQUISITES:  
High School Diploma or GED &  
9 to 12 months hands-on experi-  
ence in the lab or field



CORE COURSES:  
IT-2012: A+ Comprehensive  
MS-6000: Microsoft Office Series III

TARGET CERTIFICATION:  
CompTIA A +



Network Technician

Network Administrator

Network Support Technician

Network Installer

Help Desk Technician

IT Cable Installer

Field Technician

## IT Network Technician

IT-2200: IT NETWORK TECHNICIAN program provides students with the skills and competence to advance their career in Information Technology. Earning Network+ Certification means that the students have the knowledge needed to use and maintain a wide range of networking technologies and validates their proficiency in networking administration and support. Developed by the Computing Technology Industry Association (CompTIA), the program is supported by industry leaders such as Microsoft, Dell, Hewlett-Packard and Novell.

This 12-week program is delivered via Remote Mentored Learning (RML). Students can view the video content from anywhere with a high speed internet connection, and have access to an Online Mentor, who provides ongoing support throughout the program. This program is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined in order to pace the program effectively. In addition to viewing video content, students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career.

This multi-sensory learning method allows the student to control their learning schedule, the content covered, and the pace of the training while receiving one-on-one support from a qualified mentor.

TUITION: \$2,300

DURATION: 12 Weeks

PROGRAM HOURS: 192

PREREQUISITES:  
High School Diploma or GED &  
CompTIA A+ certification



### CORE COURSES:

IT-2013: Network +

MS-6000: Microsoft Office Series III

### TARGET CERTIFICATION:

CompTIA Network +



Implementation Support Specialist

Implementation Manager

PC Technician

Technical/Software Support Specialist

Technology Specialist

Helpdesk Technician/Analyst

Network Technician

Network Installer or IT Cable Installer

## Healthcare IT Technician

IT-3000: HEALTHCARE IT TECHNICIAN program provides comprehensive training for students who wish to prepare for entry into a career in healthcare, with a focus on Information Technology (IT). The Healthcare IT (HIT) field is booming with development in technology and migration from paper records to electronic records. It is one of the fastest growing fields in IT today, with new jobs and opportunity created constantly.

In this 24-week online certification program, students receive Healthcare IT training through a comprehensive program, with emphasis on Regulatory Requirements, Electronic Health Records (EHR), Organizational Behavior, IT Operations, Medical Business Operations, Networking, and Security. The core training within this program allows students to choose a path for certification. The first path has a Healthcare focus which prepares students for certification in Electronic Health Records (CEHRS) and CompTIA's A+, while gaining exposure to Medical Office Procedures and Administration, and Network +. The second path has a Technical focus which prepares students for certification in CompTIA's A+ and CompTIA's Network+, while gaining exposure to Medical Office Procedures and Administration, and Electronic Health Records. Students may choose the exam path before they begin their program.

Students learn through hands-on labs, courseware review and demo activities, and recorded video lectures. Students receive on-going support and guidance from a team of instructors, advisors, and online mentors. This multi-sensory learning method allows the student to control their learning schedule, the content covered, and the pace of the training while receiving one-on-one support from a qualified mentor.

TUITION: \$4,000

DURATION: 24 Weeks

PROGRAM HOURS: 384

PREREQUISITES:  
High School Diploma or GED &  
9 to 12 months hands-on experi-  
ence in the lab or field



### CORE COURSES:

HI-1011: Medical Office Procedures and Administration

HI-1018: Electronic Health Records

IT-2012: A+ Comprehensive

IT-2013: Network +

IT-3010: Healthcare IT

### TARGET CERTIFICATION:

Healthcare Technician Path (CEHRS, A+)

Or

Technical Path (A+, Network+)



IT Manager

Cybersecurity Analyst

Network Architect

## Cisco Certified Network Associate

IT-4100: CISCO CERTIFIED NETWORK ASSOCIATE program is designed to help students learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network. This course provides students with knowledge and skills related to network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability.

Integrated throughout this 7-week course is a series of Practice Labs, which allow students to practice their IT skills and demonstrate proficiency in specific tasks and procedures related to configuring and managing Cisco networking equipment. These labs allow the student to perform real-world scenarios to build confidence and competence through hands-on practice within a safe, live-lab environment. Within the practice lab environment, students learn by doing by way of both guided and self-guided tasks within a hosted virtual live environment. Within this environment, students have access to the latest hardware and software that will be found in the real world. Students will learn how to set up and configure switches and routers to ensure smooth functionality of the network. After completion, students will be able to plan and configure different IP ranges for a network and configure Cisco equipment accordingly. The tasks in the exercises are aligned to give students an in-depth knowledge of configuring and maintaining a network using Cisco networking equipment.

The job-ready candidate needs to be able to handle a range of technical tasks, but also must deal with co worker, client, customer, and other human relations issues. Because Customer Service is a priority in situations where any interaction occurs, students will learn the fundamentals of Customer Service by completing a module that has been aligned with standards set forth by the Professional Association for Customer Engagement (PACE). This training is designed to be transferrable to any position, across virtually any industry. Students that successfully complete this course will achieve certification as Customer Service Certified (CSC).

TUITION: \$3,100

DURATION: 7 Weeks

PROGRAM HOURS: 112

PREREQUISITES:  
High School Diploma or GED



### CORE COURSES:

CS-1011: Customer Service Professional - Level 1  
IT-2014: Cisco Certified Network Associate with Practice-Labs

### TARGET CERTIFICATION:

Cisco Certified Network Associate (CCNA)



- Security Engineer
- Network Administrator
- IT Manager
- Network Support Technician
- Application Systems Administrator
- Network Installer
- Network Programmer

## IT Security & Network Technician

IT-5000: IT SECURITY & NETWORK TECHNICIAN program is designed to help students prepare for the Security+ and the Network+ examinations administered by CompTIA. This dual certification program provides an IT professional with the knowledge, experience, and confidence to succeed in a new career, or to allow for advancement/promotion within a current place of employment. Enrolled students should have a basic knowledge of computer hardware and operating systems.

In this 18-week online certification program, students will learn to implement and monitor security on networks, applications, and operating systems, and how to respond to security breaches. This course is for the Information Technology (IT) professional who has an interest in learning networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as OS X, Unix, or Linux. Students gain experience that will be invaluable in pursuit of a career as an IT Specialist, Tech Support Administrator, Network Installer, Security Consultant, or Network Administrator. This program is also ideal for those who wish to further a career in IT by acquiring a foundational knowledge of security topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security certifications or career roles.

Earning Network+ Certification means that the student has the knowledge needed to use and maintain a wide range of networking technologies and validates their proficiency in networking administration and support. Developed by the Computing Technology Industry Association (CompTIA), the program is supported by industry leaders such as Microsoft, Dell, Hewlett-Packard and Novell. Students learn through hands-on labs, courseware review and demo activities, and recorded video lectures. Students receive on-going support and guidance from a team of instructors, advisors, and online mentors.

TUITION: \$4,000

DURATION: 18 Weeks

PROGRAM HOURS: 288

**PREREQUISITES:**

High School Diploma or GED & CompTIA A+ certification or two years of experience in IT administration with a security focus



**CORE COURSES:**

IT-2013: Network+

IT-5011: Security +

MS-6000: Microsoft Office Series III

**TARGET CERTIFICATION:**

CompTIA Network +

CompTIA Security+



Security Engineer

IT System Administrator

IT Manager

Helpdesk Technicians Analyst

Security Administrator

Technical Support

Technology Specialist

Information Assurance Technician

## IT Security Specialist

IT-5100: IT SECURITY SPECIALIST program is designed to help students prepare for the Security+ exam administered by CompTIA. Students will learn to implement and monitor security on networks, applications, and operating systems, and how to respond to security breaches. This course is targeted toward an Information Technology (IT) professional who has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as OS X, Unix, or Linux, and who wants to further a career in IT by acquiring a foundational knowledge of security topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security certifications or career roles.

In this 12-week online certification program, students learn through hands-on labs, courseware review and demo activities, and recorded video lectures. Students receive on-going support and guidance from a team of instructors, advisors, and online mentors.

TUITION: \$2,300

DURATION: 12 Weeks

PROGRAM HOURS: 192

PREREQUISITES:  
High School Diploma or GED &  
CompTIA Network+ certification  
or two years of experience in IT  
administration with a security  
focus



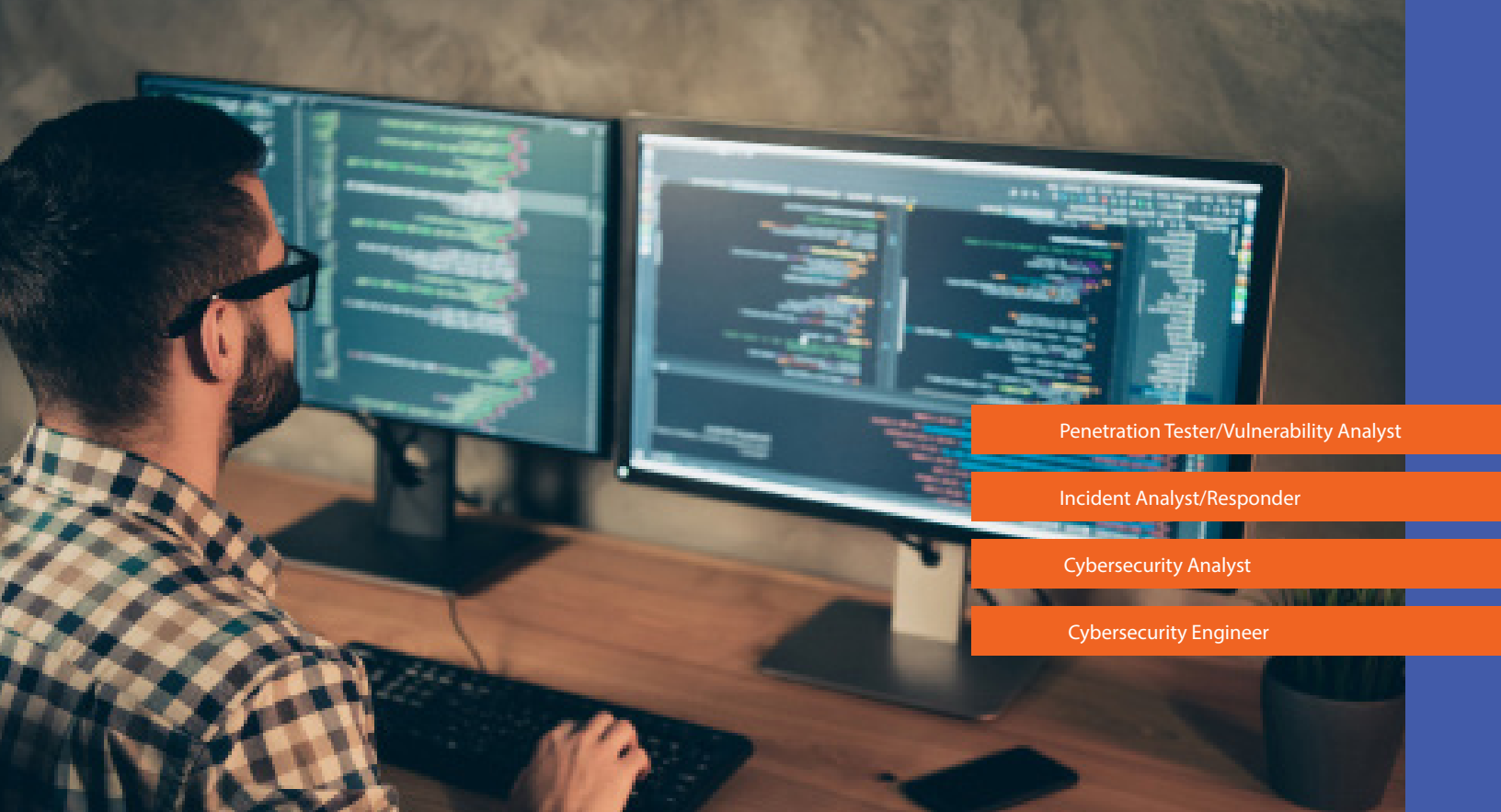
### CORE COURSES:

IT-5011: Security +

MS-6000: Microsoft Office Series III

### TARGET CERTIFICATION:

CompTIA Security +



Penetration Tester/Vulnerability Analyst

Incident Analyst/Responder

Cybersecurity Analyst

Cybersecurity Engineer

## Ethical Hacker

IT-6100: ETHICAL HACKER career and certification training program prepares current and future IT professionals for a career in cybersecurity, with a focus on "offensive" strategies to protect an organization from risk. Penetration Testers or Pentesters (also known as Ethical Hackers) pro-actively test for security gaps and weaknesses within organizations of all sizes across all industries. As organizations scramble to protect themselves and their customers, the ability to conduct penetration testing is an emerging skill-set that is becoming ever more valuable to the organizations seeking protection, and ever more lucrative for those who possess these skills. It is highly recommended that the student has experience in the field of cybersecurity or hold the CompTIA Security+ certification as a prerequisite to enrollment.

The Ethical Hacker (CompTIA PenTest+) certification program focuses on developing the following 5 primary skills including, Planning and Scoping, Information Gathering & Vulnerability Identification, Attacks & Exploits, Penetration Testing Tools, and Reporting & Communication. Upon completion of this program, graduates will be able to demonstrate hands-on ability to test devices in new environments such as the cloud and mobile, in addition to traditional desktops and servers.

The job-ready candidate needs to be able to handle a range of technical tasks, but also must deal with coworker, client, customer, and other human relations issues. Because Customer Service is a priority in situations where any interaction occurs, students will learn the fundamentals of Customer Service by completing a module that has been aligned with standards set forth by the International Customer Service Association (ICSA). This training is designed to be transferable to any position, across virtually any industry. Students that successfully complete this course will achieve certification as a Customer Service Certified (CSC).

TUITION: \$2,200

DURATION: 6 Weeks

PROGRAM HOURS: 96

PREREQUISITES:  
CompTIA Security+ or  
equivalent experience



### CORE COURSES:

CS - 1011: Customer Service Professional

IT - 6011: CompTIA PenTest+

MS - 2000: Microsoft Office Series I

### TARGET CERTIFICATION:

CompTIA PenTest+

Customer Service Certified (CSC)



Cybersecurity Engineer

Security/Defense Intelligence Analyst

Cybersecurity Specialist

Systems Analyst

Cybersecurity Analyst

Penetration Tester/Vulnerability Analyst

## Cybersecurity Analyst

IT-6200: IT CYBERSECURITY ANALYST: Every day, hackers and cyber criminals launch new, sophisticated computer viruses, malware, threats, and scams that jeopardize the data security our society relies on. The IT industry is looking for security analysts and other professionals who can troubleshoot information system threats, run vulnerability tests, reverse engineer malware, review hundreds of lines of firewall configuration, and create scripts in many languages to combat vulnerability.

The Cybersecurity Analyst (CompTIA CySA+) certification training program prepares current and future IT professionals for a career in cybersecurity, with a focus on "defensive" strategies to protect an organization from risk. Additionally, students are trained in the proper response to threats and attacks by applying environmental reconnaissance techniques like OS fingerprinting, email harvesting, and social media profiling using tools such as Nmap, Netstat, and syslog. Students also learn to analyze the results of network reconnaissance and recommend or implement countermeasures. Even the most protected companies are prey to threats, therefore it is important that the cybersecurity professional be trained to properly respond to cyber incidents with a forensics toolkit, maintain the chain of custody, and analyze incident safety.

This program is designed for those wanting to obtain the CompTIA CySA+ certification. Launched in 2017, the CompTIA CySA+ certification is one of the latest, yet most broadly recognized cybersecurity certifications on the market today. Covering a broad swath of cybersecurity skills and knowledge, CompTIA CySA+ stands out for the fact that it covers the newer approaches to cyber-attacks that have been wreaking havoc in the business IT world in recent years.

TUITION: \$2,200

DURATION: 5 Weeks

PROGRAM HOURS: 80

PREREQUISITES:  
CompTIA Security+ or equivalent experience



### CORE COURSES:

CS - 1011: Customer Service Professional

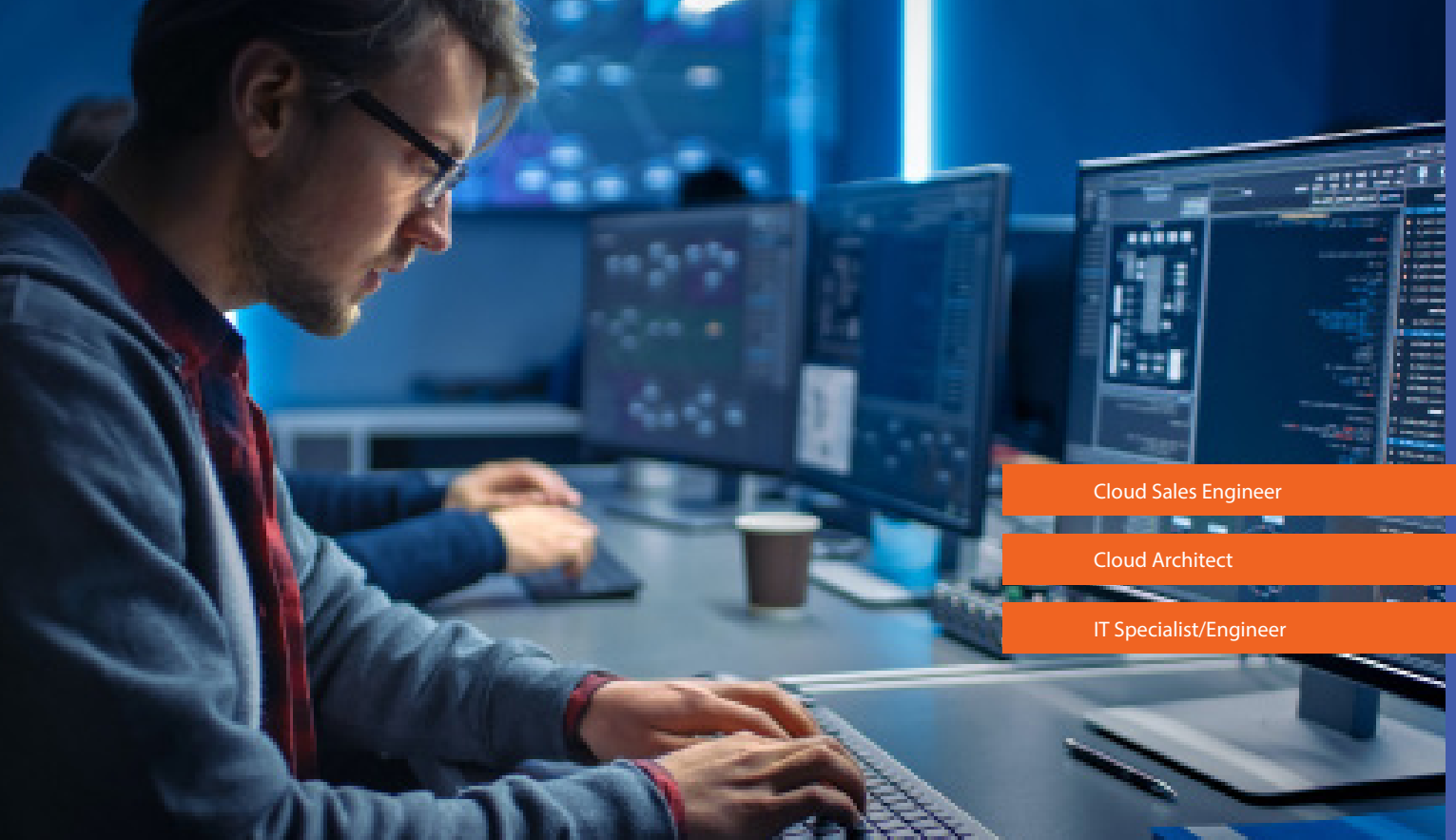
IT - 6012: CompTIA CySA+

MS - 2000: Microsoft Office Series I

### TARGET CERTIFICATION:

CompTIA CySA+

Customer Service Certified (CSC)



Cloud Sales Engineer

Cloud Architect

IT Specialist/Engineer

## Cloud Computing

**IT-7100: CLOUD COMPUTING:** This program is recommended for experienced IT professionals looking to expand their role, gain earning power and demonstrate proficiency in cloud computing. As technology continues to evolve, and businesses explore new methods of doing things, it is critical that IT professionals keep pace with this evolution. Cloud computing is not new, but its evolution has accelerated in the last 10 years.

The CompTIA Cloud+ certification is a vendor-neutral, performance-based certification that validates the skills and knowledge required of IT practitioners working in cloud computing environments. Competencies include cloud infrastructure and cloud models, virtualization, infrastructure management, security and resource management.

Cloud computing is creating new opportunities, both for businesses and people interested in working in the field of computer sciences. Cloud computing allows businesses to have the flexibility and efficiency to meet new and growing demands. It provides the infrastructure, software and platforms necessary for success in today's business landscape, no matter where they're needed. However, as the presence of cloud computing becomes more widespread, the demand for professionals who can manage these networks properly is also becoming more pronounced.

More and more employers are in search of cloud talents who can fill this role. In many cases, there is a shortage of specialized, knowledgeable practitioners that are not only able to help an organization migrate effectively to the cloud but also mitigate the risks inherent to such a move. This is where certifications become key.

**TUITION:** \$2,200

**DURATION:** 6 Weeks

**PROGRAM HOURS:** 96

**PREREQUISITES:**  
CompTIA Security+ or  
equivalent experience



### CORE COURSES:

CS - 1011: Customer Service Professional

IT - 7011: CompTIA Cloud+

MS - 2000: Microsoft Office Series I

### TARGET CERTIFICATION:

CompTIA Cloud+

Customer Service Certified (CSC)



AWS Cloud Engineer

AWS Cloud Architect

IT Specialist/Engineer

Cloud Consultant

Cloud Security Expert

## Cloud Technology Professional

**IT-7000: CLOUD TECHNOLOGY PROFESSIONAL:** This program is recommended for experienced IT professionals looking to expand in their role, gain more earning power and demonstrate proficiency in cloud computing. As technology continues to evolve, and businesses explore new methods of doing things, it is critical that IT professionals keep pace with this evolution.

The CompTIA Cloud+ and AWS certifications are two of the most in-demand certifications required to hold a career in the cloud domain. The combination of these certifications set IT professionals apart in the field and enable higher earning power.

This program contains two courses related to Amazon Web Services. The first is AWS Essentials, designed as an introduction to the basics of the AWS platform. The Essentials course is an overview of the AWS cloud and is independent of any specific technical roles. The second course is far more comprehensive and teaches you to design resilient, high-performing, secure and cost-optimized architectures.

This program is enhanced by the CompTIA Cloud+ course, a comprehensive Cloud computing training.

Customer Service is a priority in any situation where interaction occurs, so you'll learn the fundamentals by completing the Customer Service Certified (CSC) credential through the Professional Association for Customer Engagement (PACE).

Upon completion, MedCerts will sponsor the cost of the Cloud+ and the AWS Certified Solutions Architect-Associate national certification exams

**TUITION:** \$4,000

**DURATION:** 11 Weeks

**PROGRAM HOURS:** 176

**PREREQUISITES:**  
CompTIA Security+ or equivalent experience



### CORE COURSES:

CS - 1011: Customer Service Professional- Level 1

IT - 7011: CompTIA Cloud+

IT - 7012: AWS Essentials

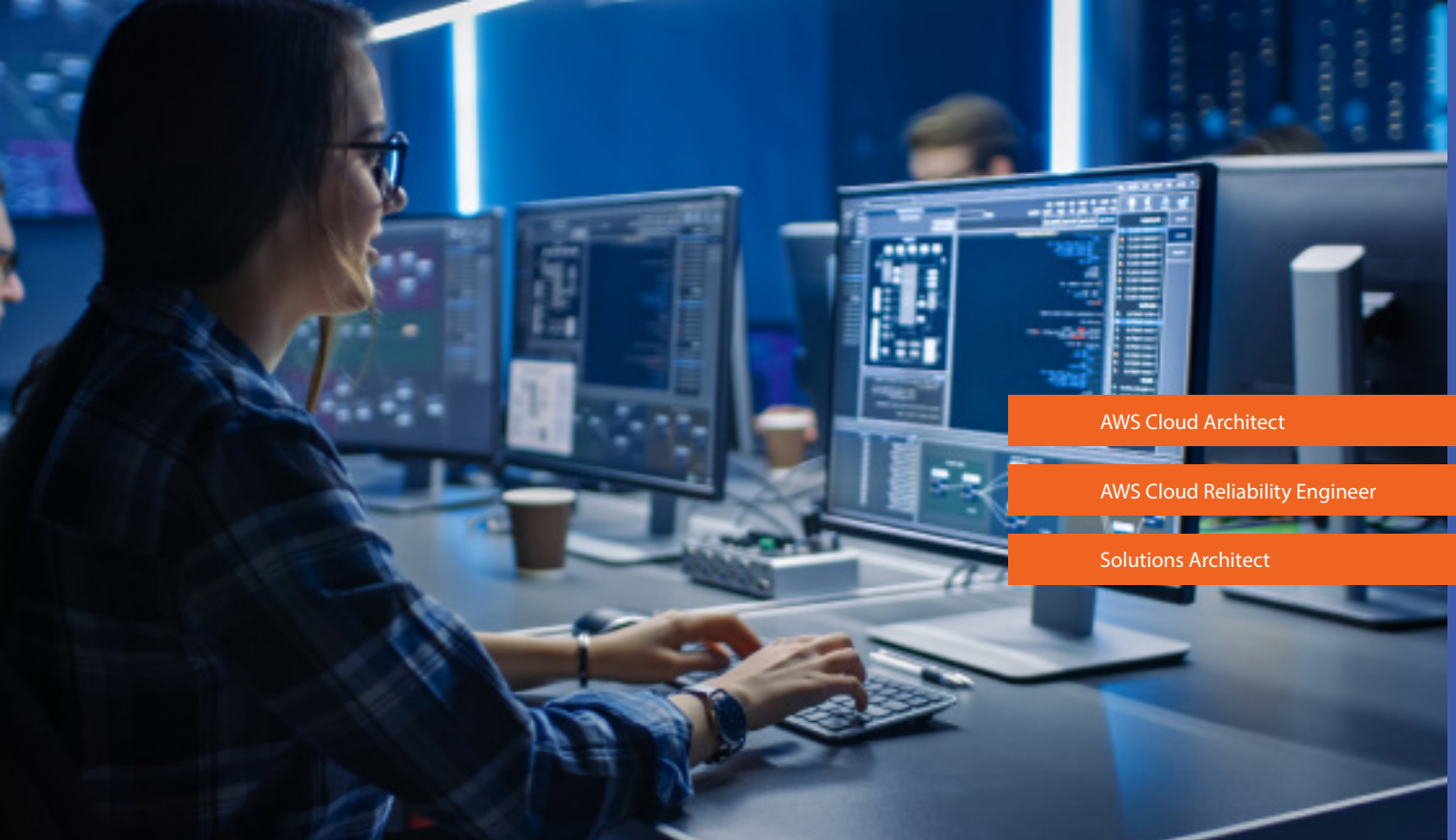
IT - 7013: AWS Solutions Architect - Associate

### TARGET CERTIFICATION:

CompTIA Cloud+

AWS Certified Solutions Architect - Associate (CSAA)

Customer Service Certified (CSC)



AWS Cloud Architect

AWS Cloud Reliability Engineer

Solutions Architect

## AWS Solutions Architect Associate

**IT-7200: AWS SOLUTIONS ARCHITECT ASSOCIATE:** This program is recommended for experienced IT professionals looking to expand in their role, gain more earning power and demonstrate proficiency in cloud computing. As technology continues to evolve, and businesses explore new methods of doing things, it's critical that IT professionals keep pace with this evolution. Cloud computing is not new, but its evolution has accelerated in the last 10 years.

The AWS Certified Solutions Architect - Associate certification proves you can design and implement a distributed architectural solution based on the needs of the end-user. You'll learn about the most important AWS storage, computing, networking, security, database and application services and how to use them.

This program contains two courses related to Amazon Web Services. The first is AWS Essentials, designed as an introduction to the basics of the AWS platform. It is an overview of the AWS cloud and is independent of any specific technical roles. The second course is far more comprehensive and teaches you to design resilient, high-performing, secure and cost-optimized architectures.

Customer Service is a priority in any situation where interaction occurs, so you'll learn the fundamentals by completing the Customer Service Certified (CSC) credential through the Professional Association for Customer Engagement (PACE). You'll also complete training that covers Microsoft Word and Excel. These courses teach strong word processing and spreadsheet skills valuable to business and IT professionals across all industries.

Upon program completion, MedCerts will sponsor the cost of the AWS Certified Solutions Architect - Associate certification exam.

**TUITION:** \$2,200

**DURATION:** 10 Weeks

**PROGRAM HOURS:** 160

**PREREQUISITES:**  
CompTIA Security+ or  
equivalent experience



### CORE COURSES:

CS - 1011: Customer Service Professional - Level 1

IT - 7012: AWS Essentials

IT - 7013: AWS Solutions Architect - Associate

MS - 2000: Microsoft Office Series 1

### TARGET CERTIFICATION:

AWS Certified Solutions Architect - Associate (CSAA)

Customer Service Certified (CSC)



Executive Assistant

Administrative Assistant

Project Manager

Office Assistant

## Microsoft Office Specialist

**MS-7000: MICROSOFT OFFICE SPECIALIST:** Whether entering the workplace or advancing your career, expertise with Microsoft Office applications is essential for office administrators and clerical support staff. Microsoft Office is a popular suite of software used to create memos, spreadsheets, and presentations, manage calendars and organize contacts, and to store and manage data. Our comprehensive suite of Microsoft Office courses provides students with training that starts at the fundamental level to ensure the basics are covered – which is perfect for a beginner or those in need of a basic refresher. The curriculum gradually builds into intermediate and advanced topics, but only after the student has demonstrated mastery of the preceding subject matter.

This set of courses will provide the range of skills needed to create professional-quality documents while training students to store, transmit, and modify data using a variety of Microsoft Office applications. Students learn to effectively communicate and collaborate within an office environment using these tools. The content covered includes how to create, edit and enhance documents in Microsoft Word, how to organize, calculate and analyze information in Microsoft Excel, how to exchange information and manage your activities in Microsoft Outlook, and how to create effective and robust presentations in Microsoft PowerPoint. Additional skills include gaining an understanding of basic database design principles, and maintaining basic Microsoft Access database objects, including tables, relationships, and data entry forms.

**TUITION:** \$2,000

**DURATION:** 7 Weeks

**PROGRAM HOURS:** 112

**PREREQUISITES:**  
High School Diploma or GED



### CORE COURSES:

MS - 7000: Microsoft Word - Levels 1-3

MS - 7000: Microsoft Excel - Levels 1-3

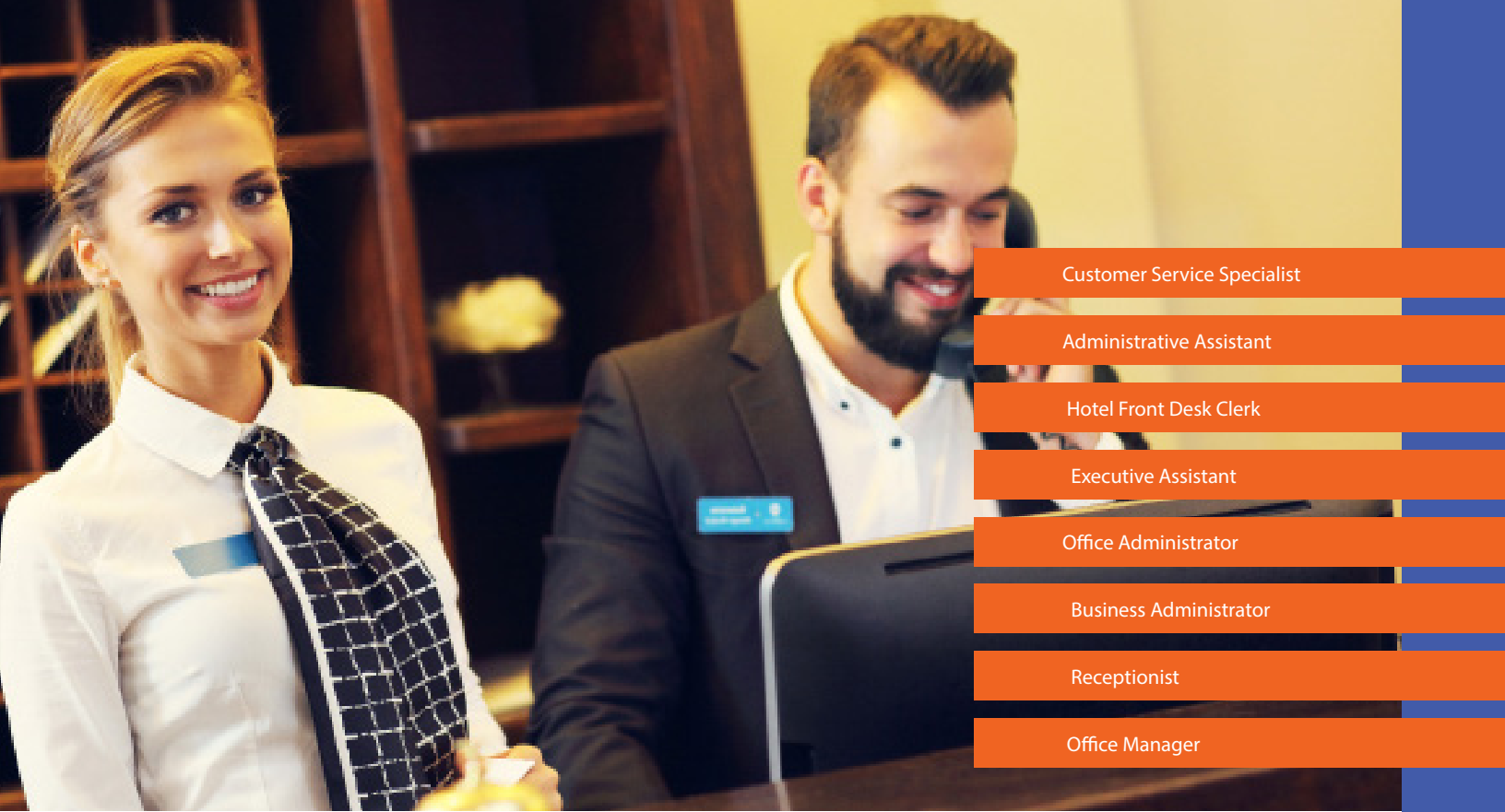
MS - 7000: Microsoft Outlook - Levels 1-2

MS - 7000: Microsoft PowerPoint - Levels 1-2

MS - 7000: Microsoft Access - Levels 1-3

### TARGET CERTIFICATION:

Microsoft Office Specialist (MOS)



- Customer Service Specialist
- Administrative Assistant
- Hotel Front Desk Clerk
- Executive Assistant
- Office Administrator
- Business Administrator
- Receptionist
- Office Manager

## Administrative Customer Support Specialist

EA-1000: ADMINISTRATIVE CUSTOMER SUPPORT SPECIALIST program prepares the student to perform administrative tasks within an office environment and gives them the tools and training necessary to succeed as an Office Administrator. Students are provided with comprehensive Microsoft Office training that teaches skills such as how to create and manipulate documents, work with spreadsheets, presentations, and email. Students also receive valuable soft-skill training, including subjects such as email and phone etiquette, communication strategies, time management, and proper business etiquette in the office environment.

The skilled administrator needs to be able to handle a range of administrative tasks, and deal with sensitive client or patient relations issues. Students will learn the fundamentals of Customer Service by completing two modules that have been aligned with standards set forth by the International Customer Service Association (ICSA). Level I of the training is designed to be transferrable to any position, across virtually any industry. Level II further builds on the skills gained in the first course, but expands into new topics that focus on Sales, Communication, and Phone Skills. Students that successfully complete these courses will achieve certification as a Customer Service Certified (CSC).

In addition to the CSC certification, students will have the opportunity to attain the Fundamentals of IT certification sponsored by CompTIA. The training for this certification is designed for any individual that will be exposed to technology in the office environment, and provides a great base of knowledge that will be beneficial to anyone, with or without a background in IT.

In this 9-week online certification program, students learn through hands-on labs, courseware review and demo activities, and recorded video lectures. Students receive on-going support and guidance from a team of instructors, advisors, and online mentors.

TUITION: \$2,000

DURATION: 6 Weeks

PROGRAM HOURS: 96

PREREQUISITES:  
High School Diploma or GED

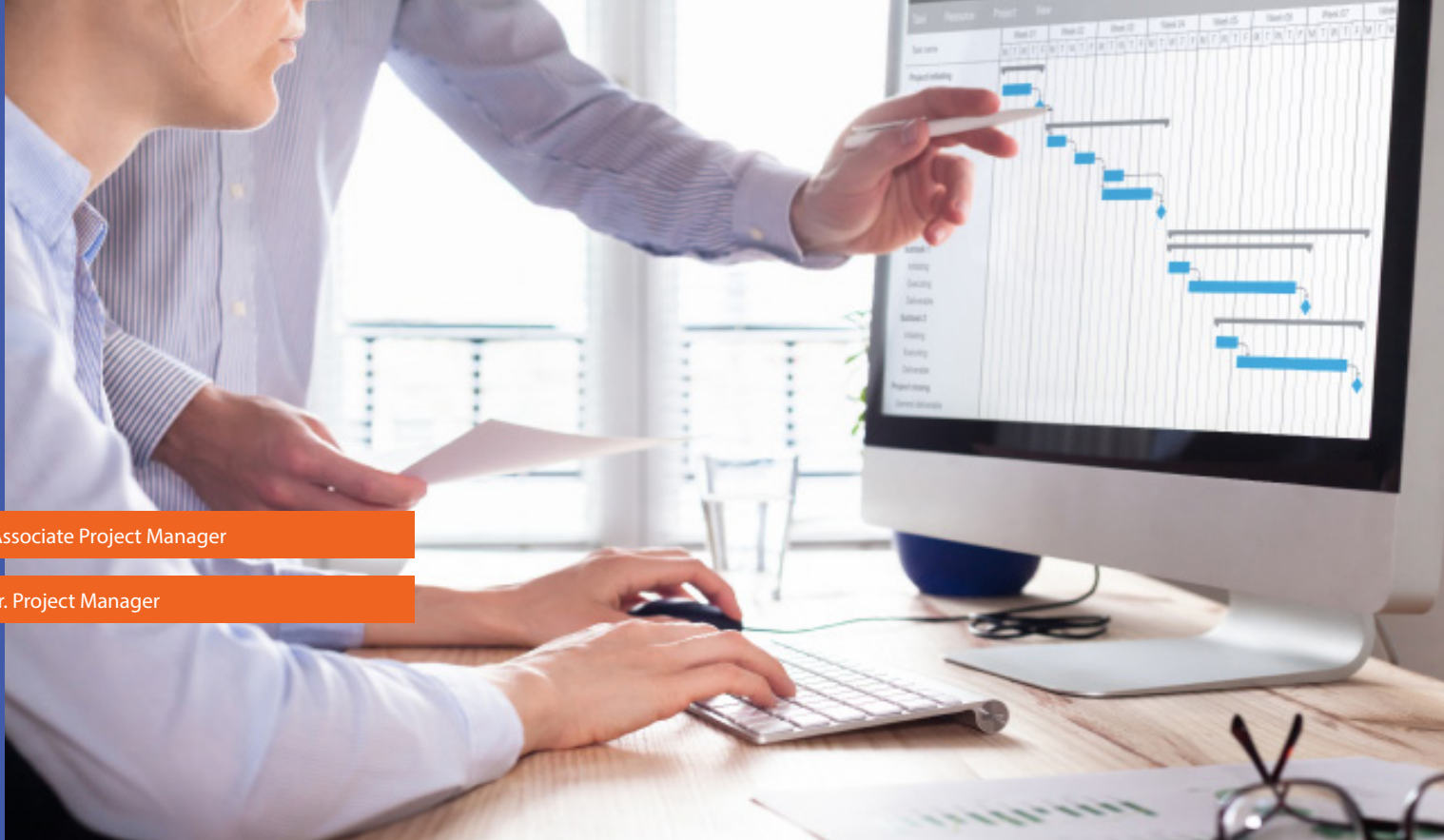


### CORE COURSES:

- EA - 1011: Essential Soft Skills
- CS - 1011: Customer Service Professional - Level I
- CS - 1012: Customer Service Professional - Level II
- MS - 1000: Microsoft Office Basics
- IT - 1000: CompTIA IT Fundamentals

### TARGET CERTIFICATION:

- CompTIA IT Fundamentals
- Customer Service Certified (CSC)



Associate Project Manager

Jr. Project Manager

## Project Management Essentials

PM-6100: Project Management Essential certification program provides an overview of the project management discipline as outline in A Guide to the Project Management Body of Knowledge (PMBOK®) - Sixth Edition published by the Project Management Institute (PMI®). Specifically it introduces the characteristics of a project, the responsibilities that accompany project management, and the differences between portfolios, programs, and projects. The project management certification program will identify key project management concepts and terms and provide information about the variables that can influence project outcomes. It will also cover the project stakeholders and the organizational influences on a project. This course provides a foundational knowledge base reflecting the most up-to-date project management information so learners can effectively put principles to work in their own organizations.

These online Project Management courses will assist in preparing students for the CAPM certification exam. PMI's certifications are distinguished by their global development and application, which makes them transferable across industries and geographic borders.

PMI was founded in 1969 and is the worlds leading association for those who consider project, program or portfolio management their professional.

The job-ready candidate needs to be able to handle a range of project management tasks, but also must deal with coworker, client, customer, and other human relations issues Because Customer Service is a priority in situations where any interaction occurs, students will learn the fundamentals of Customer Service by completing a module that has been aligned with standards set forth by the International Customer Service Association (ICSA). The training is designed to be transferrable to any position, across virtually any industry. Students that successfully complete this course will achieve certification as a Customer Service Certified (CSC).

TUITION: \$2,500

DURATION: 9 Weeks

PROGRAM HOURS: 144

PREREQUISITES:  
Associates Degree or qualifying  
Project Management experi-  
ence



### CORE COURSES:

CS-1011: Customer Service Professional

MS-2000: Microsoft Office Series I

PM-6011 Project Management for CAPM (6th Ed.)

### TARGET CERTIFICATION:

Certified Associate in Project Management (CAPM)

Customer Service Certified (CSC)

## Course Descriptions (Healthcare cont.)

### HI-2017: PHARMACY TECHNICIAN PRINCIPLES AND PRACTICES ASHP

This Pharmacy Technician course is designed to educate and train the student in the diverse field of Pharmacy Technology. The student will be provided didactic coursework in the areas of prescription processing, pharmacy nomenclature, biopharmaceutics and drug activity, dosage calculations, and common mathematical formulas and conversions. Consideration of drug routes and formulations includes tablets and capsules, liquid prescriptions, parenteral and enteral, and insulin and syringes. To better understand the business side of the pharmacy world, students will learn about HIPAA, drug regulation and control, inventory management, financial considerations, legal and ethical issues, sterile and non-sterile compounding, and units of measurement. Throughout the course, the student will perform realistic pharmacy simulations that duplicate tasks performed in the work environment.. Course Hrs: 176

### HI-6010: CLINICAL MEDICAL ASSISTING

Clinical Medical Assisting is a comprehensive course with insight and focus on patient care in the healthcare facility, providing foundational knowledge required of an allied healthcare professional. Video-based lessons include fundamentals of clinical medical assisting with emphasis on infection control, vital signs, the clinical laboratory, general and specialty physical examinations, urinalysis, microbiology, immunology, nutrition, cardiopulmonary diagnostic testing, pharmacology, medication administration, phlebotomy, hematology, surgical procedure assisting and emergency preparedness. Topics related to diversity, patient interaction, documentation and communication will be addressed. Throughout each lesson, the role of the clinical medical assistant will be presented and explained as applicable to patient education and legal & ethical issues.. Course Hrs: 224

### HI-6011: PHLEBOTOMY

Phlebotomy is a comprehensive course with insight and focus on specimen collection for diagnostic testing in the healthcare facility, providing foundational knowledge required of an allied healthcare professional. Video-based lessons include fundamentals of phlebotomy with emphasis on infection control, safety, communication skills, patient care and preparation, venipuncture equipment and supplies, specimen collection, handling, transport and processing. Course Hrs: 64

### HI-6012: ELECTROCARDIOGRAPHY

Electrocardiography is a comprehensive course with insight and focus on diagnostic cardiac testing in the healthcare facility, providing foundational knowledge required of an allied healthcare professional. Video-based lessons include the fundamentals of electrocardiogram performance, Holter monitor application and assistance with stress testing. An emphasis is placed on cardiac arrhythmias. Patient care, preparation and monitoring are addressed along with standard precautions and the Occupational Safety and Health Administration (OSHA). Course Hrs: 64

### HI-6013: FUNDAMENTALS OF PHYSICAL THERAPY

Fundamentals of Physical Therapy is a comprehensive course with insight and focus on assisting the physical therapist and physical therapy assistant with patient care and preparation in a healthcare setting. The course provides foundational knowledge required of an allied healthcare professional. Video-based lessons include fundamentals of physical therapy as it relates to the role of the physical therapy aide/technician as a member of the physical medicine/rehabilitative team. Emphasis is placed on infection control and safety, vital signs, patient preparation and transfers, ambulation support, and gait training. Topics related to physical therapy treatment, range-of-motion exercise, and various agents and modalities are also addressed.. Course Hrs: 64

### HI-6014: STERILE PROCESSING

Sterile Processing is a comprehensive course with insight into the role of the professional central service technician as a member of the healthcare team. Video-based lessons include topics of infection control with performance of cleaning, decontamination, disinfection, inspection, packaging, and sterilization tasks for reusable basic and complex surgical instruments or devices. The central service department's role in ancillary department support, customer service, teamwork, and task priorities will be a key focus. Inventory management, recordkeeping, and quality control will be addressed in relationship to the responsibilities of the successful central service technician. Course Hrs: 96

### HI-7011: FUNDAMENTALS OF PATIENT CARE

Fundamentals of Patient Care is a comprehensive course that focuses on the current and evolving role of patient care in the healthcare setting. Video-based lessons include fundamentals of patient care, compliance and safety, professional responsibility, infection control, basic emergency care, patient assessment and vital signs, and grooming/hygiene. Topics related to specific patient-types are also be addressed, including caring for older adults, pediatric, and special needs patients. The course also details the importance of teamwork in the healthcare environment, and breaks down the various roles that professionals fill as it relates to patient care whether through supporting chronic conditions, emergency, or end-of-life care. Course Hrs: 128

### DA-3011: INFECTION CONTROL IN DENTAL HEALTHCARE SETTINGS

This course details infection control practices performed by the dental team within the dental office. Video-based lessons classify infectious diseases, describe how to protect the patient and operator by using personal protective equipment (PPE), explain processes to maintain aseptic conditions to prevent cross contamination for procedures and services, summarize the steps to process reusable dental instruments, discuss maintenance and documentation of infection control and safety programs and policies, and explain how to document office programs/policies for infection control and safety. Emphasis is placed on recognizing important information on medical history to prevent adverse reactions during dental care, associating occupational safety and guidelines to dental workplace practices, and understanding how to perform proper hand hygiene before, during, and after oral surgery and intraoral procedures. Additionally, the course provides guidance on identifying how standards and workplace controls protect the patient and operator through the reduction of aerosol, droplets, and splatter, as well as how advisory, regulatory, and professional organizations are related to dentistry. Course Hrs: 48

## Course Descriptions (Healthcare)

### HI-1011: MEDICAL OFFICE PROCEDURES AND ADMINISTRATION

This course will introduce the student to the Health care industry, its environment along with the day to day skill set and knowledge required to fulfill a position as a Medical Administrative Assistant. Modules include Professional Behavior, Communication, Law and Ethics, Law and Medicine, Daily Operations, Telephone Techniques, Appointment Scheduling, Correspondence, Computers, HIPPA Regulations, Records Management, Information Management, Basics of Coding, Health Insurance Basics, Professional Fees, Accounting and Bookkeeping, Banking and Financial Management, Practice Management, Marketing and Customer Service. Course Hrs: 96

### HI-1013: HEALTH UNIT COORDINATING

This Health Unit Coordinating is a comprehensive course with insight into the role of the professional health unit coordinator as a member of the healthcare team. Video-based lessons include topics related to the coordination of the nursing unit and introduction to the nursing staff. Physician order processing will be a primary focus and include orders related to nutrition, medication, treatment, and laboratory and diagnostic testing. Management of the unit will address best practices, procedures for admissions, transfers and discharges, infection control and emergencies, as well as personal and professional skills required of the successful health unit coordinator. Course Hrs: 96

### HI-1014: INTRODUCTION TO HUMAN ANATOMY AND MEDICAL TERMINOLOGY

This course is designed to familiarize the student with the language of medicine, through the study of prefixes, suffixes, root words, abbreviation, and pronunciation of words. The curriculum also includes an overview of anatomy and physiology in order to increase the understanding of medical vocabulary. Students will examine the organization of the integumentary, musculoskeletal, hematic, lymphatic and immune, and cardiovascular systems in the human body. They will become familiar with the medical terms that relate to the respiratory, digestive, nervous, endocrine, reproductive, and excretory systems. Students will also examine terms related to the sensory organs, with a concentration on the organs for hearing, sight, and smell. This course will prepare students to better understand spoken and written interactions in all medical environments. Course Hrs: 96

### HI-1015: INSURANCE BILLING AND CODING ESSENTIALS

This course provides the foundational knowledge required of an administrative allied healthcare professional. Emphasis is placed on the revenue cycle and basic insurance terminology. This includes topics related to HIPPA and HITECH laws and regulations, patient financial responsibility, insurance verification, government and commercial insurance plans, diagnosis coding using ICD-10-CM, procedure coding using CPT and HCPCS, modifiers, and the encounter form. CMS-1500 and HIPAA 837P claim formats, payment processing, claim follow up and collections are also addressed. Course Hrs: 96

### HI-1017: PHARMACY TECHNICIAN PRINCIPLES AND PRACTICES

This Pharmacy Technician course is designed to educate and train the student in the diverse field of Pharmacy Technology. The student will be provided didactic coursework in the areas of prescription processing, pharmacy nomenclature, biopharmaceutics and drug activity, dosage calculations, and common mathematical formulas and conversions. Consideration of drug routes and formulations includes tablets and capsules, liquid prescriptions, parenteral and enteral, and insulin and syringes. They will also learn about the advanced roles of the Pharmacy Technician, such as Medication Therapy Management, Motivational Interviewing, Comprehensive Medication Review, and Chronic Care Management. To better understand the business side of pharmacy world, students will learn about HIPAA, drug regulation and control, inventory management, financial considerations, documentation and coding, legal and ethical issues, and communication techniques. Course Hrs: 128

### HI-1018: ELECTRONIC HEALTH RECORDS

This course provides students with the skills and certifications for the development and maintenance of electronic health records in both facility and private practice environments. Upon completion of this course, students will be qualified to sit for the CEHRS, and will have gained the knowledge required to perform a variety office functions necessary in the digital/electronic age. Students are introduced to, and are provided training and practical application of skills in a variety of areas related to Electronic Health Records. Ethical, legal, and regulatory requirements will be covered along with training in the hands-on Electronic Health Record software. Students will also receive comprehensive training in the areas of Professional Fees, Billing, and Collecting, the Health Insurance Claim Form, Third-Party Reimbursement, Banking Services and Procedures, Health Information Management, Computers in the Medical Office, Medical Records Management, and much more. Course Hrs: 64

### HI-1051: MEDICAL CODING

This course provides students with expertise in reviewing and assigning medical codes for diagnosis, procedures, and services performed by physicians and other qualified healthcare providers in the office or facility setting (ex: inpatient hospital). Students will gain proficiency across a wide range of services, include evaluation and management, anesthesia, surgery, radiology, pathology, and medicine. Students learn about medical coding guidelines and regulations including compliance and reimbursement – allowing a CPC to better handle issues such as medical necessity, claims denials, bundling issues, and charge capture. This course helps students understand how to integrate medical coding and payment policy changes into a practice's reimbursement processes. Course Hrs: 224

## Course Descriptions (Healthcare cont.)

### VA-3012: INTRODUCTION TO PATIENT CARE AND HANDLING, AND MEDICAL RECORDS

The veterinary assistants' role in assisting the veterinary technician with caring for the hospitalized patient are the focus of this module. An introduction to IV fluids, fluid pumps, fluid lines, and basic calculations are covered. The importance of and how to document hospitalized patient events and treatments, patient assessment and medication administration, and the importance of nutrition are taught. Students also learn how to perform basic medical calculations, basic grooming skills. A basic overview of diseases of the endocrine and urinary systems are taught. Course Hrs: 35

### VA-3013: INTRODUCTION TO PHARMACY, WELLNESS, AND LAB/EXAM ROOM PROCEDURES

Laboratory record keeping, how to submit samples to outside labs and how to run basic in-house laboratory equipment are covered in this module. Students are taught the basics of veterinary hospital inventory control and how to stock various areas of the veterinary hospital including the exam room, treatment/procedure areas, and the surgical prep area. Students are introduced to the veterinary pharmacy including the handling of controlled substances and proper medication disposal. Wellness exams, wellness testing, vaccines and an overview of diseases associated with the hematologic, integumental system, and pansystemic system are included in this module Course Hrs: 35

### VA-3014: INTRODUCTION TO SURGERY AND RADIATION SAFETY

This module focuses largely on preparing the veterinary assistant student to assist the surgical technician when setting up for and cleaning up after surgery including how to set up the anesthetic machine and monitoring equipment. Radiation safety and radiology basics are also covered. Having mastered the handling and restraint of the average veterinary patient in previous modules, students are now introduced to the handling of aggressive, compromised, and contagious patients. An overview of nervous system and musculoskeletal disorders are included in this module Course Hrs: 35

### VA-3015: EMERGENCY READINESS, FRONT OFFICE PROCEDURES, AND CLIENT EDUCATION

Hands-on training and experience are essential to your success as a veterinary assistant! Students work directly with credentialed veterinary technicians and veterinarians as directed by the Externship Site Supervisor observing, practicing, and demonstrating skills required of a veterinary assistant. A checklist of required skills to complete during your externship must be completed and uploaded into VetBloom documenting you have successfully mastered these skills. Please note, students are not issued dosimeter badges by the VetBloom Veterinary Assistant Program and therefore should not be in the radiology suite when radiographs are taken. Students may assist with positioning patients as directed by a credentialed technician or veterinarian however must leave the area prior to the radiograph being taken. Course Hrs: 35

### VETBLOOM VETERINARY ASSISTANT EXTERNSHIP

Students work directly with credentialed veterinary technicians and veterinarians as directed by the Externship Site Supervisor observing, practicing, and demonstrating skills required of a veterinary assistant. A checklist of required skills to complete during your externship must be completed and uploaded into VetBloom documenting you have successfully mastered these skills. VetBloom will assist students with an externship site. Course Hrs: 120

### BT-3011: BEHAVIOR TECHNICIAN

This course satisfies the 40 hours of training required for becoming a Registered Behavior Technician (RBT), and follows the BACB task list, which is included in the supplemental materials as a reference. An RBT is a paraprofessional who practices under the close, ongoing supervision of a BCBA, BCaBA, or FL-CBA. This training course teaches evidence-based behavior intervention techniques and strategies for individuals including but not limited to: Data Measurement, Assessment, Skill Acquisition, Behavior Reduction, Documentation and Reporting, Professional Conduct and Scope of Practice. This online course is designed to give the learner a basic understanding of applied behavior analysis, functional behavior assessment tools, teaching methods, behavior change strategies, and ethical guidelines for therapists treating children and adults with autism and intellectual disabilities.

The training will cover all of the tasks and subtasks in the RBT Task List and the ethics requirements that have been designated as being relevant for behavior technicians. To obtain the RBT credential you must also complete a criminal background check, pass the RBT Competency Assessment, and pass the RBT exam. The training program is based on the Registered Behavior Technician Task List and is designed to meet the 40-hour training requirement for the RBT credential. The program is offered independent of the BACB. (For more information, please visit: <https://www.bacb.com/rbt/>). Course Hrs: 64

## Course Descriptions (Healthcare cont.)

### DA-3012: DENTAL ANATOMY, MORPHOLOGY, AND PHYSIOLOGY

This comprehensive course details essential anatomical, morphological, and physiological knowledge of the head, neck, and oral cavity for the dental assistant. Video-based lessons examine the anatomy and pathology of hard and soft tissues, review the circulatory and lymphatic systems, explore oral cavity anatomy, discuss salivary glands, identify permanent and primary tooth anatomy and morphology, and explain tooth numbering systems, including Universal and Palmer systems. Emphasis is placed on identifying the important head, neck, and oral landmarks, as well as discussing the muscular, skeletal, and nervous systems as they relate to the head, neck, and oral cavity. Additionally, the course provides guidance in categorizing dental occlusion and recognizing hard and soft tissue anomalies and tooth anomalies. Course Hrs: 64

### DA-3013: DENTAL ASSISTING ESSENTIALS

In this course students are instructed in dental assisting knowledge and the fundamental clinical skills necessary for becoming an essential member of the dental practice team. Video-based lessons identify important tools and techniques used in clinical chairside dental assisting, explain the purpose and use of dental materials, summarize dental specialties and some key procedures and basic instruments of each, discuss the dental assistant's role in common medical emergencies, and list drugs commonly prescribed in both dentistry and medicine. Emphasis is placed on understanding dental ethics and law, as well as describing the various topics and opportunities for patient education and recognizing the role of professional communication, customer service, and teamwork in patient care. Course Hrs: 48

### DA-3014: RADIATION HEALTH AND SAFETY IN DENTISTRY

This course explains patient and operator preparation and safety during radiographic exposures and provides the knowledge necessary to identify best radiographic technique based on patients' diagnostic needs. Video-based learning lessons classify radiographic equipment based on techniques such as digital and traditional radiography, describe how to acquire radiographic images using various techniques, identify current American Dental Association (ADA) guidelines for patient selection and limiting radiation exposure, identify operator safety measures when acquiring x-rays, describe methods for monitoring operator exposure to x-radiation, and explain infection control procedures for both conventional and digital radiography equipment. Emphasis is placed on demonstrating basic knowledge of both digital and conventional radiology, evaluating radiographic images for diagnostic quality, mounting radiographic images, and describing infection control procedures for both patient and operator safety. Additionally, the course provides guidance in applying quality assurance to all aspects of radiographic imaging and expressing understanding of radiology regulations, as well as applying the principles of radiation protection and hazards when operating radiographic equipment. Course Hrs: 48

### BT-3011: BEHAVIOR TECHNICIAN

This course satisfies the 40 hours of training required for becoming a Registered Behavior Technician (RBT), and follows the BACB task list, which is included in the supplemental materials as a reference. An RBT is a paraprofessional who practices under the close, ongoing supervision of a BCBA, BCaBA, or FL-CBA. This training course teaches evidence-based behavior intervention techniques and strategies for individuals including but not limited to: Data Measurement, Assessment, Skill Acquisition, Behavior Reduction, Documentation and Reporting, Professional Conduct and Scope of Practice. This online course is designed to give the learner a basic understanding of applied behavior analysis, functional behavior assessment tools, teaching methods, behavior change strategies, and ethical guidelines for therapists treating children and adults with autism and intellectual disabilities.

The training will cover all of the tasks and subtasks in the RBT Task List and the ethics requirements that have been designated as being relevant for behavior technicians. To obtain the RBT credential you must also complete a criminal background check, pass the RBT Competency Assessment, and pass the RBT exam. The training program is based on the Registered Behavior Technician Task List and is designed to meet the 40-hour training requirement for the RBT credential. The program is offered independent of the BACB. (For more information, please visit: <https://www.bacb.com/rbt/>). Course Hrs: 64

### EX-2017: PHARMACY TECHNICIAN EXTERNSHIP

The Experiential Component of the RX 3000 Program is designed to allow the student to complete their training in an approved pharmacy setting under the instruction of a licensed pharmacist. Here, the student will be evaluated by putting in to practice the skills and knowledge acquired in the Didactic and Simulation portions of the RX 3000 course. To facilitate in this process, we offer assistance to the student to ensure their experiential training is a success. Course Hrs: 160

### VA-3011: INTRODUCTION TO VETERINARY ASSISTING AND MEDICAL TERMINOLOGY

This module provides the veterinary assistant student with an understanding of the human animal bond, expected conduct of the veterinary professional, and how to effectively communicate with clients and coworkers. Basic medical terminology and medical records, including the electronic medical system, are introduced in this module. Zoonotic and contagious diseases are discussed including in-depth coverage of the role of the veterinary assistants and the importance of cleaning in the veterinary hospital and performing correct hand hygiene. Students are taught basic breed identification and animal husbandry including the expectations of treating deceased pets with respect. We begin discussing common medical conditions and diseases of the digestive system. Restraint and handling of the veterinary patient are discussed in depth and are the focus of a large portion of the hands-on teaching. Students also begin learning how to set up equipment necessary for the veterinary technician or veterinarian to perform a variety of common procedures. Course Hrs: 35

### VA-3010: VETERINARY OFFICE FUNDAMENTALS

The Veterinary Office Fundamentals course prepares students for an exciting career in animal care or an administrative role in veterinary medical health care. Students gain a fundamental understanding of how a veterinary office functions, and includes core topics such as Veterinary Hospital Basics, Veterinary Front Desk, Basic Animal Care and Handling, and Basic Pharmacology. Additional topics include Medical Terminology, Safety and OSHA Standards, and animal/breed identification. Course Hrs: 64

## Course Descriptions (IT cont.)

### IT-7012: AWS ESSENTIALS

In this introductory course, students learn the basics of AWS. In fact, no prior AWS knowledge or experience is necessary to complete this course. AWS Essentials is designed to present students with an introductory look into the fundamentals of the Amazon Web Services cloud platform and ensure that students are proficient in identifying AWS terminology, concept, benefits and deployment options. Students will learn how to create an AWS account, configure access management and understand security measures, storage and database options. Course Hrs: 16

### IT-7013: AWS SOLUTIONS ARCHITECT - ASSOCIATE

This advanced level course prepares IT professionals to earn the AWS Certified Solutions Architect - Associate exam. Students learn how to optimize the AWS Cloud by understanding how AWS services fit into cloud-based solution. After completing this course, students will be prepared to design, plan and scale AWS implementations. Students learn how to evaluate cloud application requirements and make architectural recommendations for implementation, deployment and provisioning applications on AWS. Students will also prepare to provide best-practices guidance on the architectural design across multiple applications, projects or the enterprise. Additionally, students can expect to gain comprehensive knowledge about leveraging AWS Managed Services to enable better flexibility and resiliency in an infrastructure. Course Hrs: 96

## Course Descriptions (IT)

### IT-1011: COMPTIA IT FUNDAMENTALS

In this course, students will identify PC components, work with files and folders, and conduct basic software installations. This course will provide students with the fundamental skills and concepts required to maintain, support, and work efficiently with personal computers. In addition, it covers the essential skills and information needed to set up, configure, maintain, troubleshoot, and perform preventative maintenance of the hardware and software components of a basic personal computer workstation and basic wireless devices. Students will also implement basic security measures and implement basic computer and user support practices. Course Hrs: 32

### IT-2012: A+ COMPREHENSIVE

A+ Comprehensive is a complete and thorough review of all A+ learning objectives. In this module, students receive a blended learning approach that combines Security, Networking, Operating Systems, IT Operations, Troubleshooting, and Technical Support into one singular course. Students gain the necessary competencies of an entry-level IT professional. This course provides training focused on the fundamentals of computer technology, networking and security, as well as the communication skills and professionalism now required of all entry-level IT professionals. This course focusses on scenarios in which troubleshooting and tools must be utilized to resolve problems. Students gain critical hands-on experience through a comprehensive series of Performance Based Exam Prep Simulations. These simulations are a mixture of Operating System and Application Training Demonstrations, Interactive Graphic Windows Exercises, Interactive Command-Line Windows Exercises, and Interactive Configuration and Identification Exercises. The simulations are blended into the training, to provide reinforcement of topics, as well as to provide the critical "hands-on" learning experience necessary to gain competency. Course Hrs: 96

### IT-2013: NETWORK +

Network + builds on existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that students will use on the job in any type of networking career. This course is designed to provide network technicians with the foundation-level skills they need to install, operate, manage, maintain, and troubleshoot a corporate network. This course will help prepare students for the CompTIA Network+ N10-007 certification exam. CompTIA recommends students have CompTIA A+ certification or equivalent experience prior to attempting the N10-007 exam. As in the A+ Comprehensive course, students gain critical hands-on experience through a series of Performance Based Exam Prep Simulations. These simulations are a mixture of Operating System and Application Training Demonstrations, Interactive Graphic Windows Exercises, Interactive Command-Line Windows Exercises, and Interactive Configuration and Identification Exercises. The simulations are blended into the training, to provide reinforcement of topics, as well as to provide the critical "hands-on" learning experience necessary to gain competency. Course Hrs: 96

### IT-3010: HEALTHCARE IT

The Healthcare IT course serves as a bridge between the IT and Healthcare course curriculum. In this course, students receive a background in HIT standards, regulations, and workflows so they can best understand the healthcare environment. By applying what has been learned in the prerequisite healthcare and IT courses, students will gain a thorough understanding of how to implement and maintain HIT systems in a variety of medical/clinical settings. This course provides a solid understanding of regulatory requirements, healthcare terminology and acronyms, and code of conduct and security best practices. In this course, students are provided hands-on practical application through the use of software demos and exercises. Course Hrs: 32

### IT-5011: SECURITY+

This course is targeted toward the information technology (IT) professional who has networking and administrative skills in Windows-based Transmission Control Protocol/Internet Protocol (TCP/IP) networks and familiarity with other operating systems, such as Mac OS X, Unix, or Linux, and who wants to further a career in IT by acquiring a foundational knowledge of security topics. In this course, students will build on knowledge and experience with security fundamentals, networks, and organizational security as they acquire the specific skills required to implement basic security services on any type of computer network. This course also provides the broad-based knowledge necessary to prepare for further study in specialized security fields. Course Prepares Student for CompTIA Exam: SYO-501 Course Hrs: 96

### IT-6011: COMPTIA PENTEST+

The CompTIA PenTest+ course will provide students with the fundamental skills and concepts surrounding penetration testing, vulnerability assessment, and vulnerability management on a variety of systems and devices. Students learn to perform security assessments on desktops and mobile devices as well as cloud, IoT, industrial and embedded systems. The PenTest+ course covers the tools students will need to scan networks, crack passwords, analyze and intercept traffic, discover code vulnerabilities, and compromise resources. Course Hrs: 48

### IT-6012: COMPTIA CYSA+

The CompTIA CySA+ course is an intermediate-level course that covers the duties of those who are responsible for monitoring and detecting security incidents in information systems and networks, and for executing a proper response to such incidents. Depending on the size of the organization, this individual may act alone or may be a member of a cybersecurity incident response team (CSIRT). This course introduces tools and tactics to manage cybersecurity risks, identify various types of common threats, evaluate the organization's security, collect and analyze cybersecurity intelligence, and handle incidents as they occur. Ultimately the course promotes a comprehensive approach to security aimed toward those on the front lines of defense. The CySA+ course focuses on the knowledge, ability, and skills necessary to provide for the defense of those information systems in a cybersecurity context, including protection, detection, analysis, investigation, and response processes. Students will be prepared to attempt the CompTIA CySA+ examination which is an IT workforce certification that applies behavioral analytics to networks and devices to prevent, detect and combat cybersecurity threats. Course Hrs: 32

### IT-7011: COMPTIA CLOUD+

Students learn the basics of Cloud Computing and gain the knowledge and skills to prepare for the CompTIA Cloud+ certification, which is part of the CompTIA Infrastructure Pathway. Students learn basic cloud concepts, models and terminology through engaging and entertaining video instruction. Students learn to analyze system requirements, troubleshoot capacity, automation, connectivity and security issues related to cloud implementations, and apply appropriate technologies and processes to ensure system performance. The course and certification are vendor neutral, and concentrate on concepts and operations that are inclusive of all cloud computing environments. Course Hrs: 48

# Course Descriptions (Office Administration)

## MS-1000: MICROSOFT OFFICE BASICS

This set of courses includes basic (Level 1) training on the 3 core applications within the Microsoft Office Suite. Students learn the range of skills needed to create professional-quality documents and spreadsheets, and are trained to effectively use email communication tools in the office environment. The content covered includes how to create, edit and enhance documents in Microsoft Word, how to organize, calculate and analyze information in Microsoft Excel, and students will learn the basics of using email within Microsoft Outlook. Course Hrs: 16

## MS-2000: MICROSOFT OFFICE SERIES I

This set of courses will provide the range of skills needed to create professional-quality documents within an office environment. The content covered includes how to create, edit and enhance documents in Microsoft Word, and how to organize, calculate and analyze information in Microsoft Excel. Course Hrs: 32

## MS-6000: MICROSOFT OFFICE SERIES III

This set of courses will provide the range of skills needed to create professional-quality documents and effectively communicate and collaborate within an office environment. The content covered includes how to create, edit and enhance documents in Microsoft Word, how to organize, calculate and analyze information in Microsoft Excel, how to exchange information and manage your activities in Microsoft Outlook, and how to create effective and robust presentations in Microsoft PowerPoint. Additional skills will include how to create and format various types of diagrams with Microsoft Visio and how to collaborate effectively with the use of Office 365 Web Apps, OneDrive, and Skype for Business. Course Hrs: 96

## MS-7000: MICROSOFT WORD - LEVELS 1-3

In this course, students will learn the basics of saving and opening documents and review the interface. Students will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Students will work with, create, manage, and customize Styles, Templates, and Themes. Students will also work with various types of data in Word using Tables, advanced Copy and Paste commands, and Charts. In this advanced level, students will automate with Microsoft Word through the use of building blocks, Quick Parts, fields, and Macros. Students will also utilize reference tools such as bookmarks, hyperlinks, cross references, footnotes, endnotes, bibliography tools, sources, and placeholders. Students will also learn techniques to manage long documents through a table of contents, indexing, and captions. Students will also work with Outline View and master documents, Mail Merge, and forms. Course Hrs: 16

## MS-7000: MICROSOFT EXCEL - LEVELS 1-3

Microsoft Excel is one of the major workhorses in the Microsoft Office suite of applications and arguably the most widely-used Office product. A solid understanding of how to use this program is vital to nearly everyone in most industries today. This course is designed specifically to teach you the skills you need to begin to create and manipulate worksheets. Students will learn how to link workbooks and worksheets, work with named ranges, and intermediate Logical and Lookup functions and formulas. Students will also be introduced to and work with Tables and PivotTables, including sorting and filtering. Additionally, students will learn functions such as SUMIF, AVERAGEIF, and COUNTIF, advanced lookup functions, and complex logical and text functions. Students will experiment with auditing formulas and error checking, use the What-If Analysis tools, learn the options for worksheet and workbook protection, review advanced use of PivotTables and PowerPivot add-in, work with Macros, use form controls, and ensure data integrity in their worksheets and workbooks. Course Hrs: 32

## MS-7000: MICROSOFT OUTLOOK - LEVELS 1-2

This course is designed to teach students the Microsoft Outlook 2019 and help them gain familiarity with the Outlook environment and functionality. Students will learn the basics of email, how to use the Help feature, how to create and send messages, and how to work with attachments. Students will also learn organizational techniques through the use of folders, views, categories, flags, and searching. Additionally, students will modify and manage message options, track and delivery options, voting options, contact options, calendar options, and other advanced Outlook features. Students will also review advanced calendar and task usage, rules and automation, cleanup commands, sharing options, advanced graphic options, junk mail options, import and export features, and how to back up their Outlook data. Course Hrs: 16

## MS-7000: MICROSOFT POWERPOINT - LEVELS 1-2

In this course, students will get started with PowerPoint 2019 and become familiar with the Ribbon, interface, and navigation options. Additionally, students will create a presentation and work with various features and commands to make it easier to work in PowerPoint. Students will learn to utilize the power of Slide Masters, create custom themes, and design custom templates. In addition, students will learn to create exciting presentations by animating text and objects, add slide transitions, and use advanced graphic features including SmartArt, and audio and video. Finally, students will present like a pro by using advanced presentation features including annotations, hyperlinks and action buttons, timings, recordings, and creating videos, and review additional advanced slideshow options. Course Hrs: 16

## MS-7000: MICROSOFT ACCESS - LEVELS 1-3

In this course, students will become familiar with various database components, concepts, and terminology. Students will tour the user interface, create databases, create objects, perform calculations, navigate and work with tables, understand and work with queries, review and work with various reports and reporting features, and review forms and the various tools that go along with them. Students will learn to design tables for improved accuracy in data entry, review the various options to share data with other applications, learn about action queries, and review various advanced query techniques. Students will also learn how to automate processes with Macros, advanced form techniques, and advanced report techniques. Students will review how to improve the structure of an Access database, maintain an Access database, create and modify Switchboards, configure security and multi-user environments, automate processes with VBA (Visual Basic for Applications), and use Table Events. Course Hrs: 32

## Course Descriptions (Office Administration cont.)

### CS-1011: CUSTOMER SERVICE PROFESSIONAL – LEVEL I

This module is a unique and entertaining course designed to prepare individuals across all job titles with the core skills needed to satisfy customers of all types. Each customer, patient, or client is critical whether you work within a call center, retail store or pharmacy, medical office/clinic, or business office. No organization can afford to overlook or neglect the power of customer service skills. The course includes six (6) modules on topics such as Why Customer Service Matters, What Customers Want, Essential Customer Service Skills Part I and Part II, Handling Complaints and Dealing with Angry People, and Customer Service as a Strategic Marketing Tool. These modules are the components of the “Through the Customer’s Eyes” course that has been used to train a variety of front-line service providers across many industries and disciplines. Within each module, students are assessed on the topics covered. Student completing this course will attain the status of “Customer Service Certified” (CSC) as designated by the Professional Association for Customer Engagement (PACE). Course Hrs: 16

### CS-1012: CUSTOMER SERVICE PROFESSIONAL – LEVEL II

This module builds off of the first course, and contains three new modules that provide greater depth and focus on Sales, Communication, and Phone skills. Students learn to use the Web as a tool, and to use exploratory questions to quickly identify customer needs – and match them to products and services. Students are taught to discover and strengthen their “voice image” for an unstoppable first impression. Since communication is so important to quality service, students are taught techniques to present complex information and ideas logically, clearly, and concisely. Additional topics include information gathering, generating excitement, driving conversation, and techniques to manage phone calls through clarity and communication. Student completing this course will attain the status of “Customer Service Certified” (CSC) as designated by the Professional Association for Customer Engagement (PACE). Course Hrs: 16

### EA-1011: ESSENTIAL SOFT SKILLS

In today’s office environment, there are many important qualities and skills that distinguish a true professional. These redeeming characteristics are universal across most industries, and can be transferred throughout virtually any department within an organization. This unique collection of skill-based modules provide students with training aimed at creating, enhancing, and nurturing essential skills.

Today more than ever, good manners mean good business. This course offers guidance and advice for exhibiting proper etiquette in the office, on the internet, and in email. It also addresses personal issues in the workplace, conversation and meeting etiquette, and helps the student understand the proper way in which to address ethical dilemmas.

This course is designed to be useful to anyone from the Administrative/Executive Assistant or even an Office Manager.

Course Hrs: 16

### EA-1012: EXPANDED SOFT SKILLS

In today’s workplace environment, there are many important qualities and skills that distinguish a true professional. These characteristics are universal across most industries and can be transferred throughout virtually any department within an organization. This comprehensive collection of skill-based modules provides students with training aimed at creating, enhancing, and nurturing essential workplace skills.

Course Hrs: 32

### PM-6011: PROJECT MANAGEMENT FOR CAPM (6TH ED.)

Project management is one of the business world's most in-demand skill-sets. Project-based operations have become the norm in today's business world and it's crucial to choose a good and proven method for managing projects. Every aspect of project management is affected by the organization, the social environment, the project stakeholders, both internal and external, and many other aspects of the context in which the project is carried out. Understanding this context is critical to good planning and good decision making as the project progresses toward achieving its objectives. Projects are temporary endeavors and can be simple or complex. Course Hrs: 96



#### MCBC - Medical Coder & Biller Certification

Medical coder and billers work in a variety of settings, including hospitals, outpatient and inpatient clinics, surgical centers, and dental offices. Any place that provides medical services requires the services of a certified medical biler/coder. Medical biler/coders work in conjunction with physicians and other medical providers and, in addition to coding services, provide education to providers regarding medical record requirements and conduct chart reviews for completeness.

As a MCBC you may perform some or all of the following tasks:

- Accurately locate documentation in the patient record to support coding and billing process
- Assign codes for diagnoses and procedures
- Submit claims for reimbursement based on payer policies and procedures
- Coach providers on the best documentation practices to support quality coding and optimal reimbursement

Certified biler/coders are prepared for entry-level employment as an insurance billing specialist and related occupations in the medical industry



#### CHUC - Certified Health Unit Coordinator

Certified Health Unit Coordinators are professional healthcare workers who perform the non-clinical functions of the nursing unit or department. Other titles include unit secretary, unit clerk, unit communicator, information coordinator, etc. People with the CHUC certification can perform the following tasks.

- Adhere to customer/patient satisfaction service initiatives
- Respect cultural diversity
- Comply with regulatory agency guidelines/rules
- Protect confidentiality and patient rights
- Process admissions, discharges, and transfers
- Manage physician orders
- Interpret hospital terminology and abbreviations
- Operate communication equipment and computers
  - Identify and correct potential hazards



#### CPhT - Certified Pharmacy Technician

The Pharmacy Technician Certification Examination (PTCE) is a nationally recognized certification offered by the PTCB (Pharmacy Technician Certification Board). The PTCE content was developed by experts in pharmacy technician practice based on a nationwide Job Analysis Study that the PTCB's Certification Council and Board of Governors used to approve the blueprint for the current PTCE. Those who pass the exam will be recognized as a nationally Certified Pharmacy Technician (CPhT).

As a CPhT, you may perform some or all of the following tasks:

- Receive and process prescription requests from patients, and those sent electronically from doctors' offices
- Accurately count, weigh, pour and mix medications
- Prepare accurate prescription labels
- Prepare and Process insurance claim forms and manage inventory
- Establish and maintain patient profiles as well as computerized patient records

Licensed pharmacies depend on skilled pharmacy technicians to prepare prescription medications with accuracy and to provide good customer service. Learning these professional skills and passing the national certification exam qualifies graduates for entry-level pharmacy technician jobs in a variety of healthcare settings.

#### AAPC's Certified Professional Coder (CPC) Certification



AAPC (formerly American Academy of Professional Coders) was founded in 1988 as a professional organization providing training, certification, ongoing education, networking, and job opportunities to medical coders, medical billers, auditors, compliance managers, and physician practice managers in the United States. Currently, AAPC has a membership base over 156,000 worldwide, of which nearly 104,000 are certified.

The CPC examination consists of questions regarding the correct application of CPT, HCPCS Level II procedure and supply codes and ICD-10-CM diagnosis codes used for billing professional medical services to insurance companies. Examinees must also demonstrate knowledge on proper modified use, coding guidelines and regulatory rules.

Key knowledge areas and skill sets measured by the AAPC Certified Professional Coder (CPC) certification exam also include the ability to:

- Identify the purpose of the CPT®, ICD-10-CM Volumes 1 & 2, and HCPCS Level II code books
- Understand and apply the official ICD-10-CM coding guidelines
- Identify differences between ICD-9-CM and ICD-10-CM guidelines
- Apply coding conventions when assigning diagnoses and procedure codes
- Identify the information in appendices of the CPT® manual
- Explain the determination of the levels of E/M services
- Code a wide variety of patient services using CPT®, ICD-10-CM, and HCPCS Level II codes
- List the major features of HCPCS Level II Codes
- Provide practical application of coding operative reports and evaluation and management services



## Healthcare Certifications

Our Healthcare Certification programs provide comprehensive training that equips students with the knowledge and skills needed to pass nationally recognized certification exams. Upon successful completion of one of our programs, graduates will be qualified and/or eligible to sit for exams offered by organizations such as the National Healthcareer Association (NHA), the Pharmacy Technician Certification Board (PTCB), and the American Association of Professional Coders (AAPC).



### CMAA - Certified Medical Administrative Assistant

The Certified Medical Administrative Assistant (CMAA) credential is offered by the National Healthcareer Association (NHA). CMAAs are responsible for various administrative duties and often have direct patient contact. It demonstrates the ability to perform routine administrative tasks in a physicians' office, nursing home, hospital or clinic to keep it running efficiently.

As CMAA you may perform some of the following tasks:

- Operate computer systems or other types of technology to accomplish office tasks
- Greeting patients and helping them fill out forms
- Answer calls, schedule appointments, and maintain files of patients
- Update and maintain patient and other practice information
- Coordinate the collection and preparation of operating reports such as time and attendance

By attaining CMAA certification, students validate their training and competence, and assure allied health employers that they are qualified for entry-level positions.



### CEHRS - Certified Electronic Health Records Specialist

A Certified Electronic Health Records Specialist (CEHRS) is the nationally recognized certification for Electronic Health Record Specialists. This program prepares students to use and understand electronic records in a medical setting. The CEHRS is responsible for maintaining the integrity and protecting the privacy and security of patient information.

As a Certified EHR Specialist, you may perform some or all of the following tasks:

- Audit patient records for compliance with legal and regulatory requirements
- Documenting examination information, scheduling treatments, and process laboratory tests
- Abstract clinical information for inclusion in reports such as quality improvement studies
- Perform basic coding to submit claims for reimbursement for insurers
- Process release of information (ROI) requests for medical records
- Review patient records to ensure they are complete, and collect patient demographic and insurance information

Attaining certification as an Electronic Health Records Specialist shows potential employers that the student has the competence and expertise to succeed in this role.

## CCS-P Certified Coding Specialist-Physician-based



CCS-P is a mastery-level coding practitioner with expertise in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. This coding practitioner reviews patients' records and assigns numeric/alphanumeric codes for each diagnosis and procedure. To perform this task, the individual must possess in-depth knowledge of the CPT coding system and familiarity with the ICD-10-CM and HCPCS Level II coding systems. The CCS-P is also an expert in health information documentation, data integrity, and quality. People with the CCS-P certification can perform the following tasks.

- Specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers
- Review patient records and assign numeric/alphanumeric codes for each diagnosis and procedure
- Possess in-depth knowledge of the CPT coding system and familiarity with the ICD-10-CM and HCPCS Level II coding systems
- Become an expert in health information documentation, data integrity, and quality
- Play a critical role in a health provider's business operations, because patients' coded data is submitted to insurance companies or the government for expense reimbursement

## CRCST Certified Registered Central Service Technician



CRCST Certified Registered Central Service Technicians are professional healthcare workers who prepare, sterilize, install, or clean laboratory or healthcare equipment as well as perform routine tasks and operate or inspect equipment. Gain your national CRCST certification through the IAHCSMM to build a Sterile Processing Technician career. Other titles include central processing technician, sterile preparation technician, central sterile supply technician, and more. People with the CCS-P certification can perform the following tasks.

- Obtain knowledge of medical terminology, disease processes, anatomy and physiology
- Explain the importance of customer service, communication skills and professionalism
- Discuss compliance standards and the role of HIPAA, OSHA, CDC, FDA, ANSI, AAMI and other regulating agencies
- Identify central service workflows processes from cleaning, decontamination, preparation and packaging to sterilization and storage of surgical instruments and equipment
- Describe the importance of manufacturer's instructions for use (IFU), infection control and use of personal protective equipment (PPE) throughout central service areas and their impact on personnel and patient safety

## PTTC Physical Therapy Technician Certification



PTTC This certification is ideal for those that want to gain entry into a career as a Physical Therapy Aide. The career outlook for this field is great as the projected job growth in this field is expected to be up to 29% by 2026 and there are an estimated 38,800 clinics in America providing physical therapy. Because knowledge of office administration is vital to the role of a Physical Therapy Aide, graduates will also be trained and prepared to attempt the Certified Medical Administrative Assistant (CMAA) certification

exam sponsored by the National Healthcareer Association (NHA). Most employers require Aides to have completed a career diploma program and/or have gained Physical Therapy Aide certification.

- Understand basic human anatomy, utilize medical terminology and responsible communication in the healthcare facility
- Comply with HIPAA/HITECH, OSHA, CMS and other healthcare regulations and laws as they apply to patient information
- Comprehend the use of Diagnosis and Procedure codes and employ Electronic Health Records and related Practice Management
- Recognize the importance of infection control and environmental safety in general, specialty and surgical practices
- Gain an understanding of the laboratory, specimen collection techniques, cardiopulmonary testing, pharmacology and medication administration
- Administer medications and assist with minor procedures
- Record vital signs, take medical histories and prepare patients and rooms for examinations
- Handle laboratory specimens and provide patient education



## Veterinary Designations

AVA - Approved Veterinary Assistant

You can now become an Approved Veterinary Assistant (AVA) with the online VetBloom Veterinary Assistant program, in partnership with MedCerts. This program not only meets National Association of Veterinary Technicians in America (NAVTA) standards, but it also prepares you to be job ready at program completion. Graduates are prepared for the national Approved

Veterinary Assistant (AVA) examination and are provided the opportunity to work together with potential employers through a hands-on externship experience in a local veterinary hospital. You will set yourself apart in the job market by completing this NAVTA Approved program, as employers prefer to hire veterinary assistants who hold the AVA designation.

People with the AVA designation can perform the following tasks.

- Maintain safe and clean veterinary hospital environment
- Comprehend basic anatomy, physiology and medical terminology
- Perform basic laboratory skills and record keeping, and pharmacology
- Understand radiation safety and radiography basics
- Know common diseases and medical conditions

## CCMA - Certified Clinical Medical Assistant



CCMA The Certified Clinical Medical Assistant (CCMA) credential is issued by the National Healthcareer Association (NHA). The CCMA exam is 150 questions and you have 3 hours to complete. It will test your knowledge on a variety of topics including, but not limited to: foundational knowledge and basic science, anatomy and physiology, clinical patient care, and administrative assisting. MedCerts covers the cost of the CCMA exam.

People with the CCMA certification can perform the following tasks.

- Understand basic human anatomy and utilize medical terminology and responsible communication in the healthcare facility
- Comply with HIPAA/HITECH, OSHA, CMS and other healthcare regulations and laws as they apply to patient information
- Comprehend the use of Diagnosis and Procedure codes and employ Electronic Health Records and related Practice Management
- Recognize the importance of infection control and environmental safety in general, specialty and surgical practices
- Gain an understanding of the laboratory, specimen collection techniques, cardiopulmonary testing, pharmacology and medication administration

## CPT Certified Phlebotomy Technician



CPT The Certified Phlebotomy Technician certification is issued by the National Healthcareer Association (NHA). The phlebotomy certification test is 100 questions, and you have two hours to complete the exam. You are able to sit for the CPT exam once you have completed our online phlebotomy classes and the required hands-on experience.

Phlebotomy techs collect blood and non-blood specimens for testing, so that specimens can be analyzed in a clinical laboratory. Blood and non-blood tests are used to diagnose illness, evaluate the effectiveness of medications and determine whether a patient is receiving proper nutrition.

People with the CPT certification can perform the following tasks.

- Gain knowledge of medical terminology, disease processes, anatomy and physiology
- Become familiar with healthcare settings and the role of the phlebotomy technician
- Understand the responsibilities of patient care and safety related to preparation and collection complications
- Grasp the importance of customer service, communication skills and professionalism
- Appreciate the role of HIPAA, OSHA, COLA, and CLIA-waived testing
- Target certification is Certified Phlebotomy Technician (CPT)

## CET Certified EKG Technician

CET The Certified EKG Technician (CET) credential is issued by the National Healthcareer Association (NHA). The CET exam is 100 questions with 20 pretest questions and you have 2 hours to complete. It will test your knowledge on a variety of topics including, but not limited to: EKG set up and performance, patient preparation for Holter or ambulatory monitoring and stress tests, appointment scheduling, recognition of cardiac rhythms and reporting to physician.

EKG/ECG technicians work in healthcare facilities specializing in EKG testing for patients. These tests help detect irregularities that may result in a heart attack or heart disease.

People with the CET certification can perform the following tasks.

- Appreciate the role of electrocardiography in the healthcare setting
- Understand the responsibilities of patient care and monitoring, safety and compliance
- Gain an understanding of the use of appropriate electrocardiography equipment and supplies
- Understand diagnostic cardiac testing to include electrocardiograms, Holter monitors and stress tests
- Recognize arrhythmias and artifacts with appropriate responses required

## CPCT Certified Patient Care Technician

CPCT The Certified Patient Care Technician (CPCT) credential is issued by the National Healthcareer Association (NHA). The CPCT/A exam consists of 100 questions and 20 pretest questions and you will take up to 1 hour, 50 minutes to complete. It will test your knowledge of patient care, compliance, safety, and professional responsibility, infection control, phlebotomy and EKG.



Patient Care Technicians are multi-skilled allied healthcare professionals who may administer medications, assist with minor procedures, record vital signs, take medical histories, prepare patients and rooms for examinations, handle laboratory specimens, provide patient education, and much more.

People with the CPCT certification can perform the following tasks.

- Gain knowledge of medical terminology, disease processes, anatomy and physiology
- Understand the responsibilities of basic patient care — bathing, feeding, catheter care, etc.
- Perform safety checks and ensure cleanliness in patient rooms
- Recognize the importance of special care, concerns and settings
- Understand EKG readings and monitoring vital signs
- Learn how to perform phlebotomy procedures
- Understand the responsibilities of communication and professionalism

# Healthcare Certification & Veterinary Designation Organization

National Healthcareer Association (NHA)  
11161 Overbrook Rd, Leawood, KS 66211  
800.499.9092

National Association of Health Unit Coordinators, Inc. (NAHUC)  
1947 Madron Rd. Rockford IL 61107-1716  
815.633.4351

Pharmacy Technician Certification Board (PTCB)  
2215 Constitution Ave NW #101, Washington, DC 20037  
800.363.8012

American Association of Professional Coders (AAPC)  
2233 S Presidents Dr., Suite F, Salt Lake City, UT 84120  
800.626.2633

American Health Information Management Association (AHIMA)  
233 N. Michigan Avenue, 21st Floor Chicago, IL 60601-5809  
312.233.1100

National Association of Veterinary Technicians in America (NAVTA)  
750 Route 202, Suite 200, Bridgewater, NJ 08807  
888.99.NAVTA(62882)

International Association of Healthcare Central Service Material  
Management (IAHCSCMM)  
55 West Wacker Drive, Suite 501, Chicago, IL 60601  
800.962.8274

American Medical Certification Association (AMCA)  
194 US Highway 46 East, Fairfield, NJ 07004  
888.960.AMCA(2622)

## IT Certifications



### IT Fundamentals (CompTIA exam: FC0 – U61)

The CompTIA IT Fundamentals exam is designed to help you learn more about the world of information technology (IT). It's ideal if you're considering a career in IT or if you work in an allied field that requires a broad understanding of IT. CompTIA IT Fundamentals can also be a stepping stone to more advanced certifications such as CompTIA A+, and, with specialized experience, CompTIA Network+ and CompTIA Security+

### Skills Measured by IT Fundamentals Certification

Here are some of the key skills covered in the CompTIA IT Fundamentals certification exam:

- IT Fundamentals certified professionals possess basic IT literacy, including setting up a computer, power options, and backing up data
- IT Fundamentals certified professionals understand the basic functions of operating systems and common file types
- IT Fundamentals certified professionals know the fundamentals of hardware, device connectors and internal computer components
- IT Fundamentals certified professionals can explain the best practices for passwords, web browsing, and securing WiFi.
- IT Fundamentals certified professionals understand networking, routers, storage, wired vs wireless, printing, and bluetooth devices.



### A+ (220 – 1001 & 220 – 1002)

(NOTE: to achieve A+ Certification students must pass both the A+ Essentials and the A+ Practical Application Exams)

A+ Certification is the computer industry recognized credential that certifies the competency of PC Service Specialists. It is sponsored by CompTIA - the Computing Technology Industry Association, and tests are administered by Prometric. This certification program is backed by over 50 Major computer hardware and software manufacturers, vendors, distributors, resellers, and publications.

### Skills Measured by CompTIA A+ Certification

Key knowledge areas and skill sets measured by the CompTIA A+ certification exam include:

- A+ certified professionals understand the fundamentals of computer technology, networking, and IT security.
- A+ certified professionals understand operating system (OS) functionality and troubleshooting methodology.
- A+ certified professionals can identify hardware, peripheral, networking, and security components.
- A+ certified professionals can categorize various types of storage devices and backup media.
- A+ certified professionals can explain the types and features of motherboard components.
- A+ certified professionals know how to perform proper computer safety procedures and best practices.
- A+ certified professionals possess practical interpersonal communication skills to better interact with colleagues.
- A+ certified professionals can install, configure, upgrade and maintain PC workstations, the Windows OS, and SOHO networks.
- A+ certified professionals can install and configure input devices, such as mouse, keyboard, biometric devices & touch screens.
- A+ certified professionals can use a variety of troubleshooting techniques and tools to effectively resolve PC, OS, and network connectivity issues.

## Network + (N10-007 exam)



Network + Certification is the computer industry recognized credential that certifies the competency of Network Technicians. It is sponsored by CompTIA - the Computing Technology Industry Association, and tests are administered by Prometric. This certification program is backed by over 50 Major computer hardware and software manufacturers, vendors, distributors, resellers, and publications.

### Skills Measured by Network+ Certification

Here are some of the key skills covered in the CompTIA Network+ certification exam:

- Network+ certified professionals can manage and troubleshoot a basic network infrastructure.
- Network+ certified professionals can install, operate and configure wired and wireless networks.
- Network+ certified professionals can identify and explain common networking protocols and ports.
- Network+ certified professionals can identify and troubleshoot performance and connectivity issues.
- Network+ certified professionals can install, configure and differentiate between common network devices.
- Network+ certified professionals can describe networking technologies and basic network design principles.
- Network+ certified pros possess the skills to adhere to wiring standards and use modern network testing tools.

## Security + (CompTIA exam: SYO – 501)



Security+ Certification is the computer industry recognized credential that certifies the competency of a Network Security professional. The examination tests student's knowledge of security fundamentals, networks, and organizational security. It is sponsored by CompTIA - the Computing Technology Industry Association, and tests are administered by Prometric Skills Measured by Security+ Certification

### Skills Measured by Security + Certification

Here are some of the key skills covered in the CompTIA Security+ certification exam:

- Security+ certified professionals can identify security threats
- Security+ certified professionals can assess security risks for system hardware and peripherals.
- Security+ certified professionals can implement OS hardening practice and procedures
- Security+ certified professionals can identify best practices for Access Control and identify the best models.
- Security+ certified professionals can evaluate proper logging procedures.
- Security+ certified professionals can conduct assessments on risk mitigation.
- Security+ certified professionals can implement disaster recovery procedures

## PenTest + (CompTIA exam: PenTest+)

CompTIA PenTest+ is a certification for intermediate skills level cybersecurity professionals who are tasked with hands-on penetration testing to identify, exploit, report, and manage vulnerabilities on a network.



PenTest+ assesses the most up-to-date penetration testing and vulnerability assessment and management skills necessary to determine the resiliency of the network against attacks. Successful candidates will also have the intermediate skills and best practices required to customize assessment frameworks to effectively collaborate on and report findings and communicate recommended strategies to improve the overall state of IT security.

### Skills Measured by Security + Certification

- Perform a vulnerability scan and analyze scan results
- Explain weaknesses related to specialized systems
- Summarize physical security attacks related to facilities
- Exploit wireless and RF-based vulnerabilities, application based vulnerabilities, and local host vulnerabilities
- Analyze tool output or data related to a penetration test
- Recommend mitigation strategies for discovered vulnerabilities

## CySA + (CompTIA exam: CySA+)



CySA+ is the only intermediate high-stakes cybersecurity analyst certification with performance-based questions covering security analytics, intrusion detection and response. Exams are proctored at a Pearson VUE testing center in a highly secure environment. CySA+ is the most up-to-date security analyst certification.

As attackers have learned to evade traditionally signature-based solutions, such as firewalls, an analytics-based approach within the IT security industry is increasingly important for most organizations. The behavioral analytics skills covered by CySA+ identify and combat malware, and advanced persistent threats (APTs), resulting in enhanced threat visibility across a broad attack surface.

### Skills Measured by Network+ Certification

- Perform data analysis and interpret the results to identify vulnerabilities, threats, and risks to an organization
- Configure and use threat-detection tools
- Secure and protect applications and systems within an organization

## Cloud+ (CompTIA exam: Cloud+)



CompTIA Cloud+ validates the skills needed to maintain and optimize cloud infrastructure services. Cloud+ covers the increased diversity of knowledge, skills and abilities required of system administrators to validate what is necessary to perform effectively in data center jobs. CompTIA Cloud+ views cloud-based infrastructure services as an increasingly important piece of an organization's IT systems. It is the only vendor-neutral, performance-based certification covering more than a specific vendor or a single function — such as security or networking — to help you better realize the return on investment of cloud infrastructure services

### Skills Measured by Network+ Certification

- Analyze system requirements to successfully execute workload migrations to the cloud
- Determine proper allocation of cloud resources and apply necessary changes, based on performance data
- Troubleshoot capacity, automation, connectivity and security issues related to cloud implementations
- Apply appropriate technologies and processes, including automation and orchestration, to ensure desired system performance

## AWS Certified Solutions Architect - Associate (CSAA)



The AWS Certified Solutions Architect -Associate (SAA-CO2) examination is intended for individuals who perform in a Solutions Architect role. This certification validates the skills and knowledge required to design and implement a distributed architectural solution based on the needs of the end user. Students learn about the most important AWS storage, computing, networking, security, database, and application services, and how to use them.

### Skills Measured by Network+ Certification

- Define a solution using architectural design principles based on customer requirements.
- Provide implementation guidance based on best practices to an organization throughout the lifecycle of a project
- Understand cloud terminology and concepts related to the AWS platform
- Understand AWS infrastructure and console management
- Learn about AWS networking and storage concepts
- Navigate the AWS management console

## Project Management Certifications



### CAPM Certified Associate in Project Management

The Certified Associate in Project Management (CAPM) certification offers recognition to practitioners who are interested in or just starting a career in project management, as well as project team members who which to demonstrate their project management knowledge. This certification denotes that the individual possess the knowledge in the principles and terminology of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), which outlines generally recognized good practices in project management. To be eligible for the CAPM certification, students must have a high school diploma or equivalent, and must complete a minimum of 23 hours of formal education relating to project management (which the Project Management Essentials certification program meets).

People with the CAPM certification can perform the following tasks.

- Understand the project management process from start to finish
- Define project prioritization, life cycles, and roles
- Assess project recovery alternatives and develop recovery plan
- Identify the elements involved in performing and controlling projects
- Manager project closure and transitioning process
- Understand how service teams can enhance customer service and customer retention

## Microsoft Office Certifications

### MOS Microsoft Office Specialist



The Certified Microsoft Office Specialist (MOS) credential is issued by the Microsoft Corporation. These Certifications demonstrate to employers the professional skills and in-depth knowledge of the Microsoft Office suite of products. Graduates of the MedCerts online Microsoft Certification program are eligible for five (5) Microsoft certification exams that are administered by Certiport, which has testing sites located across the United States. Passing any one of these exams results in the student being certified as a Microsoft Office Specialist (MOS).

People with the MOS certification can perform the following tasks.

- Prepare, edit and enhance documents in Microsoft Word
- Apply methods to organize, calculate and analyze information using Microsoft Excel
- Utilize multiple options for exchanging information and managing activities using Microsoft Outlook
- Create professional-level presentations that are engaging and exciting using PowerPoint
- Apply methods to store, organize, and maintain data using Access database

# Information Technology, Project Management, and Microsoft Certifications

CompTIA

3500 Lacey Road Suite 100 Downers Grove, IL 60515

(866) 835-8020

Project Management Institute

14 Campus Boulevard Newtown Square, PA 19073-3299

(610) 356 4600

Microsoft Corporation

One Microsoft Way, Redmond, WA 98052-6399

(425) 882-8080

## Customer Service Certifications

### Customer Service Certified (CSC)



Since 1988, the Professional Association for Customer Engagement (PACE) has advocated for and promoted best practices, emerging technology and thought leadership to and by its customer experience professional members in order to stimulate exceptional customer service, business growth and personal development. SkillPath's "Through the Customer's Eyes" course was created to provide customer service professionals with the core skills necessary to create exceptional customer experiences. To qualify to be PACE designated Customer Service Certified (CSC), students must successfully complete our Customer Service Professional course (Through the Customer's Eyes) as well as the post course assessment.

### Skills covered in the Customer Service Professional certification

- Why Customer Service Matters - The first module builds the case for excellent customer service.
- What Customers Want - The second module examines what customers expect when they contact a company
- Essential Customer Skills, Part 1 & 2- critical, need-to-know skills essential to delivering superior customer service, and a focus on building service skills
- Handling Complaints and Dealing With Angry People - Some situations would test even the most seasoned professional. That's why it's so important to have your customer service staff prepared.
- Customer Service as a Strategic Marketing Tool and Teams - The final module of the series encourages a broader, more strategic perspective on customer service.
- Sales Skills for the Customer Service Pro - Learn proven sales techniques that deliver a better customer experience
- Communication Skills for the Customer Service Professional - learn how to make a good impression in all aspects of communication



## Behavioral Health Certifications

### Registered Behavioral Technician (RBT)

#### About the Registered Behavioral Technician Certification



The Registered Behavior Technician (RBT®) is a paraprofessional who practices under the close, ongoing supervision of a BCBA, BCaBA, or FL-CBA. The RBT is primarily responsible for the direct implementation of behavior-analytic services. The RBT does not design intervention or assessment plans. It is the responsibility of the RBT supervisor to determine which tasks an RBT may perform as a function of his or her training, experience, and competence. The purpose of the Registered Behavior Technician examination is to assess knowledge of the RBT Task List (2nd Ed.) at a level consistent with that of an entry-level behavior technician. The RBT examination is comprised of 75 multiple-choice questions. Each question has four possible answers. Examination content is based on the RBT Task List.

Applicants must be 18 years of age, possess a minimum of a high school diploma or national equivalent, complete 40 hours of training, complete a criminal background check, pass the RBT Competency Assessment, and pass the RBT exam.

#### Skills Measured by Registered Behavioral Technician (RBT) Certification

The RBT certification exam consists of questions related to the BACB's RBT Task List (2nd Ed.). The Task List covers tasks that a practicing behavior technician will perform with some, but probably not all, clients. It is acknowledged that there might be other tasks not listed here that a behavior technician would be expected to perform by a supervisor. It is the responsibility of the supervisor to determine which additional tasks behavior technicians may perform as a function of their competence.

These tasks are organized into the following areas:

- Measurement
- Assessment
- Skill Acquisition
- Behavior Reduction
- Documentation and Reporting
- Professional Conduct and Scope of Practice

Behavior Analyst Certification Board (BACB)

7950 Shaffer Pkwy, Littleton, CO 80127

(720) 438-4321



## Dental Assistant Designations

### Dental Assistant National Certification Exams



The Dental Assisting National Board (DANB) was founded in 1980 and is the national certification board for dental assistants. More than 37,000 dental assistants are currently DANB certified nationwide. DANB, a nonprofit organization, is a member of the Institute for Credentialing Excellence. DANB's CDA and COA certification programs are accredited by the National Commission for Certifying Agencies (NCCA).

There are three (3) Dental Assistant National Certification Exams available to students who successfully complete this program, both of which are provided by the Dental Assisting National Board (DANB). Each exam is a component of the National Entry Level Dental Assistant (NELDA) certification.

#### Radiation Health and Safety (RHS) Exam:

The RHS Exam consists of 100 questions, with an allowable time of 75 minutes. The four knowledge domains assessed within the exam are: Expose and Evaluate (26%), Quality Assurance and Radiology Regulations (21%), Radiation Safety for Patients and Operators (31%), and Infection Control (22%).

#### Infection Control Exam (ICE) Exam:

The ICE Exam consists of 100 questions, with an allowable time of 75 minutes. The four knowledge domains assessed within the exam are: Standard Precautions and the Prevention of Disease Transmission (20%), Prevention of Cross-Contamination During Procedures (34%), Instrument/Device Processing (26%), and Occupational Safety/Administrative Protocols (20%).

#### Anatomy, Morphology and Physiology (AMP) Exam:

The AMP Exam consists of 105 questions, with an allowable time of 75 Minutes. The two knowledge domains assessed within the exam are: Head, Neck and Oral Cavity (40%) and Tooth Anatomy, Morphology and Physiology (60%).

Graduates who have obtained these certifications may be allowed to perform expanded functions such as processing x-rays and a variety of clinical and lab tasks.

#### Additional NELDA Certification Requirements

**IMPORTANT:** While graduates are eligible to attempt each of the three certification exams, gaining status as NELDA certified requires that additional requirements be fulfilled beyond MedCerts training.

1. NELDA certification (PATHWAY IV) requires candidates to obtain a minimum of 300 and up to 3,000 hours of dental assisting work experience accrued over at least two months and no more than three years. MedCerts does not coordinate placement for this experience whether through externship or direct hire employment.
2. Proof of completion of a hands-on CPR, BLS, or ACLS program. A list of approved programs can be found on [www.danb.org](http://www.danb.org) and include such providers as American Heart Association, American Red Cross, American CPR Training, and many more.

The Dental Assisting National Board (DANB)  
444 Michigan Ave #900, Chicago, IL 60611  
(312) 642-3368

# Student Support Services

We encourage students to take advantage of the variety of services offered by our Student Success Team. Our student support is second to none. We pride ourselves in delivering the most impactful, professional, and results-driven support services found in education today. Unlike some online schools, our obligation to students does not stop with our curriculum. We firmly believe that YOUR success depends on the level of support WE provide during your time with us, and beyond.

## GENERAL SUPPORT

### Proactive

- New Student Orientation – Orientation required for all students to start their program
- Private Student Consultations – Based on need or request, all students have the ability to self-schedule an appointment for consultation with an Adviser, if support or guidance is needed.
- All student progress is monitored and reported to Student Services on a DAILY basis.
- Timed outreach – Students are contacted at scheduled intervals throughout training regarding their program progress/status.
- Remedial Support – Students who are identified as deficient in progress are provided a phone consultation with an Adviser.
- In-Activity Monitoring – If no activity for period of time, outreach by phone/email occurs.

### Reactive

- Phone and Email Support
- Certification Exam Registration and Scheduling Assistance

## SUBJECT MATTER SUPPORT

- Chat with Subject Matter Experts
- One-on-One Tutoring – Based on need, or by student request

## TECHNICAL SUPPORT

- Dedicated Tech Support to assist with video troubleshooting, software installation, browser issues, etc.
- Creation/Delivery of custom troubleshooting & FAQ video modules
- Available by phone, email, and chat with remote screen-share support capability

## 2020/21 Holidays

There are several holidays throughout the year that MedCerts observes and for which the school will be closed. Please review the holiday schedule below and double check your class schedule for any potential attendance issues. If you have any questions about the holiday schedule contact the Student Services Department. \*Online Mentoring and Student Support Services will be unavailable during the following holidays.

2020			2021		
New Year's Day	Labor Day	Christmas Eve	New Year's Day	Labor Day	Christmas Day
Wednesday, 1/1	Monday, 9/7	Thursday, 12/24	Friday, 1/1	Monday, 9/6	Saturday, 12/25
Memorial Day	Thanksgiving Day	Christmas Day	Memorial Day	Thanksgiving Day	New Year's Eve
Monday, 5/25	Thursday, 11/26	Friday, 12/25	Monday, 5/31	Thursday, 11/25	Friday, 12/31
Independence Day	Day After	New Year's Eve	Independence Day	Day After	
Friday, 7/3	Thanksgiving	Thursday, 12/31	Monday, 7/5	Thanksgiving	
(observed)	Friday, 11/27		(observed)	Friday, 11/26	

# Tuition Payment Options and Financial Aid

## PROGRAM PRICE

The program price identified in the MedCerts catalog includes your tuition which covers the following for all students:

- Online course materials
- All instructional content including courseware (e-book and printed), study guides, and other miscellaneous materials (i.e. flash cards, reference materials, lab materials, lab manuals, etc.)
- Academic, Technical, and Service Support
- Experiential Learning Support (applicable programs only)
- On-Demand Progress Reports
- Live Online Subject Matter Support
- Certification Exam Registration
- Certification Exam Payment (see each program description for eligible exams)
- Career Services
- Transcript
- Diploma/Certificate of Completion
- All shipping charges related to course materials, certificate of completion, etc.
- Access to additional library of non-academic courses (business/soft skills)

## PAYMENT METHODS

MedCerts accepts payment from students via the following methods and sources:

- Personal check
- Cashier's check or money order
- Mastercard, Visa and American Express
- Private loan
- Grant funding options

## MYCAA FUNDING

The Military Spouse Career Advancement Accounts (MyCAA) program is sponsored by the Department of Defense and is designed to offer education funding for eligible military spouses. MyCAA is a component of the Department of Defense's (DoD's) Spouse Education and Career Opportunities (SECO) program designed to help eligible military spouses pursue the skills needed for gainful employment in high demand, high growth portable career fields and occupations.

## ARMY CREDENTIALING ASSISTANCE FUNDING

MedCerts is an approved provider of the Army Credentialing Assistance Program for eligible active duty Army, Reserve, and National Guard service members. Army Credentialing Assistance Program is a part of the Army Credentialing Opportunities Online (COOL) service is designed to provide assistance in getting certifications and licenses that match with civilian careers..

## WIOA FUNDING

MedCerts has partnered with the Workforce Offices as an approved training vendor in 30 states! The federal Workforce Innovation & Opportunity Act (WIOA) offers a comprehensive range of workforce development activities through statewide and local organizations. MedCerts offers short-term training programs for National Certifications in the Healthcare and IT industry. Let MedCerts Education Consultants explain your options! MedCerts is also an approved Vocational Rehabilitation vendor in most states.

## EMPLOYER-BASED FUNDING

Tuition assistance or reimbursement is sometimes available by your employer as a benefit to employees.

## PAYMENT OPTIONS

MedCerts is committed to provide funding that fits individual student needs. Students who don't qualify for financial aid can sign up for tuition payment plans by contacting our enrollment office at (800) 743-1175 or email: [finance.options@medcerts.com](mailto:finance.options@medcerts.com). Students can select one of two available plan options: 4 payments over 3 months at 0% interest and 12 payments over 11 months at 6% interest.

Students must be current and not in default with any payments prior to sitting for the national exam.

#### CRIMINAL BACKGROUND CHECKS, DRUG SCREENING AND IMMUNIZATION POLICY

Please be advised that while MedCerts does not perform these checks, the student's drug, criminal, or immunization status may prevent future employment as a healthcare or IT professional. Regulatory boards, externship sites, employers, and other organizations that may require these screenings for placement, and adverse results may prohibit you from moving forward in the program.

The student understands that MedCerts does not hold any control over the drug, immunization, criminal, or background screening processes or policies held by any organization outside of MedCerts.

#### SHIPPING AND HANDLING

MedCerts will pay all shipping and handling charges for required materials and textbooks. There are no additional fees passed to the student for shipping, handling, or custom duties on international student shipments.

#### FEES

In addition to tuition charges, the following fees may apply to student enrollment.

REPLACEMENT DIPLOMA: No Charge

REPLACEMENT DIPLOMA w/ OFFICIAL DIPLOMA COVER: \$15.00

OFFICIAL TRANSCRIPT: No Charge

NON-SUFFICIENT FUND (NSF) FEE: \$25.00

#### WORKFORCE INVOICING POLICY

MedCerts' standard policy for billing student tuition is 100% at the time of enrollment. Further defined, MedCerts will confirm the student has satisfactorily started their respective program and will invoice the full amount of all tuition at that time. All invoices that are issued are due 30 days after the invoice date.

#### STUDENT IDENTITY VERIFICATION PROCESS

During the enrollment process, all students are provided with a unique username and password, which allows them to log into the MedCerts Learning Portal to access online training and to complete assignments, quizzes, and final exams. Each username and password combination is unique to every individual student, and MedCerts' Code of Conduct policy prohibits students from sharing this information. Student identity is verified by confirming the student's first and last names, address, and telephone number prior to releasing any information. Students are responsible for all comments, exams, and assignments posted on their account. If a student feels that his or her account was compromised by someone else, he or she must change his or her password immediately and notify the school. MedCerts will use the e-mail listed on a student's account to send academic and school updates. These communications can be personal in nature and for this reason we recommend that students use an e-mail that is not shared with others.

If MedCerts suspects that a student's account has been compromised, access to the student account may be blocked until student's identity has been verified. This process is done only to protect the student's interest. Students are responsible for all comments, quizzes, exams, and assignments posted on their account. If a student feels that his or her account was compromised by someone else, he or she must change his or her password immediately and notify the school.

All certification exams (not administered by MedCerts) require that the student's identity be confirmed by a proctor, by review and verification of a government issued identification.

#### ORIENTATION

New students will be prompted with a 5-10 minute guided orientation the first time they login to their program. This helps familiarize students with the format and key components of the program, and helps ensure that each student is adequately prepared to begin their training. It is the student's responsibility to complete their automated orientation, and students have the option to request a personal orientation if they still have questions.

#### CODE OF CONDUCT

All MedCerts students are expected to abide by all the standards and policies established by MedCerts. Students behaving unethically or failing to abide by the school's Code of Conduct will be subject to disciplinary action up to and including dismissal from MedCerts.

Students are expected to:

- \* Maintain academic honesty and integrity
- \* Not share login credentials, curriculum, or any other course/program materials with others
- \* Not copy or reproduce course materials. All MedCerts online course content is copyrighted under the United States Copyright law.
- \* Maintain respectful and professional communication with MedCerts staff, instructors, & other students
- \* Not be verbally, physically, or mentally abusive towards staff, supervisor, patients, colleagues, or other students
- \* Keep in contact with the MedCerts staff regarding any changes which may impede their ability to complete the program or any subsequent processes.
- \* Complete their program on or before their program end date

# Academic and School Policies

## INSTRUCTIONAL STAFF AVAILABILITY

MedCerts instructors and instructional support staff are online and are available via phone, internet chat, and email Monday-Friday, from 8:30am – 5:00pm (Eastern Time). Inquiries submitted through email during normal business hours will typically be responded to within the hour. Emailed inquiries received outside of business hours will be responded to on the next business day. On occasion, MedCerts Student Support may not be available during scheduled services hours. In these unavoidable cases, MedCerts will post an announcement within the Learning Portal as to the reason, and the likely duration of the lapse in service.

## LEARNING PORTAL AND SYSTEMS/NETWORK AVAILABILITY

All MedCerts training is delivered online, and is hosted in a virtual environment. As such, the Learning Portal and associated support materials and support agents are reliant upon the operational integrity of a variety of systems and networks. On rare occasion, these networks or systems can “go down”, lose quality, or provide intermittent service. In such events, MedCerts will do its best to communicate updates or announcements to students regarding the loss or deficiency in system/network services. In most cases, such events are completely outside the control of MedCerts.

## NON-DISCRIMINATION POLICY

MedCerts is committed to providing a learning environment that is free of discrimination. Equal opportunity will be extended to all persons in all aspects of our program. MedCerts will not discriminate against a student because of race, color, religion, sex, sexual orientation, pregnancy, national origin, ancestry, age, marital status, physical or mental disability, or medical condition. If a student believes he/she is being discriminated against, he/she should report the facts of the incident to the Instructor, the Education Consultant, or the Director of Admissions in writing (see Grievance and Appeal Procedures).

## ACCEPTANCE POLICY

The MedCerts Student Application and Enrollment Agreement is a binding contract when signed by the student and accepted by MedCerts. The student signature on the Agreement indicates that the student has read and understood the terms of the Agreement, including student, academic, and school policies, has read and understood any literature received from MedCerts, and believes that he/she has the ability to benefit from the course(s) or program(s) selected. Students review and sign the agreement, and upon signature receive an electronic copy via email. Upon MedCerts receipt of the agreement, the student will receive an official acceptance letter that includes a program Start Date, welcome, and instructions. An electronic signature is a binding signature. Prospective students are encouraged to read through the catalog and materials prior to enrolling.

## ADMISSION POLICY

A student may be admitted into a MedCerts Certification Program upon satisfying all the following requirements:

1. The student must complete a MedCerts Student Application and Enrollment Agreement.
2. The student must have a consultation with a MedCerts Representative to evaluate skill and experience levels and identify education and career goals.
3. Students must be at least 18 years of age or have parent/legal guardian authorization.
4. Students must have a high school diploma, or GED, or equivalent.
5. Because MedCerts programs are delivered and supported in English, our policy is to enroll students who are able to read, write, and speak the English language. At this time, MedCerts does not enroll anyone who does not meet this requirement.
6. To allow for the best chance of student success, where applicable, students may be required to take a skills assessment (i.e. Wonderlic) that will help the Admissions department provide appropriate academic screening and course placement based on student aptitude.
7. A payment method must be established and agreed upon by the student and MedCerts prior to registration.
8. For the RX-3000: Pharmacy Technician Professional Program ONLY
  - a. We require a copy of a government-issued photo ID to validate identity upon enrollment.
  - b. We require a photo (non-ID) for use as an uploaded profile picture within the Learning Portal for continue identity verification.
  - c. Applicants to the RX-3000 Pharmacy Technician Professional program are required to take the Wonderlic SLE and the WBST, and must achieve a minimum “Cut Score” defined by the Program Director. The results of these assessments may prevent the student from enrolling in the RX-3000 program. If declined, the Program Director will present alternate program options.
  - d. Students MUST participate in an externship as a requirement of the program, and as such must be able to pass a drug and criminal background screen.

As a 100% online institution with no residency requirements, MedCerts is not a Student and Exchange Visitor Program certified school. Therefore, enrollment at MedCerts does not make a student eligible for F-1 Student Visa status.

## USE OF WONDERLIC BASIC SKILLS TEST AND SCHOLASTIC LEVEL EXAM ASSESSMENTS

Applicants who otherwise meet the requirements to pursue a selected program of study, may be required to take the Wonderlic Scholastic Level Exam (SLE) depending upon the requested enrollment of select programs.

The results of these assessments will not necessarily prevent the student from enrollment in his/her chosen program, however, based on the results of the assessment a student may be advised to select a more suitable program that aligns with his/her abilities. Each of the certification programs that require the assessment have a “Cut Score”. Wonderlic provides a recommendation for a minimum score based on the Department of Labor’s O\*Net database and the program titles provided by MedCerts. The determination is based on guidance provided by the Department of Education, as well as additional research and feedback.

NOTE: Applicants to the RX-3000 Pharmacy Technician Professional program are required to take both the SLE, and will be required to achieve a “Cut Score” defined by the Program Director. The results of these assessments may prevent the student from enrolling in the RX-3000 program. If declined, the Program Director will present alternate program options.

- physically and/or mentally able to perform the essential functions of program or course requirements
- Being proactive in the submission of all required documents for consideration as accommodations are not granted retroactively

If a student identifies a disability that may prevent him/her from completing his/her program, completing an externship, or seeking employment in a field for which the program is designed to prepare him/her, MedCerts will take all information into consideration, including medical or professional documentation, when determining whether and what type of an accommodation will be made.

#### TRANSFER OF CREDIT

The acceptance of transfer academic credits to another institution is determined by the receiving institution. Institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, degree or non-degree course, final grade, credits (if any) per course, type of accreditation, age of credits, etc. Courses in MedCerts' certificate programs may or may not transfer to other institutions and depends solely on the receiving institution's criteria and determination. MedCerts does not imply or guarantee the transferability of credits from its certificate programs. MedCerts has not entered into an articulation or transfer agreement with any college or university. Due to the unique nature of MedCerts programs, and the fact that MedCerts instructors/staff must verify that the school's standards have been met, students are not permitted to transfer credit in for any of the instruction. Students in all programs must meet the requirements assigned to the program, with no variance between individual learners. Additionally, MedCerts programs and courses are measured in Clock Hours, not Credit Hours.

#### ATTENDANCE

Good attendance and academic performance are crucial for a successful learning experience. As each class includes material, labs, and other exercises that build upon each other throughout the duration of each course and program, it is important that students complete all classes and lab simulations for which they are enrolled. All MedCerts programs are flexible, however, each course and program has an assigned duration which has been built into a master "Learning Plan" for each student. Each program requires that the student devote 15-20 hours/week to their training. Doing so will ensure successful program completion within the assigned duration of the program.

#### COURSE INTERRUPTION

If you need a temporary leave of absence from the program, a request should be made in writing (email is satisfactory) to MedCerts. A ONE MONTH leave of absence will be granted for good cause. Based on need, the leave of absence may be extended in one month increments, up to a total of THREE (3) Months of maximum leave. A leave of absence does not extend the required time for completion. If a student fails to request an extension in a timely manner or cannot complete the course successfully during the extended time, the student will not be eligible for a passing grade.

#### SATISFACTORY PROGRESS

It is MedCerts' sincere intent that students succeed in their programs. MedCerts will make every effort to ensure this objective. Students are tracked and monitored on a continuous basis, and each student's progress is measured against where he/she should be with regard to the defined duration of the program. If a student is determined to be off-track, the student will be notified and corrective action will need to occur. Corrective action can be as simple as the student devoting additional time to his/her studies in order to catch up, or as extensive as a required consultation with Student Services, wherein a revised schedule can be created based on a remedial plan in more extreme cases of deficiency.

If the student's progress is severely deficient, and the student does not respond to Student Services contact efforts towards getting him/her back on track, the student may be placed on Academic Probation after a defined period of time (described in the Academic Probation policy). During this period outreach and support efforts performed by Student Services may be temporarily or permanently discontinued.

#### RECORD OF PROGRESS

MedCerts provides students with many mechanisms to help students stay on track for timely completion of program requirements. Students accessing their training through the MedCerts Learning Portal have on-demand access to their current "Progress Report". This report displays students' percent progression through their program, and shows all quiz and exam results. At the conclusion of training, this report will serve as the unofficial transcript for program completion.

#### AVAILABILITY AND DURATION OF TRAINING AND SUPPORT

Access to Online Video Content via the Learning Portal is granted for a period of TWELVE (12) MONTHS from the Official Program Start Date (defined as ENROLLMENT PERIOD) of the student's program regardless of the assigned duration of enrolled program. Additionally, all students are eligible for support from all divisions of MedCerts Student Services, Technical Support, and Subject Matter Support for a period of 12 Months from the Start Date (Enrollment Period) of the student's program. The availability of extended time beyond the scheduled End Date is provided in the event a student has been provided an approved program extension, as well as to allow all students ample time for course review complimented by MedCerts Exam Preparation support during the time preceding National Certification Exams. If the student completes his/her program within the 12 Month Enrollment Period and needs additional time to prepare for National Certification Exams, he or she MAY FORMALLY REQUEST A ONE-TIME THREE (3) MONTH EXTENSION to the Learning Portal, that will allow for additional review prior to sitting for his/her National Certification Exam(s). This three (3) month extension will immediately follow the twelve (12) month Enrollment Period. A formal email request must be sent to Student Support (studentsupport@medcerts.com) PRIOR to the 12 Month Enrollment Period expiration.

Any student that has been dismissed according to the MedCerts Dismissal Policy immediately and permanently loses access to the Learning Portal. Such students must re-enroll into a MedCerts program in order to regain access to the Learning Portal.

#### GRADING

Quizzes and exams grades are available immediately after completion of the quiz/exam. Quizzes and exams are considered PASS/FAIL, with a minimum passing score of 80% for all quizzes and 80% for all final exams. Each may be re-taken until a satisfactory score is achieved. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content. Some programs have graded components/assignments that are manually reviewed. Please allow up to 2 business days for such assignments to be graded and for the grade to be posted on to the student's record.

- \* Uphold payment agreement made with MedCerts
- \* Not interfere with the educational opportunity of other students
- \* Soliciting, aiding, or inciting others to commit a violation of the student code of conduct

Additional externship/clinical site expectations (if applicable):

- \* Maintain positive externship standing by being respectful, courteous, professional, and pro-active.
- \* Adhere to the MedCerts externship site's work schedule and its policies and procedures including dress code and/or uniform requirements.
- \* Notify the externship site and MedCerts of changes in any change in status that may impact progress.
- \* Notify MedCerts upon successful completion of the externship program.
- \* Arrive to externship site on-time and ready to contribute.
- \* Students agree not to possess, consume, distribute or be under the influence of alcohol and/or controlled or illegal substances when at the clinical or externship site.

#### CHEATING

Cheating can be defined as any inappropriate collaborative activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student. If cheating is suspected, the student will be notified and required to respond in writing to the charges made. The response will go before the Disciplinary Committee for a decision on the student's enrollment. Disciplinary action can be applied up to and including termination of the student's enrollment. Any inappropriate behavior on the part of a student will result in an invalid submission, which must be repeated.

#### DISMISSAL

Dismissal refers to the termination of a student's active enrollment with MedCerts, resulting in a student's removal from their MedCerts' program. Being dismissed from a program does not absolve a student from any financial agreements made with MedCerts. If a student has a contract with a sponsor or other funding source, the student may need to check in with that source to learn how being dismissed may impact that agreement. Reasons for dismissal may be referenced within the Student Code of Conduct Policy.

Students who have been dismissed from MedCerts are not eligible for reinstatement or readmission unless an appeal is submitted by students to the Director of Programs and accepted after review and consideration.

#### ACADEMIC PROBATION

After sixty (60) days of inactivity combined with a lack of communication, the student may be placed on Academic Probation. During the 60 days preceding probation, repeated efforts will be made to contact the student in order to offer/deliver assistance and to encourage the student to get back on track with their studies (pace of program). After 30 Days of Academic Probation, a Student Support Coordinator will review the student's record and make a recommendation to extend the Probation period, or Dismiss the student from his/her program. This decision is made by the Director of Programs, in cooperation with the Student Services team. Any student who is placed on Probation remains eligible for program continuation and ultimate completion unless formally dismissed from the program. To exit probationary status, the student must simply contact Student Services to request that a consultation take place. At that time, the student must decide whether they wish to Withdraw (with or without refund, depending on progress) or work to regain good standing within his/her training program.

#### ACCOMMODATING STUDENTS WITH DISABILITIES

MedCerts complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and state and local requirements regarding students with disabilities. MedCerts does not discriminate on the basis of race, color, gender, religion, national origin, age, or physical disability. MedCerts will provide reasonable accommodations or services to qualified students with disabilities.

MedCerts will deem a request for accommodation or services reasonable if the request:

1. It is based on documented individual needs
2. It does not force the school to fundamentally alter the educational course, compromise its academic standards, or place the disabled individual in a better than equal position with nondisabled students.
3. It does not impose a financial or administrative burden upon the school beyond which is deemed reasonable and customary
4. Is within the scope of the school

Students who need special accommodations should write a letter to the Accommodations Department indicating the nature of the special needs. The student must also provide documented evidence of the disability.

MedCerts defines a qualified student as one whom, with or without reasonable accommodations, is able to perform the essential functions of program or course requirements.

Student responsibility includes:

- Following the accommodation procedure outlined above
- Identifying the disability to the Accommodations Department
- Providing and incurring expense for current appropriate documentation (within five years), from a qualified medical or other licensed professional, of the disability and the accommodation or service needed
- Providing a signed medical opinion stating that with the reasonably requested accommodation or service, the student would be

to the Certifying body that you have completed education through a recognized training provider. Students that have registered for an exam under the sponsorship of MedCerts will not be charged for the certification exam. Students are provided a detail of which exams he/she will be eligible to attempt prior to their enrollment in the program. In many cases, students will be eligible for MORE THAN ONE exam. MedCerts will cover the cost of the first attempt on each eligible exam only. The cost for any exam re-take will be the responsibility of the student. If a student fails his/her first exam attempt, he/she may use the value of their voucher for a secondary exam to cover the cost of the re-take. PLEASE NOTE: In this case, he/she then forfeits the voucher for the secondary exam and any future registration cost will be the responsibility of the student.

#### NATIONAL CERTIFICATION EXAM ELIGIBILITY

To be registered for National Certification exams, students must have successfully completed 100% of the program content, including all Chapter Review Quizzes (80% min score), and Course Final Exams (80% min score) as well as any additional course-related assignments. While the cost of exams is covered by MedCerts, as a Sponsor we reserve the right to determine exam readiness. Fees for exam registration will be paid by MedCerts only within the Enrollment period or formally approved three (3) month extension. Within the eligible exam registration period, MedCerts will make every effort to ensure that students are provided with appropriate supplemental materials or resources, as deemed necessary to meet the requirements related to the CURRENT exam objectives relevant to the student's eligible exam(s). Due to the ever-changing nature of curriculum and exam objectives, this policy is necessary to ensure that MedCerts only sponsors student's exam registration in a situation where the program completion is aligned with current exam objectives.

#### RETAKE EXAMS

Except as noted above (see National Certification Exam Payment and Registration), MedCerts does not offer complimentary retakes for any exams. Students will be responsible for all charges associated with scheduling and sitting for a retake examination. Students may purchase exam vouchers by contacting Student Services. Payment must be received in full by MedCerts before a voucher number will be issued to the student.

#### EXAM RESULTS

Because MedCerts sponsors students for all healthcare certification exams, we are notified of all student exam results as soon as they become available. In certain instances, exam results may not be made immediately available to MedCerts – in which case we require that the student notify Student Services of exam results directly. CompTIA exam results are not released to anyone except the student who has attempted the exam. Since MedCerts does not cover the cost for exam re-takes, we effectively do not “sponsor” the second attempt. Due to this fact, MedCerts does not automatically receive exam results for non-sponsored exams. In these cases, it is the student's responsibility to report a PASS or FAIL exam result to MedCerts Student Support.

#### STUDENT RECORDS AND CONFIDENTIALITY

Permanent academic records which includes transcripts, are maintained for all students. Individual records will be maintained for a minimum of six years following the end of the last enrollment period, graduation or withdrawal. It is the policy of MedCerts to not release educational or financial information to anyone other than the student. In order to release information to anyone other than the student, MedCerts must have written consent from the student to do so. The student must complete the Student Information Release Form. From time to time or as required by law, MedCerts will report information to various need-to-know agencies such as state licensing agencies, accreditors, and funding sources. Student records, including communication logs between students and MedCerts staff is considered confidential, and will not be sold, shared, or exchanged with any non-authorized person or entity.

#### OFFICIAL AND UNOFFICIAL TRANSCRIPTS

Unofficial Transcript/Course Record: Copy of a transcript that is printed by the student from within the Learning Portal, is not signed/ stamped, and may be sent directly to the student upon completion.

An Official Transcript can be provided to the student via mail or scanned and emailed to the student or his/her designee at no charge. Official Transcripts can be sent to an institution or person other than the student ONLY if the student has formally requested/approved the release of the transcript by signing and submitting the Authorization to Release Student Education Record Information Form which can be requested by emailing [studentsupport@medcerts.com](mailto:studentsupport@medcerts.com), or may also be found within the Learning Portal. Once MedCerts receives this form, we will release the Official Transcript to the student's designee. Note: To be eligible to receive an Official Transcript, no overdue tuition balance may be owed, and the student must be considered in good standing with MedCerts.

#### JOB PLACEMENT

MedCerts is licensed by the State of Michigan Department of Licensing and Regulatory Affairs (LARA) as Proprietary School. However, neither job placement nor satisfaction of state or local licensing requirements (if any) for any fields or certifications related to MedCerts training are guaranteed to graduates upon program completion. Students/Graduates are solely responsible for determining if the program satisfies the state and local educational/licensing requirements for your chosen career field (if any) and does not conflict with state or local educational requirements for compulsory age students, if applicable.

#### GRIEVANCE PROCEDURE

If a student has a question or problem, please contact MedCerts Student Services. If a satisfactory agreement cannot be reached through Student Services, you should then contact the Director of Programs and he will respond within 10 business days. It is the policy of MedCerts to resolve student concerns in a swift and equitable manner.

Students have the right to submit a complaint or grievances to MedCerts through any means of their choosing. If by email, submit to [studentsupport@medcerts.com](mailto:studentsupport@medcerts.com). If by phone, call 800-734-1175. It is the policy of MedCerts to respond within 10 business days. The student will not be subject to any unfair action and/or treatment by any school official as a result of a complaint.

Mailed communication should be mailed:

Livonia Headquarters:  
MedCerts  
Attn: Director of Programs

## REQUEST FOR PROGRAM TRANSFER

Rather than Drop/Withdraw from the course, students have a ONE TIME option to transfer to another course within the MedCerts catalog of equal or lesser tuition value. After consulting with Student Support, students may submit a written/emailed request for consideration. In order to be eligible for transfer, additional approvals may be necessary (i.e. Case Manager, Workforce Representative, MyCAA Counselor, etc.). Requests for program transfer must be received by MedCerts PRIOR TO the student's official Program End Date, without exception. Students who have completed greater than 50% of his/her original program will NOT be eligible for a transfer.

## FINAL GRADE

A final PASS/NON-PASS grade will be assigned based on the composite results of all modules within the student's program. A PASS grade will be assigned upon verification that all required components of the program has successfully been completed. A Non-Pass grade is not officially recognized/reported or assigned until the student's access to his/her training has reached the maximum 12 Month expiration.

In order to achieve a PASS grade for the program students must meet the following requirements:

1. View all course video chapters as assigned
2. Attempt and Pass all chapter review quizzes with a minimum score of 80%
3. Score at least 80% on each assigned course Final Exam.
4. Successfully complete any other program-specific requirements (as presented in syllabus or course schedule/outline).
5. Successfully complete a hands-on experiential training through an organized externship (RX-3000 & VA-3000 programs).

\*Some specialty courses/programs require that the student submit additional assignments, video simulations, or other assessed work.

## PROVISIONAL CERTIFICATE OF COMPLETION

For students enrolled in programs where the target certification is the Certified EKG Technician (CET) or Certified Phlebotomy Technician (CPT), certain hands-on tasks must be successfully performed before total mastery can be proven. Until such tasks/skills can be performed under supervision, a PROVISIONAL CERTIFICATE OF COMPLETION will be awarded upon successful completion of the didactic (online) portion of the program. At this stage, students are eligible to attempt the CPT and/or CET exam(s) to achieve certification from the National Health Careers Association (NHA). Through completion of an "Experiential" component (on-the-job training, externship, job shadowing, etc.), students can demonstrate clinical competencies through the successful completion of 30 venipunctures and 10 capillary sticks on live individuals for Phlebotomy, and/or 10 EKGs on live individuals for EKG programs. Once submitted to and approved by MedCerts students will receive an official CERTIFICATE OF COMPLETION to demonstrate proof of all academic and clinical competencies. NOTE: A Provisional Certificate of Completion may only be converted to an official Certificate of Completion within six (6) months of the grant of certification from the NHA. Students are encouraged to be working in the field, or have a job site available before enrolling in the program.

## CERTIFICATE OF COMPLETION

Students that have met the above requirements, and have paid their tuition in full are eligible for receipt of a Certificate of Completion from MedCerts, and awards the student with eligibility to MedCerts sponsored certification exams and an expanded array of student services made available to program completers (i.e. Exam preparation assistance, resume assistance, soft/business skills training, etc.). Upon completion, all students are required to submit/verify their current mailing address to MedCerts. Once the address verification is received, in most cases we will process and mail the certificate within 1-2 weeks.

## INTERNSHIP/EXTERNSHIP

Graduates of the MedCerts' RX-3000 Pharmacy Technician Professional (ASHP/ACPE) and VA 3000 Veterinary Assistant programs are eligible for an Externship at a participating externship host site. All students must apply to the program and complete the prerequisite criteria before being accepted into the program. Only eligible candidates who meet the employment requirements and state licensure and/or registration requirements will be selected. It is important that students present themselves in a positive and professional manner, as a reflection of both him/herself and MedCerts. The opportunity to participate in the externship will only be available for ONE YEAR after the successful completion of their program. Any requests received after eligibility expiration would need to be evaluated for reactivation and a decision to allow for placement will be made on an individual basis.

While reasonable efforts will be made to do so, placement in an externship is not guaranteed, and depends on a variety of factors including student geography and availability of a participating pharmacy. Additionally, MedCerts reserves the authority to not sponsor a student for externship at the school's discretion. In such cases, students are allowed the option to set up their own externship at any other retail or hospital facility.

## THE EXTERN PARTICIPANT WILL:

- Adhere to the MedCerts Externship Site's work schedule and its policies and procedures including dress code and/or uniform requirements.
- Assume personal and professional responsibilities for actions and activities.
- Maintain academic performance and conduct standards set forth by MedCerts & the Externship Site.
- Work effectively with peers and supervisors.
- Notify the Externship Site and MedCerts of changes in status.
- Notify MedCerts upon successful completion of the externship program.
- Be courteous, attentive, and respectful throughout the externship as a representative of MedCerts.

Additionally, the externship participant agrees to communicate with MedCerts regarding his/her progress throughout their externship experience. Upon the conclusion of the externship, the participant agrees to submit feedback on their experience at the request of MedCerts.

## NATIONAL CERTIFICATION EXAM PAYMENT AND REGISTRATION

The cost for the first attempt of each eligible National Certification exam within a student's program is covered by MedCerts. MedCerts is a recognized INSTITUTIONAL SPONSOR of all certificate exams for which we prepare students. MedCerts' sponsorship of your exam demonstrates

# Policies and Procedures for Colorado Residents Only

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Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board.

## JOB PLACEMENT ASSISTANCE

MedCerts offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## EDUCATION RECOGNITION

MedCerts does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution

## RETURN/REFUND POLICY

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is calculated from the official date of termination or withdrawal and based on the percentage of lessons completed out of the total number available/enrolled. Each MedCerts program contains a variable amount of “chapters” (lessons). The “Progress Percentage” of the student on the date he/she requests termination will be used as the basis for a refund. (For example, the HI-2000 program contains 124 Chapters/Lessons. A student who has completed 16 of 124 chapters has completed 13% of his/her program, and is eligible to receive 75% tuition refund less cancellation charge.)

## REFUND TABLE

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives written notice of the student’s intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.



## Program Cancellation and Refund Policy

### PROGRAM CANCELLATION AND REFUND POLICY

1. You have the right to cancel this agreement entirely either prior to or up to 21 days after the program start date. When written notice of program cancellation is received, a 100% refund will be issued for any tuition and fees paid to date. The written notice must be sent with a date (either in electronic format or postmarked and mailed) on or before the 21st day after your official start date. Before issuing any refund, all program materials and supplies sent to you must be returned, as set forth in section 2 below. You are responsible for all shipping costs to return materials. You have 30 days to return MedCerts materials. If materials are not received within 30 days of Cancellation your refund is considered void and will not be issued. Refunds will be issued within 30 days following MedCerts' receipt of all returned program materials and supplies.

2. Materials: Prior to receiving any refund as outlined above, you must first return all program materials and supplies (including, but not limited to, laptops) received from MedCerts. You must return all program materials and supplies (including, but not limited to, laptops) at your expense, insured and tracked through the carrier. Please pack all returned materials carefully to prevent damage. After returning all program materials and supplies to MedCerts, you also agree to destroy all copies (downloaded, backup, printed and/or written) you may have.

3. Termination: If you cancel or withdraw under this section, your enrollment with MedCerts is terminated and you may not transfer your program materials, supplies, or enrollment to any other person.

## Policies and Procedures for Indiana Residents

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This institution is regulated by:

Office for Career and Technical Schools  
Indiana Department of Workforce Development  
10 N Senate Avenue, Suite SE 308  
Indianapolis, IN 46204  
OCTS@dwd.in.gov  
<http://www.in.gov/dwd/2731.htm>

### OFFICE FOR CAREER AND TECHNICAL SCHOOLS RESIDENT REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

### Student Protection Fund

IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>.

OCTS Resident Refund Policy  
Revised 8/21/17

# Policies and Procedures for Colorado Residents Only

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## POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## GRIEVANCE PROCEDURE

If a student has a question or problem, please contact MedCerts Student Services. If a satisfactory agreement cannot be reached through Student Services, you should then contact the Director of Programs and he will respond within 10 business days. It is the policy of MedCerts to resolve student concerns in a swift and equitable manner.

Students have the right to submit a complaint or grievances to MedCerts through any means of their choosing. If by email, submit to [studentsupport@medcerts.com](mailto:studentsupport@medcerts.com). If by phone, call 800-734-1175.

Mailed communication should be mailed to the Director of Programs at the locations below:

Livonia Headquarters:  
MedCerts  
Attn: Director of Programs  
Livonia Headquarters:  
14143 Farmington Road  
Livonia, MI 48154

Complaints or concerns that have not been satisfactorily resolved by the MedCerts staff can be directed to:

State of Michigan Department of Licensing and Regulatory Affairs  
Corporations, Securities & Commercial Licensing Bureau  
Administrative Services Section- Complaint Intake  
P.O. Box 30018  
Lansing, MI 48909  
Phone: (517) 241-9223

Complaints may be filed online with the Division of Private Occupational Schools at [higher.colorado.gov/dpos](http://higher.colorado.gov/dpos) or (303) 862-3001. There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.

Disclaimer Statement: Students should check with appropriate Colorado regulatory agencies to confirm program/course work satisfy initial or renewal licensing or certification of that agency.



## Minimum System and Device Requirements for Students

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MedCerts programs are comprised of a variety of eLearning elements and formats types, all of which are accessible from within the MedCerts Learning Portal with a standard high-speed internet connection. There are no downloads, installations, or other software required within any MedCerts program. All MedCerts students are required have a functioning email address and be able to send and receive emails throughout the term of his/her enrollment.

### Minimum System/Device Requirements

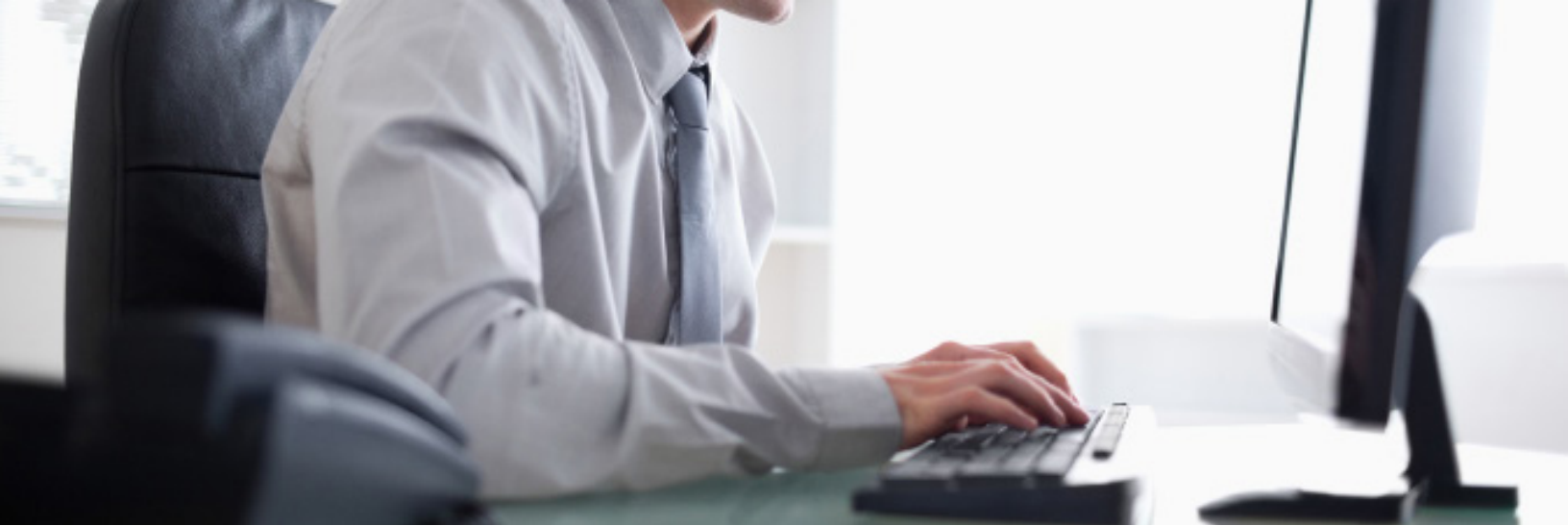
- Supported Devices:
  - o Laptop and Desktop PCs
  - o Mac
  - o Chromebooks
- Minimum Device Specifications:
  - o Processor - Intel Core i3/i5/i7 or above, AMD A series
  - o Minimum Ram - 4gb (8GB recommended)
- Required Browser(s) – Either Google Chrome or Mozilla Firefox
- Recommended Minimum Internet Speed - 20mbps
- RX-3000 Program only - Video Recording Device (video-ready phone, webcam, camcorder)

### Note Regarding Mobile Devices:

Android tablets, iPads, mobile phones are supported for the majority of elements within MedCerts programs, however a PC/Mac/Chromebook is required.

## Statement of Accuracy

"The information contained in this catalog is true and correct to the best of my knowledge." Jason Aubrey - MedCerts CEO



## Policies and Procedures for Louisiana Residents

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MedCerts is licensed by the LA Board of Regents and adheres to the rules and regulations of the LA Proprietary Schools Advisor Commission for the following program:

RX-3000 Pharmacy Technician Professional

**Disclaimer Statement:** The Louisiana Board of Veterinary Medicine, nor the state of Louisiana, recognizes or certifies Veterinary Assistants.

### Student Complaint Procedure

Complaints relative to actions of school officials may be made and must be in writing, addressed to the Louisiana Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA 70821-3677, 225/342-4253. Such complaints may be made only after the student has unsuccessfully attempted to resolve the matter with the school by having first filed a written and signed complaint with that school's officials. Any student who wishes to review the student complaint procedure may make a request for a copy of the procedure, in writing, addressed to the Louisiana Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, LA 70821-3677, (225)342-4253.

### Minimum Cancellation and Refund Policy

1. Three-Business-Day Cancellation. All monies paid by a student shall be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.
2. Cancellation after the Three-Business-Day Cancellation Period but Before Commencement of Classes by the Student. If tuition or fees are collected in advance of entrance, and if the student does not begin classes, not more than a \$150 registration fee shall be retained by the institution. Appropriate refunds shall be made within 30 days of the start of the quarter, term, or semester.
3. For programs less than 300 clock hours, the withdrawal after commencement of classes refund policy shall be:
  - a. after a student has completed less than 15 percent of the program, the institution shall refund at least 80 percent of the tuition, less the registration fee, thereafter;
  - b. after a student has completed less than one fourth of the program, the institution shall refund at least 70 percent of the tuition, less the registration fee, thereafter;
  - c. after a student has completed one fourth, but less than one half of the program, the institution shall refund at least 45 percent of the tuition, less the registration fee, thereafter;
  - d. after a student has completed one half or more of the program, the institution may retain 100 percent of the stated program price.
4. Any unused portion of the book fee will be refunded.
5. For programs 300 clock hours or longer, the withdrawal after commencement of classes refund policy shall be:
  - a. during the first week of the program, the institution shall refund at least 90 percent of the tuition, less the registration fee, thereafter;
  - b. during the next three weeks of the program, the institution shall refund at least 75 percent of the tuition, less the registration fee, thereafter;
  - c. during the first 25 percent of the program, the institution shall refund at least 55 percent of the tuition, less the registration fee, thereafter;
  - d. during the second 25 percent of the program, the institution shall refund at least 30 percent of the tuition, less the registration fee, thereafter;
  - e. during the third and fourth 25 percent of the program, the institution shall retain 100 percent of the stated program price. Percentages of the program completion are to be computed on the basis of clock hour. For programs longer than one year (12 calendar months) in length, 100 percent of the stated program price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.
6. Any unused portion of the book fee will be refunded.



MedCerts

14143 Farmington Road  
Livonia, MI 48154

800.734.1175

[medcerts.com](http://medcerts.com)



# 10 WAYS

*Workforce Centers Across the Country  
are Benefiting from MedCerts*



CAREER  
SERVICES



HIGH DEMAND  
CAREERS



NATIONAL  
CERTIFICATIONS



EXAM  
PREP



ONLINE TRAINING



EXPERT  
HELP



START  
ANYTIME



PROGRESS  
REPORTS



1-ON-1  
SUPPORT



LAPTOP PROVIDED  
(For use during program)

Jami Krause • 734.743.2603 • [jkrause@medcerts.com](mailto:jkrause@medcerts.com)



## **Validation of Placement on Home State – Michigan ETPL**

The following MedCerts courses are being offered to the Workforce Board, followed by an individual summary from Michigan's Talent Connect ETPL home page.

<b>Proposed Educational Training Program(s)</b>
<b>Individual Training Programs</b>
HI 1000- Medical Front Office Specialist and Administration
HI 3000- Certified Medical Administrative Assistant and Certified Medical Records Specialist
HI 4000- Certified Medical Biller and Certified Electronic Health Records Specialist
HI 6000- Medical Assistant
IT 2000- Helpdesk Administrator
RX 3000- Pharmacy Technician Professional
HI- 2000- Medication Care Coordinator

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HOME

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EMPLOYER ▼

CAREER EXPLORATION ▼

VETERAN ▼

SKILLED TRADES ▼

## PROGRAM DETAILS : HI-1000 MEDICAL FRONT OFFICE ASSISTANT & ADMINISTRATION

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	7/27/2021 9:48:00 AM
Provider Primary Area :	Wayne County (not Detroit)
Program Locations :	Livonia Campus
Provider URL :	<a href="http://www.medcerts.com/index.html">http://www.medcerts.com/index.html</a>
Program Description :	This Medical Front Office Assistant & Administration program is ideal for the person who wants to achieve NATIONAL certifications to become a CMAA-Certified Medical Administrative Assistant and a MCBC - Medical Coder and Billing Certification . This 19-week online training gives students the skills in the areas of direct patient contact, coordinating patient flow, scheduling for both patients, preparing and maintaining medical records, insurance verification and referrals, chart preparation.
Contact Name :	Admissions Department
Contact Phone Number :	877-219-3306
Program URL :	<a href="http://www.medcerts.com">http://www.medcerts.com</a>
Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	High School Diploma or GED
Program Duration (Clock / Contact Hours Per Week) :	20
Program Duration (Weeks) :	19
Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	CMAA and MCBC
Issuer of Associated Credential :	NHA
Program Format :	Online, E-learning, or Distance Learning
Associated Occupation 1 :	11-9111.00 - Medical and Health Services Managers
Associated Occupation 2 :	Not Available
Associated Occupation 3 :	Not Available
Michigan Reconnect Skills Scholarship Eligible :	Yes
License Fee for Employment :	Yes
Estimated Waiting Period to Enter Program :	5 Days
Program Cost :	\$4,000.00
Cost of Books and Supplies :	No
Sources of Financial Assistance Accepted :	Individual Training Accounts
Internship/Externship Amount :	No
New Program :	No
Number of Graduates in the last year :	541



## PROGRAM DETAILS : HI-3000 MEDICAL FRONT OFFICE & ELECTRONIC HEALTH RECORDS

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	7/27/2021 10:05:00 AM
Provider Primary Area :	Wayne County (not Detroit)
Program Locations :	Livonia Campus
Provider URL :	<a href="http://www.medcerts.com/index.html">http://www.medcerts.com/index.html</a>
Program Description :	The Medical Front Office & Electronic Health Records program is ideal for the student who wants to achieve NATIONAL certifications to become a CMAA- Certified Medical Administrative Assistant and a CEHRS- Certified Electronic Health Records Specialist through The HealthCareer Association (NHA). This 17 week training program will introduce the student to the Health Care industry along with the day to day skill set and knowledge required to fulfill a position as a Medical Administrative Assistant.
Contact Name :	Admissions Department
Contact Phone Number :	877-219-3306
Program URL :	<a href="http://www.medcerts.com">http://www.medcerts.com</a>
Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	High School Diploma or GED
Program Duration (Clock / Contact Hours Per Week) :	20
Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	CMAA and CEHRS
Issuer of Associated Credential :	NHA
Program Format :	Online, E-learning, or Distance Learning
Associated Occupation 1 :	29-2012.00 - Medical and Clinical Laboratory Technicians
Associated Occupation 2 :	Not Available
Associated Occupation 3 :	Not Available
Michigan Reconnect Skills Scholarship Eligible :	Yes
License Fee for Employment :	Yes
Estimated Waiting Period to Enter Program :	5 Days
Program Cost :	\$4,000.00
Cost of Books and Supplies :	No
Sources of Financial Assistance Accepted :	Individual Training Accounts, WIOA, TANF, TAA, Private Tuition Loan
Internship/Externship Amount :	No
New Program :	No
Number of Graduates in the last year :	74



## PROGRAM DETAILS : HI-4000 ELECTRONIC HEALTH RECORDS & REIMBURSEMENT SPECIALIST

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	7/27/2021 10:38:00 AM
Provider Primary Area :	Wayne County (not Detroit)
Program Locations :	Livonia Campus
Provider URL :	<a href="http://www.medcerts.com/index.html">http://www.medcerts.com/index.html</a>
Program Description :	The Electronic Health Records & Reimbursement Specialist program is ideal for the student who wants to achieve NATIONAL certifications to become a CEHRS- Certified Electronic Health Records Specialist and a MCBC- Medical Coder and Biller through The National HealthCareer Association (NHA). This 17-week online training program will include ICD9 & ICD 10, CPT coding, billing and reimbursement processes and understanding insurance companies.
Contact Name :	Admissions Department
Contact Phone Number :	877-219-3306
Program URL :	<a href="http://www.medcerts.com">http://www.medcerts.com</a>
Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	High School Diploma or GED
Program Duration (Clock / Contact Hours Per Week) :	20
Program Duration (Weeks) :	17
Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	CEHRS and CBCS
Issuer of Associated Credential :	NHA
Program Format :	Online, E-learning, or Distance Learning
Associated Occupation 1 :	43-6013.00 - Medical Secretaries and Administrative Assistants
Associated Occupation 2 :	Not Available
Associated Occupation 3 :	Not Available
Michigan Reconnect Skills Scholarship Eligible :	Yes
License Fee for Employment :	Yes
Estimated Waiting Period to Enter Program :	5 Days
Program Cost :	\$4,000.00
Cost of Books and Supplies :	No
Sources of Financial Assistance Accepted :	Individual Training Accounts, WIOA, TAA, TANF, Private Loan
Internship/Externship Amount :	No
New Program :	No
Number of Graduates in the last year :	138

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EMPLOYER ▼

CAREER EXPLORATION ▼

VETERAN ▼

SKILLED TRADES ▼

## PROGRAM DETAILS : HI-6000 MEDICAL ASSISTANT

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	7/27/2021 10:50:00 AM
Provider Primary Area :	Wayne County (not Detroit)
Program Locations :	Livonia Campus
Provider URL :	<a href="http://www.medcerts.com/index.html">http://www.medcerts.com/index.html</a>
Program Description :	Clinical Medical Assistants are multi-skilled allied healthcare professionals who work to administer medications, assist with minor procedures, record vital signs, take medical history, prepare patients and rooms for examinations, obtain laboratory specimens, provide patient education, and much more! All students have the option to complete a 160-hour clinical externship.
Contact Name :	Admissions Department
Contact Phone Number :	877-219-3306
Program URL :	<a href="http://www.medcerts.com/index.html">http://www.medcerts.com/index.html</a>
Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	Applicants must be 18 years of age or older.
Program Duration (Clock / Contact Hours Per Week) :	20
Program Duration (Weeks) :	27
Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	CCMA and CMAA
Issuer of Associated Credential :	NHA
Program Format :	Online, E-learning, or Distance Learning
Associated Occupation 1 :	31-9092.00 - Medical Assistants
Associated Occupation 2 :	31-9092.00 - Medical Assistants
Associated Occupation 3 :	31-9092.00 - Medical Assistants
Michigan Reconnect Skills Scholarship Eligible :	Yes
License Fee for Employment :	Yes
Estimated Waiting Period to Enter Program :	5 Days
Program Cost :	\$4,000.00
Cost of Books and Supplies :	No
Sources of Financial Assistance Accepted :	Individual Training Accounts, WIOA, TANF, MYCAA, Private loan, etc.
Internship/Externship Amount :	No
New Program :	No
Number of Graduates in the last year :	1001



## PROGRAM DETAILS : IT-2000: IT HELPDESK ADMINISTRATOR

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	7/27/2021 11:26:00 AM
Provider Primary Area :	Wayne County (not Detroit)
Program Locations :	Livonia Campus
Provider URL :	<a href="http://www.medcerts.com/index.html">http://www.medcerts.com/index.html</a>
Program Description :	This IT Helpdesk Administrator program is ideal for the student who wishes to prepare for a career in the Information Technology field by obtaining two (2) NATIONAL certifications including CompTIA A+ and CompTIA Network+. These certifications will validate that you have the knowledge needed to use and maintain a wide range of networking technologies and have proficiency in networking administration and Computer and User support. Access to the Virtual IT labs provides "hands on" troubleshooting
Contact Name :	Admissions Department
Contact Phone Number :	877-219-3306
Program URL :	<a href="http://www.medcerts.com">http://www.medcerts.com</a>
Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	High School Diploma or GED
Program Duration (Clock / Contact Hours Per Week) :	20
Program Duration (Weeks) :	18
Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	CompTIA A+ and CompTIA Net+
Issuer of Associated Credential :	CompTIA
Program Format :	Online, E-learning, or Distance Learning
Associated Occupation 1 :	11-3021.00 - Computer and Information Systems Managers
Associated Occupation 2 :	Not Available
Associated Occupation 3 :	Not Available
Michigan Reconnect Skills Scholarship Eligible :	Yes
License Fee for Employment :	Yes
Estimated Waiting Period to Enter Program :	5 Days
Program Cost :	\$4,000.00
Cost of Books and Supplies :	No
Sources of Financial Assistance Accepted :	Individual Training Accounts
Internship/Externship Amount :	No
New Program :	No
Number of Graduates in the last year :	127

## PROGRAM DETAILS : RX-3000 PHARMACY TECHNICIAN PROFESSIONAL PROGRAM

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	7/27/2021 12:05:00 PM
Provider Primary Area :	Wayne County (not Detroit)
Program Locations :	Livonia Campus
Provider URL :	<a href="http://www.medcerts.com/index.html">http://www.medcerts.com/index.html</a>
Program Description :	The RX-3000 Pharmacy Technician Professional program provides training of the highest standard, as defined by the American Society of Health-System Pharmacists (ASHP). The ASHP/ACPE recognizes programs that meet their quality and compliance standards through formal accreditation.
Contact Name :	Admissions Department
Contact Phone Number :	877-219-3306
Program URL :	<a href="http://www.MedCerts.com">http://www.MedCerts.com</a>
Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	Assessment test, Age 18 or older, High school diploma or equivalent. Commitment to externship, Background check, drug screening, immunizations. May include additional fees * Licensing per state requirement*
Program Duration (Clock / Contact Hours Per Week) :	20
Program Duration (Weeks) :	24
Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	CPhT - Certified Pharmacy Technician
Issuer of Associated Credential :	Pharmacy Technician Certification Board
Program Format :	Online, E-learning, or Distance Learning
Associated Occupation 1 :	29-1051.00 - Pharmacists
Associated Occupation 2 :	Not Available
Associated Occupation 3 :	Not Available
Michigan Reconnect Skills Scholarship Eligible :	Yes
License Fee for Employment :	Yes
Estimated Waiting Period to Enter Program :	5 Days
Program Cost :	\$4,000.00
Cost of Books and Supplies :	No
Sources of Financial Assistance Accepted :	Individual Training Accounts
Internship/Externship Amount :	Yes, 160 hours
New Program :	No
Number of Graduates in the last year :	151




## PROGRAM DETAILS : HI-2000 MEDICATION CARE COORDINATOR PROGRAM

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	7/27/2021 9:59:00 AM
Provider Primary Area :	Wayne County (not Detroit)
Program Locations :	Livonia Campus
Provider URL :	<a href="http://www.medcerts.com/index.html">http://www.medcerts.com/index.html</a>
Program Description :	The Medication Care Coordinator Program is designed to equip you with the skills necessary to provide excellent support in a pharmacy or clinical environment and the knowledge to achieve the Certified Medical Administration Assistant (CMAA) and Certified Pharmacy Technician (CPhT) certifications. Upon completion of this program, students are uniquely prepared to serve as a liaison between clinical providers, the pharmacy , and consumers.
Contact Name :	Admissions Department
Contact Phone Number :	877-219-3306
Program URL :	<a href="http://www.medcerts.com">http://www.medcerts.com</a>
Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	High School Diploma or GED
Program Duration (Clock / Contact Hours Per Week) :	20
Program Duration (Weeks) :	22
Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	CMAA and CPhT
Issuer of Associated Credential :	NHA and PTCB
Program Format :	Online, E-learning, or Distance Learning
Associated Occupation 1 :	29-2052.00 - Pharmacy Technicians
Associated Occupation 2 :	Not Available
Associated Occupation 3 :	Not Available
Michigan Reconnect Skills Scholarship Eligible :	Yes
License Fee for Employment :	Yes
Estimated Waiting Period to Enter Program :	5 Days
Program Cost :	\$4,000.00
Cost of Books and Supplies :	No
Sources of Financial Assistance Accepted :	Individual Training Accounts, WIOA, TAA, TANF, Private Loan
Internship/Externship Amount :	No
New Program :	No
Number of Graduates in the last year :	65

# TWC Already Approved Apprenticeships



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VETERAN ▼

SKILLED TRADES ▼

## PROGRAM DETAILS : PROFESSIONAL CODER

RETURN TO PROGRAM LIST

WAGES & JOB OUTLOOK

<b>Provider Name :</b>	<b>MedCerts</b>
<b>Date of last update :</b>	1/4/2021 7:56:34 AM
<b>Provider Primary Area :</b>	Wayne County (not Detroit)
<b>Program Description :</b>	The CPC - Certified Professional Coder credential is for coders who work in a medical office and covers all of the basic aspects of the coding profession, such as coding guidelines, medical terminology, diagnostic codes, and more. The CPC is the most popular certification in the field, and is a great place to start.
<b>Certification :</b>	Apprenticeship Certificate of Completion
<b>Minimum Requirements to Apply :</b>	High school or GED
<b>Program Duration (Years) :</b>	1
<b>Number of active Apprentices :</b>	0
<b>Related Training Information 1 :</b>	
<b>Program provided at Sponsor's location :</b>	Livonia Campus
<b>Related Training Program Name :</b>	HI-5100A Professional Coder Registered Apprenticeship Training Program
<b>Related Training Program Description :</b>	The Professional Coder Registered Apprenticeship Training program is 50- week online Professional Coder (CPC) program provides comprehensive training that leads to the Certified Professional Coder (CPC) credential. Our partnership with the American Academy of Professional Coders (AAPC) enables delivery of licensed curriculum that is aligned to the CPC certification exam. This is an employer sponsored program. Participants must be employed and complete on the job training and related training.
<b>Related Training Program Format :</b>	Online, E-learning, or Distance Learning
<b>Related Training Program Length (in Weeks) :</b>	50
<b>Related Training Program Length (in Hours) :</b>	448
<b>Associated Cost :</b>	5000
<b>Mandatory Fee :</b>	0
<b>Credentials Earned Upon RTI Completion 1 :</b>	Industry-Recognized Certificate or Certification
<b>Name of Associated Credential 1 :</b>	CPC-A Certified Professional Coder



## PROGRAM DETAILS : VETERINARY ASSISTANT

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	
Provider Primary Area :	Wayne County (not Detroit)
Program Description :	The Veterinary Assistant Registered Apprenticeship Training Program provides you with the competencies to perform on the job Veterinary Assistant responsibilities. Veterinary assistant plays a vital role in the everyday balance of a veterinary hospital, or laboratory. Providing quality care for patients, and much more! This is an employer sponsored program. Participants must be employed and complete on the job training and the related training program.
Certification :	Apprenticeship Certificate of Completion
Minimum Requirements to Apply :	High school or GED
Program Duration (Years) :	1
Number of active Apprentices :	0
<b>Related Training Information 1 :</b>	
Program provided at Sponsor's location :	Livonia Campus
Related Training Program Name :	VA-3000A Veterinary Assistant Registered Apprenticeship Training Program
Related Training Program Description :	The Veterinary Assistant Registered Apprenticeship Training Program provides you with the competencies to perform on the job Veterinary Assistant responsibilities. Veterinary assistant plays a vital role in the everyday balance of a veterinary hospital, or laboratory. Providing quality care for patients, and much more! This is an employer sponsored program. Participants must be employed and complete on the job training and the related training program.
Related Training Program Format :	Online, E-learning, or Distance Learning
Related Training Program Length (in Weeks) :	50
Related Training Program Length (in Hours) :	295
Associated Cost :	5000
Mandatory Fee :	0
Credentials Earned Upon RTI Completion 1 :	Industry-Recognized Certificate or Certification
Name of Associated Credential 1 :	AVA - Approved Veterinary Assistant



## PROGRAM DETAILS : PHARMACY TECHNICIAN PROFESSIONAL

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	
Provider Primary Area :	Wayne County (not Detroit)
Program Description :	The RX-3000 Pharmacy Technician Registered Apprenticeship Professional program provides training of the highest standard, as defined by the American Society of Health-System Pharmacists (ASHP). The ASHP/ACPE recognizes programs that meet their quality and compliance standards through formal accreditation. This is an employer sponsored program. Participants must be employed and complete on the job training and the related training program.
Certification :	Apprenticeship Certificate of Completion
Minimum Requirements to Apply :	High school or GED
Program Duration (Years) :	1
Number of active Apprentices :	0
Related Training Information 1 :	
Program provided at Sponsor's location :	Livonia Campus
Related Training Program Name :	RX 3000A Pharmacy Technician Registered Apprenticeship Training Program
Related Training Program Description :	The RX-3000 Pharmacy Technician Registered Apprenticeship Professional program provides training of the highest standard, as defined by the American Society of Health-System Pharmacists (ASHP). The ASHP/ACPE recognizes programs that meet their quality and compliance standards through formal accreditation. This is an employer sponsored program. Participants must be employed and complete on the job training and the related training program.
Related Training Program Format :	Online, E-learning, or Distance Learning
Related Training Program Length (in Weeks) :	50
Related Training Program Length (in Hours) :	448
Associated Cost :	5000
Mandatory Fee :	0
Credentials Earned Upon RTI Completion 1 :	Industry-Recognized Certificate or Certification
Name of Associated Credential 1 :	CPhT and CCSP

## PROGRAM DETAILS : PHLEBOTOMY TECHNICIAN

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	
Provider Primary Area :	Wayne County (not Detroit)
Program Description :	The Phlebotomy Technician Registered Apprenticeship program prepares students for a career as a Phlebotomist and other closely related careers. Phlebotomist draw blood for tests, transfusions, research, or blood donations. This is an employer sponsored program. Participants must be employed and complete on the job training and the related training program.
Certification :	Apprenticeship Certificate of Completion
Minimum Requirements to Apply :	High school or GED
Program Duration (Years) :	1
Number of active Apprentices :	0
<b>Related Training Information 1 :</b>	
Program provided at Sponsor's location :	Livonia Campus
Related Training Program Name :	HI -6100A Phlebotomy Technician Registered Apprenticeship Training Program
Related Training Program Description :	The Phlebotomy Technician Registered Apprenticeship program prepares students for a career as a Phlebotomist and other closely related careers. Phlebotomist draw blood for tests, transfusions, research, or blood donations. This is an employer sponsored program. Participants must be employed and complete on the job training and the related training program.
Related Training Program Format :	Online, E-learning, or Distance Learning
Related Training Program Length (in Weeks) :	50
Related Training Program Length (in Hours) :	176
Associated Cost :	3000
Mandatory Fee :	0
Credentials Earned Upon RTI Completion 1 :	Industry-Recognized Certificate or Certification
Name of Associated Credential 1 :	CPT and CCSP

## PROGRAM DETAILS : CLINICAL MEDICAL ASSISTANT

[RETURN TO PROGRAM LIST](#)

[WAGES & JOB OUTLOOK](#)

Provider Name :	<a href="#">MedCerts</a>
Date of last update :	
Provider Primary Area :	Wayne County (not Detroit)
Program Description :	Clinical Medical Assistant Registered Apprentice is a multi-skilled, allied healthcare professional who work to administer medications, assist with minor procedures, record vital signs, take medical history, prepare patients and rooms for examinations, and much more.
Certification :	Apprenticeship Certificate of Completion
Minimum Requirements to Apply :	High school or GED
Program Duration (Years) :	1
Number of active Apprentices :	0
Related Training Information 1 :	
Program provided at Sponsor's location :	Livonia Campus
Related Training Program Name :	HI-6000A Clinical Medical Assistant Registered Apprenticeship Training Program
Related Training Program Description :	Clinical Medical Assistant Registered Apprentice is a multi-skilled, allied healthcare professional who work to administer medications, assist with minor procedures, record vital signs, take medical history, prepare patients and rooms for examinations, obtain laboratory specimens, provide patient education, and much more. This is an employer sponsored program. Participants must be employed and complete on the job training and the related training program.
Related Training Program Format :	Online, E-learning, or Distance Learning
Related Training Program Length (in Weeks) :	50
Related Training Program Length (in Hours) :	400
Associated Cost :	5000
Mandatory Fee :	0
Credentials Earned Upon RTI Completion 1 :	Industry-Recognized Certificate or Certification
Name of Associated Credential 1 :	CCMA, CMAA, and CSSP

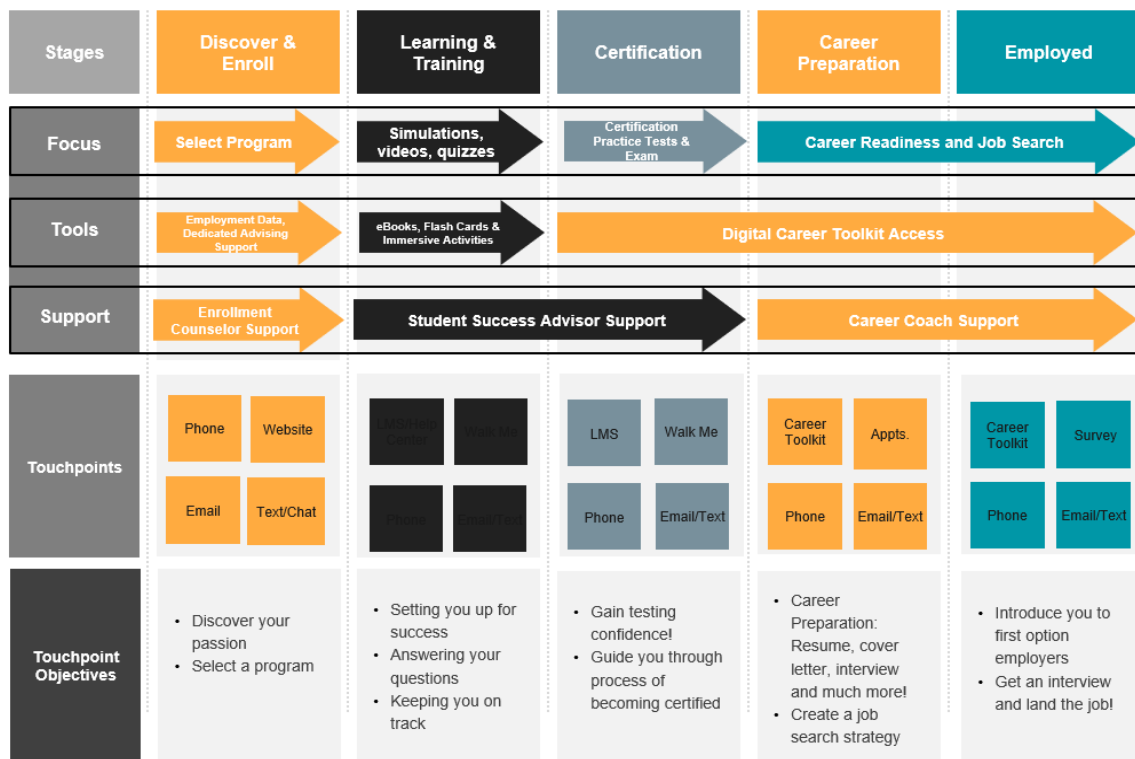


## MedCerts Approach to Student Support and Participant Preparation for Employment

MedCerts looks forward to supporting the North Texas Workforce Solutions office in achieving their education and employment goals. As a national provider of education and training services our employer relationships include local, statewide, and national employment options. Below are examples of employers who have expressed a willingness to support the workforce regions training graduates in both Healthcare and IT. Attached to this document are commitments of support. Our teams are also very interested and willing to collaborate with workforce board and local operator business services teams to work with already established local employer relationships to provide access to employment opportunities to participants.

Embedded in every MedCerts course is a highly supportive Student Success Journey. The Student Success Journey includes a dedicated enrollment team comprised of the Program Director and Advising Manager, a Student Success Advisor, Mentors, Coaches and Subject Matter Experts. As the enrollment team supports the enrollment process, they then connect the student with the Student Success efforts of the MedCerts program. The Student Success process, as is outlined below, is designed to ensure every student completes their education and training to the best of their abilities. When either academic or personal challenges arise, a dedicated team is available to support the student towards completion of their training and towards national certification and ultimate employment. Below is a descriptive chart of the MedCerts Student Success Journey:

### MedCerts Student Journey Map



## MedCerts Employer Relationships

MedCerts employs a comprehensive Employment Services team which begins to work with participants as they near completion of their training to prepare their resumes, cover letters, thank you letters, and to provide them with employer contacts and leads. This to ensure that as they complete their training they are prepared to both complete their national certifications as well as interview and ultimately be hired in an in-demand occupation and which meets their career pathway and development goals.

<b>Proposed Educational Training Program(s)</b>	<b>Main Employer Support</b>
Individual Training Programs	
HI 1000- Medical Front Office Specialist and Administration	American Red Cross, Davita Dialysis, Octapharma,
HI 3000- Certified Medical Administrative Assistant and Certified Medical Records Specialist	American Red Cross, Davita Dialysis, Octapharma
HI 4000- Certified Medical Biller and Certified Electronic Health Records Specialist	American Red Cross, Davita Dialysis, Octapharma
HI 6000- Medical Assistant	American Red Cross, Walmart Clinic, Octapharma, Davita
IT 2000- Helpdesk Administrator	Stefanini, Inc., Red Cross
Rx 3000- Pharmacy Technician Professional	CVS, Walgreens, Walmart, PCA Pharmacy
HI- 2000- Medication Care Coordinator	CVS, Walgreens, Walmart, PCA Pharmacy

# Employer Letters of Support – MedCerts Educational Program Graduates Local, State and Nationwide Employers



**MedCerts**  
13955 Farmington Road  
Livonia, MI 48153



**American Red Cross**  
431 18<sup>th</sup> Street NW 500  
Washington, DC 20006

August 7, 2020

The purpose of this Letter of Intent between MedCerts and the American Red Cross is to announce and showcase the American Red Cross as a "First Option Employer" for MedCerts students, and to acknowledge the quality content of MedCerts training programs that provide the skillset for participants to be considered for open opportunities.

The American Red Cross is interested in graduates who complete MedCerts programs which lead to any of the following national certifications:

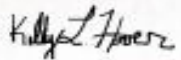
- CPT – Certified Phlebotomy Technician
- CCMA – Certified Clinical Medical Assistant
- CPCT – Certified Patient Care Technician
- CPhT – Certified Pharmacy Technician
- CET – Certified Electrocardiograph Technician
- CEHRS – Certified Electronic Health Record Specialist
- CMAA – Certified Medical Administrative Assistant
- CBCS – Certified Billing and Coding Specialist

As MedCerts educates and prepares the candidates to complete the above programs, the American Red Cross has a standing recruiting process which will include candidates meeting minimal requirements for the role in which they have posted and completion of an assessment for the above vocations. The American Red Cross' talent acquisition team will review, screen, and advance MedCerts student candidates to hiring managers if selected to interview where opportunities exist, however, placement cannot be guaranteed.

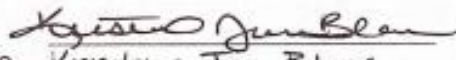
MedCerts, together with the American Red Cross, is committed to creating enhanced career pathways for students seeking quality education in noble American Red Cross vocations and is excited for this collaboration to provide training and employment opportunities throughout the United States.

## AGREED AND ACCEPTED

### MedCerts LLC

By   
Name Kelly L. Hover  
Title EVP of Operations  
Date 09 / 11 / 2020

### American Red Cross

By   
Name Kristine Jean Blanc  
Title Vendor Manager  
Date 8/28/2020



To Whom It May Concern:

CVS Health offers our support to the MedCerts School, particularly the medical and healthcare training programs. MedCerts programs require students to pass the Certificated Medical Administrative Assistant (CMAA) national exam, as well as the CPhT (Certified Pharmacy Technician) national exam.

These credentials are valuable to students entering the field of Pharmacy. CVS Health and MedCerts have a standing partnership to develop students into careers in healthcare. We welcome their referrals throughout the CVS HEALTH enterprise markets for students with their CPhT, and would consider these students for employment. CVS HEALTH Enterprise, which includes not only retail, but positions at Coram Specialty, Omnicare, and Aetna Insurance.

Please feel free to reach out to me directly if you have any questions about this partnership, and our extended support for MedCerts.

Sincerely  
A handwritten signature in black ink, appearing to read "Lena Barkley". The signature is fluid and cursive, with a large loop at the beginning.

Lena Barkley

**Lena Barkley** | Operations Manager, Workforce Initiatives  
p 248-615-0871 | c 313-614-9331 | f 401-652-1533  
**CVS Health**

## Letter of Intent

Octapharma Plasma, Inc.



5/18/2021

Patrick McFall  
10644 Westlake Drive  
Charlotte, NC 28273

MedCerts  
13955 Farmington Rd.  
Livonia, MI 48153

The purpose of this Letter of Intent between MedCerts and Octapharma Plasma is to showcase Octapharma as a "Preferred Employer" for MedCerts students, and to acknowledge the quality content of MedCerts training programs that provide the skillset for participants to become employed as Allied Health Professionals.

Octapharma Plasma is interested in graduates who complete MedCerts programs whose training qualifies for positions that Octapharma Plasma may be filling.

Octapharma Plasma Hiring Manager will review, screen, and advance MedCerts student candidates if they meet eligibility requirements. If selected to interview where opportunities exist, however, placement cannot be guaranteed.

MedCerts, together with Octapharma Plasma is committed to creating enhanced career pathways for students seeking quality education in noble Allied Health vocations and is excited for this collaboration to provide training and employment opportunities throughout the United States.

### Agreed and Accepted

**Name of Site** Octapharma Plasma, Inc.

**Name of Contact:** Patrick McFall

**Title:** Recruiting Manager

**Signature:**



**Date:** 5/18/21

**MedCerts LLC**

**Name of Contact** Kathleen Maitland

**Title:** Employer Partnership  
Representative

**Signature:**



**Date:** 5/18/2021



June 16<sup>th</sup>, 2021

PCA Pharmacy  
5925 W 71<sup>st</sup> St Suite B  
Indianapolis, IN, 46278

MedCerts LLC  
13955 Farmington Road  
Livonia, MI 48153

The purpose of this Letter of Intent between MedCerts and PCA Pharmacy is to showcase Interim Healthcare as a "Preferred Employer" for MedCerts students, and to acknowledge the quality content of MedCerts training programs that provide the skillset for participants to become employed as professionals working in pharmacy.

PCA Pharmacy is interested in graduates who complete MedCerts programs whose training qualifies for positions that Interim Healthcare may be filling.

The PCA Pharmacy staff will review, screen, and advance MedCerts student candidates if they meet eligibility requirements if selected to interview where opportunities exist, however, placement cannot be guaranteed.

MedCerts, together with PCA Pharmacy are committed to creating enhanced career pathways for students seeking quality education in noble vocations in pharmacy and is excited for this collaboration to provide training and employment opportunities throughout the United States.

Agreed and Accepted

<p><u>PCA Pharmacy</u></p> <p>Name: Sean Ballard</p> <p>Title: Corporate Recruiter</p> <p>Signature: <u>Sean Ballard</u></p> <p>Date: <u>06 / 21 / 2021</u></p>
---

<p><u>MedCerts LLC</u></p> <p>Name: Mo Afariogun</p> <p>Title: Employer Partnership Rep</p> <p>Signature: <u>Mo Afariogun</u></p> <p>Date: <u>06 / 21 / 2021</u></p>
--

June 2<sup>nd</sup>, 2021

Stefanini Inc.  
27100 W. Eleven Mile Road  
Southfield, MI, 48034

MedCerts LLC  
13955 Farmington Road  
Livonia, MI 48153

The purpose of this Letter of Intent between MedCerts and Stefanini Inc. is to showcase Stefanini Inc. as a "Preferred Employer" for MedCerts students, and to acknowledge the quality content of MedCerts training programs that provide the skillset for participants to become employed as Information Technology Professionals.

Stefanini Inc. is interested in graduates who complete MedCerts programs whose training qualifies for positions that Stefanini Inc. may be filling.

The Stefanini Inc. Direct of Talent Acquisition will review, screen, and advance MedCerts student candidates if they meet eligibility requirements. If selected to interview where opportunities exist, however, placement cannot be guaranteed.

MedCerts, together with the Stefanini Inc. is committed to creating enhanced career pathways for students seeking quality education in noble Information Technology vocations and is excited for this collaboration to provide training and employment opportunities throughout the United States.

Agreed and Accepted

Stefanini Inc.  
Name: Joshua Lewis  
Title: Director of Talent Acquisition  
Signature:   
Date: 06 / 04 / 2021

MedCerts LLC  
Name: Mo Afariogun  
Title: Employer Partnership Rep  
Signature:   
Date: 06 / 04 / 2021

## Letter of Intent



6/24/2021

BCP Veterinary Pharmacy  
1614 Webster Street  
Houston, Texas 77003

MedCerts  
13955 Farmington Rd.  
Livonia, MI 48153

The purpose of this Letter of Intent between MedCerts and BCP Veterinary Pharmacy is to showcase BCP Veterinary Pharmacy as a "Preferred Employer" for MedCerts students, and to acknowledge the quality content of MedCerts training programs that provide the skillset for participants to become employed as Allied Health Professionals.

BCP Veterinary Pharmacy is interested in graduates who complete MedCerts programs whose training qualifies for positions that BCP Veterinary Pharmacy may be filling.

BCP Veterinary Pharmacy's Hiring Manager will review, screen, and advance MedCerts student candidates if they meet eligibility requirements and if selected, to interview where opportunities exist, however, placement cannot be guaranteed.

MedCerts, together with BCP Veterinary Pharmacy is committed to creating enhanced career pathways for students seeking quality education in noble Allied Health vocations and is excited for this collaboration to provide training and employment opportunities throughout the United States.

### Agreed and Accepted

**BCP Veterinary Pharmacy**

**Name of Contact:** Emily Williams

**Title:** Senior Administrator

**Signature:** 

**Date:** 06 / 25 / 2021

**MedCerts LLC**

**Name of Contact:** Billie Martin

**Title:** Employer Partnership Representative

**Signature:** 

**Date:** 06 / 24 / 2021

CSL Plasma- San Antonio,  
New Braunsfels, AVE.



May 6, 2021

CSL Plasma- San Antonio  
3524 New Braunfels Ave  
San Antonio, TX 78233

MedCerts  
13955 Farmington Rd.  
Livonia, MI 48153

The purpose of this Letter of Intent between MedCerts and CSL Plasma-San Antonio (New Braunsfels AVE) is to showcase CSL Plasma-San Antonio (New Braunsfels AVE) as a "Preferred Employer" for MedCerts students, and to acknowledge the quality content of MedCerts training programs that provide the skillset for participants to become employed as Allied Health Professionals.

CSL Plasma-San Antonio (New Braunsfels AVE) is interested in graduates who complete MedCerts programs whose training qualifies for positions that CSL Plasma may be filling.

The CSL Plasma-San Antonio (New Braunsfels AVE) Hiring Manager will review, screen, and advance MedCerts student candidates if they meet eligibility requirements. If selected to interview where opportunities exist, however, placement cannot be guaranteed.

MedCerts, together with the CSL Plasma is committed to creating enhanced career pathways for students seeking quality education in noble Allied Health vocations and is excited for this collaboration to provide training and employment opportunities throughout the United States.

**Agreed and Accepted**

**CSL Plasma-San Antonio**

Name: Crystal Morton  
Title: Hiring Manager  
Signature: *Crystal Morton*  
Date: 05 / 11 / 2021

**MEDCERTS LLC**

Name: Billie Martin  
Title: Employer Partner Representative  
Signature: *Billie Martin*  
Date: 05 / 11 / 2021



Vivicare  
Health  
Partners

219 S. Main Street, Suite 201  
Fort Worth, TX 76104  
Phone: 817-265-0900  
Fax: 817-265-0910

July 27, 2018

To Whom it may concern:

Vivicare Health Partners has reviewed the training programs that MedCerts offers for the following National Certifications:

- **CMAA** – Certified Medical Administrative Assistant
- **CBCS** – Certified Billing and Coding Specialist
- **CEHRS** – Certified Electronic Health Records Specialist
- **CPHT** – Certified Pharmacy Technician
- **CPC** – Certified Professional Coder

These credentials are sponsored by The National Healthcare Association, Pharmacy Technician Certification Board and the American Academy of Professional Coders.

The training which MedCerts provides to their students for these certifications is valuable to our healthcare system in the Dallas Fort Worth Metroplex & surrounding areas.

Vivicare Health Partners will be interested in interviewing MedCerts graduates for open job positions throughout our company.

We look forward to interviewing MedCerts graduates.

Sincerely,

Casey Lobato RN  
Director of Patient Care

## Additional Commitments – Employer Support Texas - Statewide

Affiliation Agreements	Employer Partners
DaVita	CVS
Red Cross	Genoa Health Pharmacy
CVS	BCP Vet Pharm
Meijer Pharmacies	CSL Plasma Nacogdoches
WalMart	CSL Plasma New Bruansfel
Safeway	CSL Plasma Lackland
Albertson's	UT Health San Antonio
Kroger	BCP Veterinary Pharm
PharmCare USA	Kroger
Genoa Health Pharmacy	AthruZ Pediatrics
Medical Arts Pharmacy	Medical City Healthcare
Val Verde regionsl Medical Center	
PharmScript	
Medicine Shoppe	
BCP Veterinary Pharmacy	
H.E.B.	
WalGreens	

Letters of Intent								
Site	Address	City	State	Zip	Phone	Contact	Email	Website to apply
CSL Plasma	14004 Nacogdoches Road	San Antonio	TX	78247	210-320-3582	Kamala Brown	<a href="mailto:kamala.brown@cslplasma.com">kamala.brown@cslplasma.com</a>	<a href="https://www.cslplasma.com">https://www.cslplasma.com</a>
CSL Plasma	8725 Marbach Rd, #275	San Antonio	TX	78227	210-675-4521	Angela Mercado	<a href="mailto:Angela.mercado@cslplasma.com">Angela.mercado@cslplasma.com</a>	<a href="https://www.cslplasma.com">https://www.cslplasma.com</a>
CSL Plasma	3524 New Braunfels Ave. STE 112	San Antonio	TX	78223	830-460-6067	Crystal Morton	<a href="mailto:crystal.morton@cslplasma.com">crystal.morton@cslplasma.com</a>	<a href="https://www.cslplasma.com">https://www.cslplasma.com</a>
UT Health SanAntonio	7703 Floyd Curl Dr.	San Antonio	TX	78229	210-567-7000	Crystal Berrellesa	<a href="mailto:berrellesa@uthscsa.edu">berrellesa@uthscsa.edu</a>	<a href="https://uthscsa.referrals.selectminds.com">https://uthscsa.referrals.selectminds.com</a>
Affiliation Agreements								
Site	Address	City	State	Zip	Phone	Experience provide	Expiration Date	EPR
0 AthruZ Pediatrics	1314 E Sonterra Blvd. Ste 5102	San Antonio	TX	78250	210-490-8888	MA externship		Denise
1 Medical City Healthcare	13155 Noel Rd. Ste 2000	Dallas	TX	75240	972-566-7000			



Verbal Agreement as Letter of Intent	
Date:	5/11/2021
Site Name:	CSL Plasma
Address:	14004 Nacogdoches Road
Phone number:	210-320-3582
Contact Name:	Kamala Brown
Contact Email:	kamala.brown@cslplasma.com
Website:	https://www.cslplasma.com
Multiple Locations: <input type="checkbox"/>	National Company: <input checked="" type="checkbox"/> Each Center is independent with hiring
Pathway to Application	Comments
<input checked="" type="checkbox"/> Will accept resumes directly	
<input type="checkbox"/> Application through website only:	Apply through website too
Communication method when student applies: Call <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/>	
Career Path	Comments
<input checked="" type="checkbox"/> Training Available	
<input type="checkbox"/> Certification required	
<input type="checkbox"/> Ladder System	
<input type="checkbox"/> Job Shadowing	
<input type="checkbox"/> Clinical Availability	
Notes/ Next Steps	
<p>Spoke with Kamala. They are very willing to take resumes and want a partnership with us. Explained the LOI and she was very willing. Waiting on her to sign the LOI</p>	

Verbal Agreement as Letter of Intent	
Date:	5/11/2021
Site Name:	CSL Plasma
Address:	8725 <u>Marbach</u> Rd, #275, San Antonio, TX
Phone number:	210-675-4521
Contact Name:	Angela Mercado
Contact Email:	Angela.mercado@csplasma.com
Website:	https://www.csplasma.com
Multiple Locations: <input type="checkbox"/>	National Company: <input checked="" type="checkbox"/> Each Center is independent with hiring
Pathway to Application	Comments
<input checked="" type="checkbox"/> Will accept resumes directly	Have 13 positions to fill currently
<input type="checkbox"/> Application through website only:	Apply through website too
Communication method when student applies: Call <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/>	
Career Path	Comments
<input checked="" type="checkbox"/> Training Available	
<input type="checkbox"/> Certification required	
<input type="checkbox"/> Ladder System	
<input type="checkbox"/> Job Shadowing	
<input type="checkbox"/> Clinical Availability	
Notes/ Next Steps	
They currently have 13 positions to fill and will train. 8 DST R-079789 5 <u>Receptoionist</u> R-080193 Send resumes and let them know when the student has applied.	



# CERTIFICATE PROGRAM PROGRESS REPORT

Student Information	School Information
Full Name: Email Address: Student ID #: Case Manager: Email Address:	MedCerts 13955 Farmington Road Livonia, Michigan 48154  Phone Number: 800-734-1175 Email Address: studentsupport@MedCerts.com MI Prop. School License: 20110026

## ACADEMIC RECORD AND PROGRESS REPORT

School Year:	2021		
Program Title:	Medical Assistant (v20.2) HI-6000		
Program Start Date:	08/23/2021		
Program Completion Date:			
Program Completion	17.89%	Expected Progress	17.28%

Course Title	Scheduled Start Date	Scheduled End Date	Status	Completion Date
CS1011v193 Customer Service Professional level 1 (v19.3)	Aug 23, 2021	Aug 30, 2021	Completed	Aug 27, 2021
HI1014v191 Introduction to Human Anatomy & Medical Terminology (v19.1)	Aug 30, 2021	Oct 11, 2021	In progress	
HI1011v202 Medical Office Procedures & Administration (v20.2) HI1011	Oct 11, 2021	Nov 22, 2021	Not started	
HI6010v202 Clinical Medical Assistant (v20.2) HI6010	Nov 22, 2021	Feb 28, 2022	Not started	
PE-CCMA Certification Practice Exam - CCMA	Feb 28, 2022	Mar 1, 2022	Not started	
Closev191T HI-6000 Program Wrap Up (v21.7)	Mar 1, 2022	Mar 2, 2022	Not started	
PE-CMAA(-) Certification Practice Exam - CMAA (-)	Mar 2, 2022	Mar 3, 2022	Not started	

**NOTES:**

last logged into his/her training on 22-Sep-2021 21:55 (US/Eastern).

# CERTIFICATE PROGRAM PROGRESS REPORT

I do hereby certify and affirm that this is the official progress report and record of \_\_\_\_\_ in the academic studies of 2021 through MedCerts.

MedCerts Student Success Administration

Date: September 24, 2021

## Academic Summary(Quiz/Exam Scores)

**HI6000V202**

Course	Lesson	Title	Grade	Score	Completion Date
CS1011v193	Lesson 1 - Why Customer Service Matters	QUIZ: Customer Service Professional Level 1 - Lesson 1	Passed	93.75%	Aug 23, 2021
CS1011v193	Lesson 2 - What Customers Want	QUIZ: Customer Service Professional Level 1 - Lesson 2	Passed	96.39%	Aug 24, 2021
CS1011v193	Lesson 3 - Essential Customer Service Skills Part 1	QUIZ: Customer Service Professional Level 1 - Lesson 3	Passed	100%	Aug 25, 2021
CS1011v193	Lesson 4 - Essential Customer Service Skills Part 2	QUIZ: Customer Service Professional Level 1 - Lesson 4	Passed	82.36%	Aug 25, 2021
CS1011v193	Lesson 5 - Handling Complaints and Dealing with Angry People	QUIZ: Customer Service Professional Level 1 - Lesson 5	Passed	82%	Aug 26, 2021
CS1011v193	Lesson 6 - Customer Service as a Strategic Marketing Tool & Customer Service Teams	QUIZ: Customer Service Professional Level 1 - Lesson 6	Passed	90%	Aug 27, 2021
HI1014v191	Week 1 - Human Anatomy & Medical Terminology	QUIZ: Lesson 1 - Introduction to Medical Terminology	Passed	100%	Aug 30, 2021
HI1014v191	Week 1 - Human Anatomy & Medical Terminology	QUIZ: Lesson 2 - Intro to Anatomy, Physiology, & Pathology	Passed	86.68%	Sep 2, 2021
HI1014v191	Week 2 - Human Anatomy & Medical Terminology	QUIZ: Lesson 3 - Cells: The Foundation of Life	Passed	93.34%	Sep 6, 2021
HI1014v191	Week 2 - Human Anatomy & Medical Terminology	QUIZ: Lesson 4 - The Human Body	Passed	100%	Sep 8, 2021
HI1014v191	Week 2 - Human Anatomy & Medical Terminology	QUIZ: Lesson 5 - Integumentary System	Passed	93.34%	Sep 9, 2021
HI1014v191	Week 3 - Human Anatomy & Medical Terminology	QUIZ: Lesson 6 - Skeletal System	Passed	86.68%	Sep 13, 2021
HI1014v191	Week 3 - Human Anatomy & Medical Terminology	QUIZ: Lesson 7 - Muscular System	Passed	93.34%	Sep 14, 2021
HI1014v191	Week 3 - Human Anatomy & Medical Terminology	QUIZ: Lesson 8 - Nervous System	Passed	93.34%	Sep 15, 2021
HI1014v191	Week 4 - Human Anatomy & Medical Terminology	QUIZ: Lesson 9 - Special Senses	Passed	93.34%	Sep 16, 2021
HI1014v191	Week 4 - Human Anatomy & Medical Terminology	QUIZ: Lesson 10 - Endocrine System	Passed	100%	Sep 21, 2021
HI1014v191	Week 4 - Human Anatomy & Medical Terminology	QUIZ: Lesson 11 - Cardiovascular System	Passed	100%	Sep 22, 2021
HI1014v191	Week 5 - Human Anatomy & Medical Terminology	QUIZ: Lesson 12 - Blood & Immune Systems	-		
HI1014v191	Week 5 - Human Anatomy & Medical Terminology	QUIZ: Lesson 13 - Respiratory System	-		
HI1014v191	Week 5 - Human Anatomy & Medical Terminology	QUIZ: Lesson 14 - Digestive System	-		
HI1014v191	Week 6 - Human Anatomy & Medical Terminology	QUIZ: Lesson 15 - Urinary System	-		
HI1014v191	Week 6 - Human Anatomy & Medical Terminology	QUIZ: Lesson 16 - Reproductive Systems	-		
HI1014v191	Week 6 - Human Anatomy & Medical Terminology	FINAL EXAM: Human Anatomy & Medical Terminology	-		

# CERTIFICATE PROGRAM PROGRESS REPORT

Course	Lesson	Title	Grade	Score	Completion Date
HI1011v202	Week 1 - Medical Office Procedures & Administration	QUIZ: Lesson 1 - Medical Administrative Assistant	-		
HI1011v202	Week 1 - Medical Office Procedures & Administration	QUIZ: Lesson 2 - The Medical Industry and the Healthcare Team	-		
HI1011v202	Week 1 - Medical Office Procedures & Administration	QUIZ: Lesson 3 - Medicine and the Law	-		
HI1011v202	Week 1 - Medical Office Procedures & Administration	QUIZ: Lesson 4 - HIPAA and HITECH	-		
HI1011v202	Week 2 - Medical Office Procedures & Administration	QUIZ: Lesson 5 - Medical Law and Ethics	-		
HI1011v202	Week 2 - Medical Office Procedures & Administration	QUIZ: Lesson 6 - Communication and Interpersonal Skills	-		
HI1011v202	Week 2 - Medical Office Procedures & Administration	Enter Knowledge Assessment #1 - Medical Office Procedures & Administration	-		
HI1011v202	Week 2 - Medical Office Procedures & Administration	QUIZ: Lesson 7 - Patient Education	-		
HI1011v202	Week 2 - Medical Office Procedures & Administration	QUIZ: Lesson 8 - Written Communication & Managing Correspondence	-		
HI1011v202	Week 3 - Medical Office Procedures & Administration	QUIZ: Lesson 9 - Telephone Techniques and Etiquette	-		
HI1011v202	Week 3 - Medical Office Procedures & Administration	QUIZ: Lesson 10 - Appointment Scheduling	-		
HI1011v202	Week 3 - Medical Office Procedures & Administration	QUIZ: Lesson 11 - Daily Operations in an Ambulatory Care Setting	-		
HI1011v202	Week 3 - Medical Office Procedures & Administration	QUIZ: Lesson 12 - Patient Intake and Processing	-		
HI1011v202	Week 3 - Medical Office Procedures & Administration	Enter Knowledge Assessment #2 - Medical Office Procedures & Administration	-		
HI1011v202	Week 4 - Medical Office Procedures & Administration	QUIZ: Lesson 13 - Technology in the Medical Office	-		
HI1011v202	Week 4 - Medical Office Procedures & Administration	QUIZ: Lesson 14 - Managing Medical Records	-		
HI1011v202	Week 4 - Medical Office Procedures & Administration	QUIZ: Lesson 15 - Health Information Management	-		
HI1011v202	Week 4 - Medical Office Procedures & Administration	QUIZ: Lesson 16 - Health Insurance Basics	-		
HI1011v202	Week 5 - Medical Office Procedures & Administration	QUIZ: Lesson 17 - Basics of Diagnostic Coding	-		
HI1011v202	Week 5 - Medical Office Procedures & Administration	QUIZ: Lesson 18 - The Basics of Procedure Coding	-		
HI1011v202	Week 5 - Medical Office Procedures & Administration	Enter Knowledge Assessment #3 - Medical Office Procedures & Administration	-		
HI1011v202	Week 5 - Medical Office Procedures & Administration	QUIZ: Lesson 19 - Medical Billing and Reimbursement	-		
HI1011v202	Week 5 - Medical Office Procedures & Administration	QUIZ: Lesson 20 - Patient Accounts and Collections	-		
HI1011v202	Week 6 - Medical Office Procedures & Administration	QUIZ: Lesson 21 - Accounting and Bookkeeping	-		
HI1011v202	Week 6 - Medical Office Procedures & Administration	QUIZ: Lesson 22 - Banking Services and Procedures	-		
HI1011v202	Week 6 - Medical Office Procedures & Administration	Enter Knowledge Assessment #4 - Medical Office Procedures & Administration	-		

# CERTIFICATE PROGRAM PROGRESS REPORT

Course	Lesson	Title	Grade	Score	Completion Date
HI6010v202	Week 1 - Medical Assistant	QUIZ: Lesson 1 - Infection Control	-		
HI6010v202	Week 1 - Medical Assistant	QUIZ: Lesson 2 - Communication in the Clinical Setting	-		
HI6010v202	Week 1 - Medical Assistant	QUIZ: Lesson 3 - Patient Education	-		
HI6010v202	Week 2 - Medical Assistant	QUIZ: Lesson 4 - Vital Signs	-		
HI6010v202	Week 2 - Medical Assistant	QUIZ: Lesson 5 - The Clinical Laboratory	-		
HI6010v202	Week 3 - Medical Assistant	QUIZ: Lesson 6 - The Physical Examination	-		
HI6010v202	Week 3 - Medical Assistant	QUIZ: Lesson 7 - Geriatric Assisting	-		
HI6010v202	Week 3 - Medical Assistant	QUIZ: Lesson 8 - Neurology and Mental Health Assisting	-		
HI6010v202	Week 3 - Medical Assistant	Enter Knowledge Assessment #1 - Medical Assistant	-		
HI6010v202	Week 4 - Medical Assistant	QUIZ: Lesson 9 - Ophthalmology and Otolaryngology Assisting	-		
HI6010v202	Week 5 - Medical Assistant	QUIZ: Lesson 10 - Dermatology Assisting	-		
HI6010v202	Week 5 - Medical Assistant	QUIZ: Lesson 11 - Urology and Reproductive Assisting	-		
HI6010v202	Week 5 - Medical Assistant	QUIZ: Lesson 12 - Urinalysis	-		
HI6010v202	Week 5 - Medical Assistant	Enter Knowledge Assessment #2 - Medical Assistant	-		
HI6010v202	Week 6 - Medical Assistant	QUIZ: Lesson 13 - Obstetrics and Gynecology Assisting	-		
HI6010v202	Week 6 - Medical Assistant	QUIZ: Lesson 14 - Pediatric Assisting	-		
HI6010v202	Week 7 - Medical Assistant	QUIZ: Lesson 15 - Microbiology and Immunology	-		
HI6010v202	Week 7 - Medical Assistant	QUIZ: Lesson 16 - Orthopedic Assisting	-		
HI6010v202	Week 8 - Medical Assistant	QUIZ: Lesson 17 - Endocrinology Assisting	-		
HI6010v202	Week 8 - Medical Assistant	QUIZ: Lesson 18 - Nutrition	-		
HI6010v202	Week 8 - Medical Assistant	QUIZ: Lesson 19 - Gastroenterology Assisting	-		
HI6010v202	Week 8 - Medical Assistant	Enter Knowledge Assessment #3 - Medical Assistant	-		
HI6010v202	Week 9 - Medical Assistant	QUIZ: Lesson 20 - Pulmonary Assisting	-		
HI6010v202	Week 9 - Medical Assistant	QUIZ: Lesson 21 - Cardiology Assisting	-		
HI6010v202	Week 10 - Medical Assistant	QUIZ: Lesson 22 - Electrocardiography	-		
HI6010v202	Week 10 - Medical Assistant	QUIZ: Lesson 23 - Pharmacology	-		
HI6010v202	Week 10 - Medical Assistant	QUIZ: Lesson 24 - Math for Pharmacology	-		
HI6010v202	Week 10 - Medical Assistant	Enter Knowledge Assessment #4 - Medical Assistant	-		
HI6010v202	Week 11 - Medical Assistant	QUIZ: Lesson 25 - Medication Administration	-		
HI6010v202	Week 12 - Medical Assistant	QUIZ: Lesson 26 - Phlebotomy and Blood Collection	-		
HI6010v202	Week 12 - Medical Assistant	QUIZ: Lesson 27 - Hematology	-		
HI6010v202	Week 13 - Medical Assistant	QUIZ: Lesson 28 - Surgical Preparation	-		
HI6010v202	Week 13 - Medical Assistant	QUIZ: Lesson 29 - Surgical Procedure Assisting	-		



# CERTIFICATE PROGRAM PROGRESS REPORT

Course	Lesson	Title	Grade	Score	Completion Date
HI6010v202	Week 14 - Medical Assistant	QUIZ: Lesson 30 - Safety and Emergency Procedures	-		
HI6010v202	Week 14 - Medical Assistant	Enter Knowledge Assessment #5 - Medical Assistant	-		
PE-CCMA		Enter CCMA Practice Assessment	-		
	Get to 100%!	Student Experience Feedback	-		

## AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is effective the 1 day of Aug, 2019 by and between **Albertsons Companies, Inc.**, on behalf of itself and its respective subsidiaries (hereinafter, "Albertsons") and the entity identified below (hereinafter, "Institution").

<b>Institution:</b>			
Legal Name:	<u>MedCent</u>		
Mailing Address:	<u>13955 Farmington Rd</u>		
Contact Person:	<u>Timara Williams</u>	Phone:	<u>734-437-7767</u>
Institution's Program:	<u>ASHP/ACPE Pharmacy Tech Professional Rx-3000</u>		

**1. Program:** Albertsons agrees to accept the assignment of certain pharmacy students by Institution (individually, "Student") to retail pharmacies owned and operated by Albertsons for purposes of clinical rotation ("Rotation") as part of Institution's pharmacy education program and as agreed to in each instance by Albertsons. Albertsons shall retain the right at all times to limit the number of students it receives and will determine the dates and locations available for Rotation. Participation in a Rotation is not an offer to the Student of future employment with Albertsons. The retail pharmacies owned and operated by Albertsons are located in Alaska, Arizona, Arkansas, California, Colorado, Delaware, Florida, Hawaii, Idaho, Illinois, Indiana, Louisiana, Maine, Maryland, Massachusetts, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, Oregon, Pennsylvania, Rhode Island, South Dakota, Texas, Utah, Vermont, Virginia, Washington, Washington DC, and Wyoming.

**2. Responsibilities of Institution:**

(a) Institution shall provide to Albertsons the current curriculum, course objectives, and syllabi of Institution's applicable education program, as well as all evaluation and other forms regarding the Rotation including instructions, if necessary, to complete such forms.

(b) Institution shall instruct each Student to attend all educational activities and adhere to applicable policies of Albertsons.

(c) If required by law, Institution shall ensure Student is properly immunized and has had a health examination prior to beginning Rotation at Albertsons.

(d) Institution shall maintain (or shall cause Student in Rotation under this Agreement to maintain) at all times at its sole cost and expense at least the following insurance covering its obligations under this Agreement:

- (i) Commercial General Liability including but not limited to (i) injury to person (ii) damage to property (iii) contractual liability coverage, and (iv) personal and advertising injury liability in an amount not less than \$1,000,000 listing Albertsons Companies, Inc., its affiliates and subsidiaries as additional insured; and
- (ii) Professional Liability coverage for each Student at limits not less than \$1,000,000.

The insurance requirements stated above may be met by a combination of the general liability and excess umbrella policies. All insurance shall be issued by one or more insurance carriers licensed to do business in the state where services are rendered. Upon execution of this Agreement and annually thereafter, Institution shall provide Albertsons with a Certificate of Insurance which shall indicate all insurance coverage required by the provisions and that Albertsons will be provided with notice prior to substantial modification or cancellation of such policy(ies) in accordance with policy provisions.

(c) Subject to Section 4(a) above, in matters in which both Institution and Albertsons are or may be jointly liable or responsible, both parties will jointly defend such Claim and any liability assessed will be apportioned accordingly.

**5. Term and Termination:** The term of this Agreement shall be for one year commencing upon the date first written above and shall automatically renew for successive one year terms unless otherwise terminated as provided herein. Either party may terminate this Agreement at any time, with or without cause, by giving thirty (30) days' prior written notice to the other party.

**6. Student Withdrawal:** Albertsons may direct Institution to withdraw any Student from Rotation whose conduct or work is not, in the sole discretion of Albertsons, in accordance with Albertsons' standards of performance. Demands for the removal of any Student from Rotation shall be made in writing and shall set forth the reasons for such removal. The Institution may, at any time upon notice, withdraw a Student from Rotation whose progress, conduct or work does not meet Institution's standards for continuation in its pharmacy program. Either party may, without prior notice to the other, immediately remove any Student who poses an immediate threat or danger.

**7. Non-Discrimination:** Neither party shall discriminate against any Student on the basis of race, religion, creed, sex, disability, or national origin in the performance of this Agreement.

**8. Independent Contractor:** In no event shall any Student be considered or represent themselves as agents, officers, servants, or employees of Albertsons. In addition, the employees or agents of Albertsons shall not be considered or represent themselves as agent, officers, servants, or employees of Institution. Both parties expressly intend that, with regard to the provisions of this Agreement, said parties shall be independent contractors, and no party hereto shall receive any other benefits besides those expressly provided for herein.

**9. No Exclusion from Federal Programs:** Institution represents and warrants that it, its employees, students, subcontractors and agents:

(a) are not excluded from participation in any federal health care programs, as defined under 42 U.S.C. section 1320a-7; and

(b) to its knowledge there are no pending or threatened governmental investigations that may lead to such exclusion.

Institution will notify Albertsons of any such exclusion or investigation within seven (7) business days of first learning of it. Albertsons shall have the right to immediately terminate this Agreement upon learning of any such exclusion or investigation of Institution.

**10. General:**

(a) Affiliates: The rights and obligations of Albertsons hereunder shall benefit Albertsons affiliates and subsidiaries and may be directly enforced by such affiliates and subsidiaries.

(b) Assignment: Albertsons shall have the unrestricted right to transfer and assign its interest in this Agreement to any entity. Institution may not assign this Agreement, subcontract or delegate its duties without the prior written consent of Albertsons. Institution further covenants and agrees that, during the term of this Agreement, Institution will not change its name, merge into or consolidate with any other corporation or entity, or sell, lease or otherwise dispose of all or a substantial portion of its properties without timely written notice to Albertsons.

(c) Attorneys' Fees: In the event of any claim, dispute, or legal proceeding arising out of or relating to this Agreement, the party prevailing in such dispute shall be entitled to recover all fees and expenses (including, without limitation, costs of investigation, reasonable attorneys' fees and litigation expenses) incurred in connection therewith.

Notwithstanding the foregoing, Institution shall be responsible for providing Albertsons with no less than thirty (30) days' notice of any substantial change or cancellation of Institution's insurance. Such Certificate of Insurance and notices shall be sent to: Albertsons Companies, Inc., Attn: Records Retention Center-COI, 250 E. Parkcenter Blvd., Boise, ID 83706.

(e) Institution shall provide to Student and instruct Student to wear a name tag identifying his/her status with Institution.

### **3. Responsibilities of Albertsons:**

(a) Albertsons shall designate its Pharmacist-in-charge at each location participating in Rotations to function as clinical preceptor for Student. Albertsons' Pharmacist-in-charge shall meet with Student on the first day of Rotation to review: (i) educational objectives for each Student's Rotation; (ii) work schedules and on-call assignments (both shall be under the control of Albertsons' Pharmacist-in-charge); and (iii) Albertsons policies and procedures.

(b) Albertsons' Pharmacist-in-charge shall provide clinical instruction in accordance with applicable law, Institution's Rotation objectives, and the availability of customers and other clinical resources at Albertsons. Clinical assignments may include self-study and library research of clinical topics and assignments shall be consistent with each Student's role pursuant to this Agreement.

(c) Albertsons shall make its best efforts to provide each Student with hands-on clinical experience including the Pharmacist-in-charge's own insights and examples of clinical experience.

(d) Albertsons' Pharmacist-in-charge shall evaluate and maintain individual performance records on each Student. In addition, Albertsons' Pharmacist-in-charge shall provide each Student frequent feedback on his/her clinical and professional performance and formally review each Student's progress at mid-Rotation. Albertsons' Pharmacist-in-charge also will meet with each Student during his/her last week of Rotation and complete and sign all evaluation and other forms provided by Institution. Evaluation of each Student shall be a frank and accurate reflection, as determined by the Pharmacist-in-charge, of each Student's clinical competence. Albertsons shall complete and return all forms to the designated department of Institution.

(e) Albertsons shall have in full force and effect, in amounts consistent with industry standards, comprehensive general liability and professional druggist liability insurance coverage during the term of this Agreement, or as otherwise may be required by the state in which Albertsons is located.

(f) Albertsons shall permit Institution's pharmacy program coordinator(s) to visit Albertsons for purposes of ascertaining that Institution's educational objectives for each Student's Rotation are being met.

### **4. Indemnification:**

(a) Subject to the limitations and conditions of applicable state law, Institution will indemnify, defend and hold Albertsons and its affiliates, directors, associates, agents, and representatives harmless from and against any and all loss, damage, liability or claims (including, without limitation, costs and expense of litigation and reasonable attorneys' fees) (collectively "Claims") arising from, or connected with, Institution's performance under this Agreement, except to the extent such Claims are due to Albertsons' negligence or willful misconduct.

(b) Albertsons will indemnify, defend and hold Institution and its affiliates, directors, associates, agents, and representatives harmless from and against any and all loss, damage, liability or claims (including, without limitation, costs and expense of litigation and reasonable attorneys' fees) arising from, or connected with, Albertsons performance under this Agreement, except to the extent such Claims are due to Institution's negligence or willful misconduct.

(d) Compliance with Laws: Institution will comply with all applicable federal, state and local laws, relating to Institution's performance under this Agreement, including but not limited to, those laws related to payment of employee-related taxes, such as social security, FICA, and workers' compensation and wage and hour laws. Additionally, Institution expressly warrants that it is in compliance with all applicable provisions of the Immigration, Reform and Control Act of 1986 ("IRCA").

(e) Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the state where Rotation occurs without giving effect to such state's choice of law or conflict of law provisions or rules.

(f) Notices: Unless specifically addressed in this Agreement, all notices or other communications shall be deemed to be sufficient if written, delivered in person or electronically, deposited into first class mail, postage prepaid, and addressed to the other party at the address designated below:

If to Albertsons, to: Albertsons Companies, Inc.  
Attn: Pharmacy Recruiting  
3030 Cullerton Drive  
Franklin Park, IL 60131

With copy to:

Albertsons Companies, Inc.  
Attn: Legal Department  
250 Parkcenter Blvd.  
Boise, ID 83706

If to Institution, to:

MedCents  
Attn: Timaka Williams  
13955 Farmington Rd  
Livonia MI 48154

The person and address to which notices are to be given may be changed at any time upon written notice to the other party.

(g) Protected Health Information: The parties, their agents, vendors, officers, and employees acknowledge that they may have or obtain access to confidential protected health information ("PHI"), including but not limited to individually identifiable health information. The parties may use (and Institution shall instruct Student, as a condition of placement at Albertsons, to use) PHI solely to perform their duties and responsibilities under this Agreement and only as provided in this Agreement. They acknowledge and agree that PHI is confidential and shall not be used or disclosed, in whole or in part, except as provided in this Agreement or by law. Specifically, each agrees that it will (and Institution agrees to instruct Student to):

- (1) Not use or further disclose PHI except as permitted in this Agreement or as required by law, and in such case, disclose only the minimum necessary;
- (2) Protect and safeguard from any oral and written disclosure all confidential information, regardless of the types of media on which it is stored, with which the parties may come in contact;
- (3) Use appropriate safeguards to prevent use or disclosure of PHI other than as permitted by this Agreement or as required by law;

- (4) Report to the other any unauthorized use or disclosure immediately upon becoming aware of it and mitigate any harmful effects known to it of a use or disclosure the party makes in violation of this Agreement;
- (5) To the extent allowed by law, indemnify and hold harmless the other from all claims, liabilities, costs, and damages arising out of or in any manner related to the disclosure by it of any PHI or to the breach of any obligation related to PHI;
- (6) Make PHI available to the other in accordance with 45 CFR §164.524;
- (7) Make PHI available for amendment and incorporate any amendments to PHI in accordance with 45 CFR §164.526;
- (8) Provide an accounting of disclosures available in accordance with 45 CFR §164.528;
- (9) Upon termination of this Agreement, return or destroy all PHI, if feasible, received from or created or received by it on behalf of the other which it maintains in any form, and retain no copies of such information. If such return or destruction is not feasible, it will extend the precautions of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and
- (10) Comply with all applicable laws and regulations, specifically including but not limited to the privacy and security standards of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as may be amended.

Each recognizes that any breach of confidentiality or misuse of information may result in the termination of this Agreement and/or legal action. Unauthorized disclosure may cause irreparable injury to the patient or to the owner of such information and, accordingly, the patient or the owner of such information may pursue legal remedies against it.

Except as otherwise limited in this Agreement, each may use or disclose PHI to perform the functions, activities, and services for, or on behalf of, the other as specified in this Agreement, provided that such use or disclosure would not violate HIPAA if done by the other.

When and to the extent required to do so, each party will post its Privacy Notice on its website or otherwise make such Notice available to the other.

The parties agree that in the context of the arrangement contemplated in this Agreement, Institution does not stand in a business associate relationship with Albertsons, as the term “business associate” is defined under HIPAA. No business associate relationship is established pursuant to this Agreement because Institution performs no actions or activities on behalf of Albertsons. Institution’s faculty health care providers do not appear on-site to provide services on behalf of Albertsons which involve PHI. Access to PHI by Institution’s agents, if any, is limited to those disclosures that are incidental to Institution’s permitted use and disclosures for the training of students. Institution is permitted under HIPAA to provide access to PHI for training of students and part of its health care operations.

**(h) Observation of Rules:** At all times while upon the premises of Albertsons, Institution’s employees and Student will observe all rules which Albertsons may reasonably prescribe.

**(i) Permits and Licensing:** Institution shall obtain and maintain, at its sole cost and expense, all permits and licenses required for its pharmacy education program.

**(j) Survival:** All covenants, conditions, warranties, obligations and indemnifications contained in this Agreement which may involve performance subsequent to any termination of this Agreement, or which cannot be ascertained or fully performed until after termination of this Agreement, shall survive.

(k) Use of Name: Institution will not reference Albertsons in any press releases, advertisements, trade shows, posters, reference lists, or similar public announcements, without Albertsons' written permission. The preceding sentence shall not prevent Institution from listing Albertsons as a client in its standard published client list or otherwise making reference to Albertsons in any of Institution's public filings with the Securities and Exchange Commission.

(l) Entire Agreement: This Agreement constitutes the entire agreement between the parties hereto. This Agreement supersedes any and all prior agreements, discussions, negotiations, arrangements, or understandings, whether written, oral or implied, with respect to the subject matter of this Agreement for the locations where Rotations are taking place. This Agreement may not be modified or amended without the prior written consent of each party.

(m) Counterparts and Imaging. This Agreement may be executed in counterparts, each of which shall be deemed original, but all of which taken together shall constitute one and the same instrument. The electronic transmission (via fax or email) of any signed original counterpart of this Agreement shall be the same as delivery of an original and shall be admissible as evidence of this Agreement. At the request of either party, the parties hereto will confirm electronically transmitted signatures by signing an original document for delivery between them.

(n) Third Party Beneficiary: This Agreement shall be construed to the benefit of the parties only and shall not be construed to the benefit of any third party, including but not limited to any Student.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the date indicated above.

**Institution:**

MedCents

By: Timaka Williams

[Name] Timaka Williams  
[Title] Program Director

By:

[Name] Jason Frost  
[Title] Externship Coordinator

**Albertsons:**

Albertsons Companies, Inc.  
a Delaware corporation

By: Chris Trascher

Chris Trascher  
Group Director, Pharmacy Human Resources

## STUDENT TRAINING AGREEMENT

This **Student Training Agreement** (“Agreement”) is made and entered into by and between **MedCerts LLC** (“Sponsoring Institution”) and **DaVita Dialysis Contracting, LLC** on its own behalf and on behalf of and for the benefit of the following other affiliates of DaVita Inc.: as shown on Exhibit A hereto (together with DaVita Dialysis Contracting, LLC, collectively, “the Company.”)

**WHEREAS**, Sponsoring Institution offers to enrolled students a degree program in the field of Medical Assisting (“Program”); and

**WHEREAS**, Sponsoring Institution conducts and maintains a Program into which it admits properly qualified individuals for training (“Students”); and

**WHEREAS**, Company operates free-standing outpatient dialysis facilities, which are outlined on Exhibit “A” (each individually referred to as a “Facility”, or collectively referred to as “Facilities”);

**WHEREAS**, it is expressly agreed by the parties that wherever “Company” is used in this Agreement, its legal entity, as set forth on Exhibit “A”, is solely with respect to the Facility which the legal entity owns and operates; and

**WHEREAS**, Company conducts, maintains, and carries on a health-related activity and is willing to provide clinical training and/or observation to Students of Sponsoring Institution, so long as such training does not interfere with Facilities’ obligations to patients and so long as Company has the staffing capability and capacity to provide such training at the time; and

**WHEREAS**, the parties desire to establish their respective rights, responsibilities, and obligations in the Program.

**NOW, THEREFORE**, in consideration of the agreements herein contained, it is hereby mutually agreed between Sponsoring Institution and Company as follows:

### **1. RESPONSIBILITIES OF SPONSORING INSTITUTION:**

Sponsoring Institution will perform the following acts, duties, and services:

a. Sponsoring Institution will assign Students who have successfully completed appropriate classroom education and clinical training experience as Program internship participants to a chosen Facility.

b. Either Sponsoring Institution will provide workers’ compensation or other liability insurance as may be required for Students, or Students will be responsible for providing for their own health insurance. Sponsoring Institution will advise Company of the arrangement and Sponsoring Institution or Students will provide Company with evidence of the requested insurance.

c. On or before commencement of the Initial Term of this Agreement, Sponsoring Institution will designate a representative to work with Facilities' representatives to coordinate the administrative and academic aspects of the Program internship. Sponsoring Institution will not assign any faculty member to Facilities in connection with the operation of the Program internship who is not appropriately licensed or certified, and will keep evidence of the licensure or certification of all assigned faculty on file with each Facility at all times.

d. Sponsoring Institution will inform each Student that he or she is responsible for:

(i) respecting the confidentiality of Company's or Facility's patients and Facility's patient records (and enabling Facility's compliance with) the requirements of regulations at 45 Code of Federal Regulations ("C.F.R.") Parts 160 and 164, subparts A and E (the "Privacy Rule") and 45 C.F.R. Part 164, subparts A and C (the "Security Rule") for the Administrative Simplification provisions of Title II, Subtitle F of the Health Insurance Portability and Accountability Act of 1996, as amended by any other statute, rule and/or regulation, including Division A, Title XIII of the American Recovery and Reinvestment Act of 2009 (Pub. L. No., 111-5), otherwise known as the Health Information Technology for Economic and Clinical Health Act ("HITECH") (collectively "HIPAA");

(ii) complying with all applicable rules, regulations, policies, and procedures of Company;

(iii) complying with all state laws and regulations regarding the scope of practice of student interns, including refraining from any unsupervised work normally performed by employees of the Facility;

(iv) wearing appropriate Facility attire;;

(v) complying with all policies concerning universal precautions, including wearing personal protective equipment;

(vi) paying all applicable expenses, including, without limitation, meals, laundering of uniforms, medical expenses, transportation, and books;

(vii) providing Company with records of each Student's physical examinations, immunization statuses, and other medical tests as requested by Company and consistent with Company's policies;

(viii) obtaining written permission from Company and Sponsoring Institution before publishing any material related to the Program experience; and

(ix) providing Company with any information it needs, including, without limitation, signing all requisite forms, to allow Company to conduct a background check on the Student (the background check will not include a report on the Student's credit capacity or credit history) and a drug test;

e. Sponsoring Institution will obtain, upon request of Company, any authorization from Students necessary for the release of confidential records, including, without limitation, Students' medical records and educational records.

f. Sponsoring Institution shall advise Students that they are not to receive wages during this Program internship, that they are not deemed employees of Company, that they will not be performing any vocational training duties unsupervised, that they are not covered by Company's workers' compensation insurance in case of injury, and that they should have no expectation of employment upon the conclusion of the Program internship.

g. Sponsoring Institution shall remove any Student from participation in the Program internship upon Company's request for any reason deemed reasonable and sufficient by Company or Facility, in its sole discretion, provided that Company or Facility will exercise said removal rights in a nondiscriminatory manner.

h. Sponsoring Institution shall be responsible for maintaining all records and reports concerning or in any way related to the participation of all Students in the Program internship and the Program. At no time shall the protected health information (as defined at 45 C.F.R. § 160.103) ("PHI") of any of Facility's patients appear in these records or reports, or in any other communication (written or oral) to the Sponsoring Institution by either Facility or any Student. **Should the Sponsoring Institution require access to any Facility PHI for any legitimate business or educational use under this Agreement, the Sponsoring Institution shall execute a Business Associate Agreement with Facility PRIOR to receiving the PHI.**

i. Sponsoring Institution shall require each Student to sign a Statement of Responsibility in the form attached hereto as Exhibit B, and a Confidential Information Agreement in the form attached hereto as Exhibit C.

## **2. RESPONSIBILITIES OF FACILITIES:**

Each Facility, acting by and through its Facility Administrator, will perform the following acts, duties, and services:

a. Facility will designate an employee who will act as a liaison between it and Sponsoring Institution, as well as employees who will supervise the vocational training of the Student(s) on site.

b. Facility will provide Student(s) and faculty with an orientation to Facility. The orientation shall include, but will not be limited to, instructions concerning Facility's rules, regulations, policies, procedures, universal precautions, and confidentiality.

c. Facility shall provide Student(s) with a structured vocational training internship consistent with the Student's Program and supervision commensurate with the Program internship. Facility shall also provide personnel and related resources to implement the internship.

d. Facility shall permit Student(s) to use equipment at Facility, under employee supervision, as Facility determines appropriate, and Facility shall provide Students with access to its break room.

e. Facility shall provide, or be responsible for providing, at Students' expense, emergency medical care for any Student as may be necessary for any illness or injury arising from any activity the Student was engaged in as part of the Program internship. The Student or Sponsoring Institution is responsible for paying the Student's medical expenses. Nothing in this Agreement shall be construed as an assumption of liability by Company or Facility for any injury suffered by a Student during his or her experience at Facility.

f. Company and Facility retain the right to request removal of any Student from participation in the Program internship who, for any reason deemed sufficient by Company or Facility, in its sole discretion, is not complying with the terms and conditions of this Agreement or Facility's policies and procedures; is disruptive; is behaving in a manner detrimental to the Facility and/or Facility's patients, including drug or alcohol use; or is not participating in the Program internship at a level which will permit the Student to achieve the benefits of his/her experience; provided; however, that Company or Facility exercises said privilege in a nondiscriminatory manner.

g. Facility shall provide Sponsoring Institution with periodic reports, in the format requested by Sponsoring Institution, concerning the progress of Student(s). However, Sponsoring Institution shall at all times remain solely responsible for the evaluation and grading of Student(s).

h. Sponsoring Institution acknowledges that Facility is not responsible for the design or implementation of the Program internship but is merely affording Students an opportunity to secure an observational and/or clinical training experience in a setting different from that maintained by Sponsoring Institution.

### **3. MUTUAL RESPONSIBILITIES:**

Sponsoring Institution and Facilities, in cooperation and collaboration with each other, agree as follows:

a. The parties agree to meet, at reasonably noticed and scheduled meetings, to plan and implement the learning experiences of Students.

b. Both parties shall agree on the period of time for each Student's experience prior to the beginning of the Program internship.

c. Both parties shall agree on the number of Students, necessary qualifications, and experience for the Program internship participants subject to space, time, and needs limitations.

### **4. CONFIDENTIALITY:**

Sponsoring Institution and its agents, students, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information, by law, of Company, Facility and/or its patients, and not disclose or reveal any confidential information to

any third party without the express prior written consent of Company or Facility. Sponsoring Institution shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Company or Facility.

Sponsoring Institution, and its agents, students, faculty, representatives, and employees, and Company, Facility, and its agents and employees, mutually agree to comply with the relevant provisions of HIPAA. Both parties acknowledge and agree that, from time to time, HIPAA may require modification to this Agreement for compliance purposes. Both parties further acknowledge and agree to comply with requests by either party related to HIPAA.

Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Company and Facility with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to Sponsoring Institution. Sponsoring Institution acknowledges and recognizes that the unauthorized disclosure of confidential information, Protected Health Information (“PHI”), as defined by HIPAA, or the terms of this Agreement, unless specifically required by federal, state, or other law, shall be a material breach and Company or Facility may seek immediate injunctive relief and elect to institute and prosecute proceedings in any court of competent jurisdiction, either in law or equity, to enforce specific performance of Sponsoring Institution, to enjoin any threatened or actual breach of this Agreement by Sponsoring Institution, its agents, students, faculty, representatives, and employees, as appropriate, and/or to recover any damages resulting from the breach hereof and recover reasonable attorneys' fees and costs of prosecuting any such action.

## **5. TERM AND TERMINATION:**

a. This Agreement shall be for an initial term of one (1) year commencing on the last date of execution by the parties as indicated on the signature page to the Agreement (“Initial Term”), and will thereafter automatically renew for one (1) year successive terms (each renewal included with the Initial Term collectively referred to as the “Term”), unless terminated sooner by either party in accordance with this Agreement.

b. This Agreement may be terminated by either party, with or without cause, following thirty (30) days advance written notice by certified, registered mail to the other party. No termination shall be effective until the completion of the Program internship by those Students participating in the Program internship at the time the notice is given, unless Facility, in its absolute and sole discretion, discovers that the performance of this Agreement exposes Facility’s patients and/or employees to harm or potential harm.

## **6. INDEMNIFICATION:**

To the extent permitted by law, each party agrees to indemnify and hold harmless the other party for and on account of any and all claims, liabilities, causes of action, damages, suits, judgments, and expenses, including, without limitation, reasonable attorneys’ fees, arising out of, related to, or in any way connected with the negligent, reckless, or intentional acts or omissions of the indemnifying party, its faculty, employees, officers, or Students while in the conduct of the Program internship.

**7. NO REMUNERATION:**

No pay or remuneration will be given to either party for participation in the Program internship under this Agreement.

**8. COMPLIANCE:**

Sponsoring Institution and Company agree and certify that this Agreement is not intended to generate referrals for services or supplies for which payment may be made in whole or in part under any federal health care program. Sponsoring Institution and Company will comply with statutes, rules, and regulations as promulgated by federal and state regulatory agencies or legislative authorities having jurisdiction over the parties.

**9. INSURANCE:**

a. Sponsoring Institution's Insurance Requirements. During the term of this Agreement, Sponsoring Institution hereby agrees to maintain with commercial carriers or maintain through a self-funded insurance program, as applicable, at all times and at Sponsoring Institution's own expense (i) General and Professional Liability insurance with a minimum annual coverage limitation of One Million Dollars (\$1,000,000) per occurrence and Three Million dollars in the annual aggregate (\$3,000,000), naming Company as an additional insured to the General Liability policy; (ii) Statutory Workers' Compensation insurance, other personal injury insurance for Students, or Students will be responsible for providing for their own health insurance; and (iii) Automobile Liability insurance with coverage of One Million Dollars (\$1,000,000) per occurrence.

b. Company's Insurance Requirements. During the term of this Agreement, Company hereby agrees to maintain with commercial carriers or maintain through a self-funded insurance program, as applicable, at all times and at Company's own expense (i) General and Professional Liability insurance with a minimum annual coverage limitation of One Million Dollars (\$1,000,000) per occurrence and Three Million dollars in the annual aggregate (\$3,000,000); and (ii) Statutory Workers' Compensation insurance and unemployment insurance covering all employees, in accordance with applicable state statutory limits for workers' compensation.

c. Certificates of Insurance. Company and Sponsoring Institution shall provide upon execution of this Agreement hereunder or at any time upon request, certificates of insurance or other documents in the case of a self-insured programs evidencing the coverage required hereby, and shall notify the other party immediately (within at least 30 days) of the cancellation, termination, or non-renewal of, or material change in, such insurance coverage. Company and Sponsoring Institution's coverage may be carried through a self-funded insurance program(s).

**10. GENERAL PROVISIONS:**

a. Status of Parties. The parties agree that the staff and Students of Sponsoring Institution participating in the Program internship are independent contractors, and, as such, are not the employees or agents of Company or Facility and are not entitled to any benefits from Company, including, but not limited to, workers' compensation, unemployment compensation, medical treatment (except as hereinabove provided), insurance, or any other benefits provided by

Company to its employees, except as specifically required by law, and, in such case, only to the extent and for the purposes so required. Sponsoring Institution shall be liable for its own debts, obligations, acts, and omissions, including, without limitation, the payment of all required withholding, social security, and other taxes or benefits. In no event shall this Agreement be construed as establishing a partnership, joint venture, joint employment, or similar relationship between the parties hereto.

b. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof, and all prior discussions, understandings, negotiations, and representations concerning the subject matter of this Agreement not expressly set forth herein are void and of no force or effect whatsoever.

c. Captions. The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

d. No Waiver. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

e. Notices. Any notice or communication required or permitted to be sent to the parties shall be in writing and shall be deemed to have been sufficiently and effectively given if mailed by certified or registered mail, return receipt requested, addressed to:

If to Company: DaVita Dialysis Contracting, LLC  
c/o DaVita Inc.  
2000 16<sup>th</sup> Street, 12<sup>th</sup> Floor  
Denver, Colorado 80202  
Attention: Group General Counsel-Operations

With copies to: DaVita Inc.  
2000 16<sup>th</sup> Street, 12<sup>th</sup> Floor  
Denver, Colorado 80202  
Attention: General Counsel

And See Attached Facility List  
c/o DaVita Inc.  
Attention: Facility Administrator

If to Sponsoring Institution: MedCerts LLC  
13955 Farmington Rd.  
Livonia, MI 48154  
Attention: Campus President

f. Governing Law. This Agreement shall be governed and interpreted according to the laws of the State where the DaVita facility is located, without regard to the conflicts of laws principles thereof.

g. Severability. Should any portion of this Agreement be declared invalid by a court of competent jurisdiction, then, and in that event, it is the intention of the parties that the remainder of said Agreement shall remain in full force and effect.

h. Nonexclusive Agreement. This Agreement is nonexclusive. Either party reserves the right to participate in other clinical training programs.

i. Nondiscrimination. Neither the Sponsoring Institution nor the Company will discriminate against any person because of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, veteran status, Vietnam-era veteran status, or any other protected class status.

j. Assignment. Neither party may assign this Agreement to any party or entity without the prior written consent of the other party. This Agreement inures solely to the benefit of the parties hereto and any permitted assigns, and does not, and will not, be construed to create any third-party rights, including, without limitation, any third-party beneficiary rights to Students. Notwithstanding the foregoing, Company may assign this Agreement to any of its affiliates or subsidiaries without the consent of Sponsoring Institution. This Agreement will be binding upon and inure to the benefit of the successors, permitted assigns, heirs, and representatives of Company. Any attempted assignment of this Agreement in violation of the provisions of this section is void.

k. Amendment. This Agreement shall not be amended or modified, except by an instrument in writing duly executed by the parties hereto.

l. Name or Logo. Neither party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other's prior written approval, which approval shall not be unreasonably withheld.

m. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Copies of signatures sent by facsimile transmission will be deemed to be originals.

n. Approval by DaVita Inc. ("DaVita") as to Form. The parties acknowledge and agree that this Agreement shall take effect and be legally binding upon the parties only upon full execution hereof by the parties and upon approval by DaVita as to the form of hereof.

**[Signatures appear on the following page.]**

**IN WITNESS WHEREOF**, the parties hereto have signed and delivered this Agreement as of the date indicated next to their signature below to be effective as set forth in paragraph 5 of this Agreement. Additionally, Company's signature below shall be recognized as that legal entity individually signing solely with respect to each Facility it owns and operates as set forth on Exhibit "A".

**Sponsoring Institution: MedCerts LLC**

**Company: DaVita Dialysis Contracting, LLC**

DocuSigned by:  
*Kelly L. Hover*

DocuSigned by:  
*Erica Edwards*

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By: Kelly Hover  
Its: Executive Vice President of Operations  
Date: January 12, 2021  
Email: [khover@medcerts.com](mailto:khover@medcerts.com)

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By: Erica Edwards  
Its: VP of People Services  
Date: January 16, 2021

**Approved as to Form for DaVita Inc.:**

DocuSigned by:  
*Kelly Temes*

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By: Kelly Temes  
Its: Manager-Corporate Counsel

**EXHIBIT A****FACILITIES**

<b>Facility No</b>	<b>Facility Name (Common)</b>	<b>Street1</b>	<b>Street2</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Legal Entity (LE)</b>
423	SAPULPA DIALYSIS	9647 RIDGEVIEW ST		TULSA	OK	74131-6205	Tulsa Dialysis, LLC
885	TULSA DIALYSIS CENTER	5636 E SKELLY DR		TULSA	OK	74135-6473	Renal Treatment Centers - West, Inc.
886	BROKEN ARROW DIALYSIS CENTER	1710 N 9TH ST		BROKEN ARROW	OK	74012-8283	Southlake Dialysis, LLC
887	CLAREMORE DIALYSIS CENTER	202 E BLUE STARR DR		CLAREMORE	OK	74017-4223	Renal Treatment Centers - West, Inc.
970	SOUTHERN DIAMOND REGION 01 OFFICE	10921 E 81ST ST		TULSA	OK	74133-4227	Renal Treatment Centers - West, Inc.
971	CENTRAL TULSA DIALYSIS CENTER	1124 S SAINT LOUIS AVE		TULSA	OK	74120-5413	Renal Treatment Centers - West, Inc.
972	OKMULGEE DIALYSIS CENTER	201 S DELAWARE AVE		OKMULGEE	OK	74447-5528	Renal Treatment Centers - West, Inc.
975	TRI-STATE DIALYSIS	2510 N MAIN ST		MIAMI	OK	74354-1602	Renal Treatment Centers - West, Inc.
978	CENTRAL TULSA DIALYSIS CENTER PD	1124 S SAINT LOUIS AVE		TULSA	OK	74120-5413	Renal Treatment Centers - West, Inc.
2029	SOUTHCREST DIALYSIS	10921 E 81ST ST		TULSA	OK	74133-4227	Southcrest Dialysis, LLC
2037	GREENWOOD DIALYSIS CENTER	1345 N LANSING AVE		TULSA	OK	74106-5911	Greenwood Dialysis, LLC

2135	SAND SPRINGS-OK			SAND SPRINGS	OK	74063	Total Renal Care, Inc.
2488	OWASSO DIALYSIS	9521 N OWASSO EXPY		OWASSO	OK	74055-5414	Owasso Dialysis, LLC
3014	PRYOR DIALYSIS	309 E GRAHAM AVE		PRYOR	OK	74361-2434	Wylar Dialysis, LLC
5165	GROVE DIALYSIS	1111 NEO LOOP		GROVE	OK	74344-6046	Total Renal Care, Inc.
5335	BERKSHIRE HOME TRAINING PD	4800 W SAN ANTONIO ST	STE 201	BROKEN ARROW	OK	74012-6127	Bliss Dialysis, LLC
5801	BERKSHIRE HT AT HOME	4800 W SAN ANTONIO ST	STE 201	BROKEN ARROW	OK	74012-6127	Bliss Dialysis, LLC
6148	TULSA AT HOME	5636 E SKELLY DR		TULSA	OK	74135-6473	Renal Treatment Centers - West, Inc.
11159	WAGONER DIALYSIS	402 S WALL ST		WAGONER	OK	74467-5003	Shade Dialysis, LLC
11249	DT4 DIALYSIS	4800 W SAN ANTONIO ST	STE 103	BROKEN ARROW	OK	74012-6127	Total Renal Care, Inc.
11581	BIXBY-OK			BIXBY	OK	74008	Total Renal Care, Inc.

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
888	TAHLEQUAH DIALYSIS CENTER	1373 E BOONE ST		TAHLEQUAH	OK	74464-3364	9184310665
974	MUSKOGEE COMMUNITY DIALYSIS CENTER	2316 W SHAWNEE ST		MUSKOGEE	OK	74401-2228	9186870016
977	STILWELL DIALYSIS CENTER	81143 HWY 59		STILWELL	OK	74960-1641	9186965072
1941	FAYETTEVILLE DIALYSIS	509 E MILLSAP RD	STE 111	FAYETTEVILLE	AR	72703-4862	4794436688
1942	BENTONVILLE DIALYSIS	1104 SE 30TH ST		BENTONVILLE	AR	72712-4290	4796576220
1943	SILAM SPRINGS DIALYSIS	500 S MOUNT OLIVE ST	STE 107	SILAM SPRINGS	AR	72761-3602	4795240104
1944	SPRINGDALE DIALYSIS	2070 MCKENZIE RD	STE B	SPRINGDALE	AR	72762-0870	4799271957
3942	MC ALESTER ACUTES	1 CLARK BASS BLVD		MCALESTER	OK	74501-4201	9184261800

4272	SOUTHERN DIAMOND REGION 02 OFFICE	3121 W 2ND CT		RUSSELLVILLE	AR	72801- 4504	4799684687
5002	REDBIRD SMITH DIALYSIS	305 S J T STITES ST		SALLISAW	OK	74955- 9302	9182350290
5130	ROGERS DIALYSIS	101 N 37TH ST		ROGERS	AR	72756- 0301	4798996868
6389	TAHLEQUAH AT HOME	1373 E BOONE ST		TAHLEQUAH	OK	74464- 3364	9184310665
9608	BENTONVILLE AT HOME	1104 SE 30TH ST		BENTONVILLE	AR	72712- 4290	4796576220
12081	MCALESTER DIALYSIS	2 E CLARK BASS BLVD	STE 101	MCALESTER	OK	74501- 4210	9184237501
12082	MCINTOSH COUNTY DIALYSIS	480 EUNICE BURNS RD		EUFAULA	OK	74432- 4000	9186897919

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
889	ALTUS DIALYSIS CENTER	205 S PARK LN	STE 130	ALTUS	OK	73521- 5756	100056 Renal Treatment Centers - West, Inc.
890	DUNCAN DIALYSIS CENTER	2845 W ELK AVE	BLDG 400	DUNCAN	OK	73533- 1981	100056 Renal Treatment Centers - West, Inc.
891	NORMAN DIALYSIS CENTER	1818 W LINDSEY ST	STE B104	NORMAN	OK	73069- 4184	100056 Renal Treatment Centers - West, Inc.
896	ELK CITY DIALYSIS CENTER	1601 W 2ND ST		ELK CITY	OK	73644- 4427	100056 Renal Treatment Centers - West, Inc.
897	NORTHWEST BETHANY DIALYSIS CENTER	7800 NW 23RD ST	STE A	BETHANY	OK	73008- 4948	100056 Renal Treatment Centers - West, Inc.
1511	CLINTON DIALYSIS CENTER	150 S 31ST ST		CLINTON	OK	73601- 9118	100056 Renal Treatment

							Centers - West, Inc.
2080	CHICKASHA DIALYSIS	228 S 29TH ST		CHICKASHA	OK	73018-2502	100056 Renal Treatment Centers - West, Inc.
2085	LAKE HEFNER DIALYSIS	6917 N MAY AVE		OKLAHOMA CITY	OK	73116-3238	100056 Renal Treatment Centers - West, Inc.
2233	ANADARKO DIALYSIS CENTER	414 SE 11TH ST		ANADARKO	OK	73005-4442	100056 Renal Treatment Centers - West, Inc.
2930	SOUTHERN DIAMOND REGION 03 OFFICE	7806 NW 23RD ST		BETHANY	OK	73008-4948	100302 DVA Renal Healthcare, Inc.
5088	YUKON DIALYSIS	12801 NW 10TH ST	STE 400	YUKON	OK	73099-4179	100101 Total Renal Care, Inc.
5730	SOONER DIALYSIS	1561 N PORTER AVE		NORMAN	OK	73071-6621	100101 Total Renal Care, Inc.
5880	SOONER AT HOME	1561 N PORTER AVE		NORMAN	OK	73071-6621	Total Renal Care, Inc.
6192	ANADARKO AT HOME	412 SE 11TH ST		ANADARKO	OK	73005-4442	Renal Treatment Centers - West, Inc.
11016	LAWTON DIALYSIS	1110 SW B AVE		LAWTON	OK	73501-4229	Andrews Dialysis, LLC
11093	MOORE DIALYSIS	620 S SANTA FE AVE	STE C	MOORE	OK	73160-2476	Stockton Dialysis, LLC
11293	PAULS VALLEY DIALYSIS	2410 W GRANT AVE		PAULS VALLEY	OK	73075-9229	Total Renal Care, Inc.

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
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738	SOUTHERN DIAMOND REGION 04 OFFICE	7806 NW 23RD STREET		BETHANY	OK	73008- 4948	Total Renal Care, Inc.
893	SHAWNEE DIALYSIS CENTER	4409 N KICKAPOO AVE	STE 113	SHAWNEE	OK	74804- 1224	Renal Treatment Centers - West, Inc.
895	STILLWATER DIALYSIS CENTER	406 E HALL OF FAME AVE	STE 300	STILLWATER	OK	74075- 5447	Renal Treatment Centers - West, Inc.
899	EDMOND DIALYSIS CENTER	50 S BAUMANN AVE		EDMOND	OK	73034- 5676	Renal Treatment Centers - West, Inc.
955	MIDWEST CITY DIALYSIS CENTER	7221 E RENO AVE		MIDWEST CITY	OK	73110- 4474	Renal Treatment Centers - West, Inc.
1206	South Oklahoma Acutes	2617 CROSSROADS DR		ARDMORE	OK	73401- 2574	Total Renal Care, Inc.
2081	CINEMA DIALYSIS	3909 S WESTERN AVE		OKLAHOMA CITY	OK	73109- 3405	Renal Life Link, Inc.
3015	OKLAHOMA CITY SOUTH DIALYSIS	319 SW 59TH ST		OKLAHOMA CITY	OK	73109- 8301	DVA Healthcare Renal Care, Inc.
3201	HEARTLAND DIALYSIS	925 NE 8TH ST		OKLAHOMA CITY	OK	73104- 5800	DVA Renal Healthcare, Inc.
4247	ARDMORE DIALYSIS RANCH	2617 CROSSROADS DR		ARDMORE	OK	73401- 2574	Jacinto Dialysis, LLC
4248	DIALYSIS COTTAGE	1902 HOSPITAL BLVD	STE D	GAINESVILLE	TX	76240- 2008	Higbee Dialysis, LLC
4366	ROSE ROCK DIALYSIS	9913 E RENO AVE		MIDWEST CITY	OK	73130- 3505	Total Renal Care, Inc.
5101	MID-DEL HOME TRAINING PD	9230 E RENO AVE	STE A	MIDWEST CITY	OK	73130- 3337	Bottle Dialysis, LLC
5314	HEARTLAND II			OKLAHOMA CITY	OK	73104	Total Renal Care, Inc.
5731	CLEVELAND PD	1059 SE 82ND ST		OKLAHOMA CITY	OK	73149- 2999	Rusk Dialysis, LLC

5826	ARDMORE RANCH AT HOME	2617 CROSSROADS DR		ARDMORE	OK	73401- 2574	Jacinto Dialysis, LLC
6276	HEARTLAND AT HOME	925 NE 8TH ST		OKLAHOMA CITY	OK	73104- 5800	DVA Renal Healthcare, Inc.
11105	SHAWNEE PERITONEAL DIALYSIS	2810 N KICKAPOO ST		SHAWNEE	OK	74804- 1798	Alexandria Dialysis, LLC
11245	GARFIELD COUNTY DIALYSIS	204 S VAN BUREN ST	STE A	ENID	OK	73703- 5812	Macab Dialysis LLC
11261	ADA-OK			ADA	OK	74820	Total Renal Care, Inc.

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2347	MENA DIALYSIS CENTER	1200 CRESTWOOD CIR		MENA	AR	71953- 5516	Mena Dialysis Center, LLC
2669	RUSSELLVILLE ACUTES	1808 W MAIN ST	ATTN: DAVITA DIALYSIS UNIT	RUSSELLVILLE	AR	72801- 2724	Renal Treatment Centers - Southeast, LP
2670	EL DORADO ACUTES	700 W GROVE ST	DAVITA DIALYSIS	EL DORADO	AR	71730- 4416	Renal Treatment Centers - Southeast, LP
2733	SOUTHERN DIAMOND REGION 05 OFFICE	3121 W 2ND CT		RUSSELLVILLE	AR	72801- 4504	Renal Treatment Centers - Southeast, LP
4237	OUACHITA DIALYSIS	1900 MALVERN AVE	STE 102	HOT SPRINGS	AR	71901- 7776	Renal Treatment Centers - Southeast, LP
4238	HOT SPRINGS DIALYSIS	115 WRIGHTS ST	STE A	HOT SPRINGS	AR	71913- 6240	Renal Treatment Centers - Southeast, LP
4239	SOUTH ARKANSAS DIALYSIS	620 W GROVE ST		EL DORADO	AR	71730- 4462	Renal Treatment

							Centers - Southeast, LP
4240	OUACHITA VALLEY DIALYSIS	1114 WASHINGTON ST NW		CAMDEN	AR	71701-3827	Renal Treatment Centers - Southeast, LP
4241	DEGRAY DIALYSIS	312 PROFESSIONAL PARK DR	STE H	ARKADELPHIA	AR	71923-5355	Renal Treatment Centers - Southeast, LP
4242	RIVER VALLEY DIALYSIS	3121 W 2ND CT		RUSSELLVILLE	AR	72801-4504	Renal Treatment Centers - Southeast, LP
4243	ASHLEY DIALYSIS	1019 FRED LAGRONE DR		CROSSETT	AR	71635-4546	Renal Treatment Centers - Southeast, LP
4244	MALVERN DIALYSIS	1590 TANNER ST		ROCKPORT	AR	72104-2023	Renal Treatment Centers - Southeast, LP
4245	BRADLEY COUNTY DIALYSIS	204 BRAGG ST		WARREN	AR	71671-2500	Renal Treatment Centers - Southeast, LP
5822	HOT SPRINGS AT HOME	115 WRIGHTS ST	STE A	HOT SPRINGS	AR	71913-6240	Renal Treatment Centers - Southeast, LP
5823	SOUTH ARKANSAS AT HOME	620 W GROVE ST	STE 101	EL DORADO	AR	71730-4409	Renal Treatment Centers - Southeast, LP
12502	RENAL CENTER OF MOUNTAIN HOME	200 E 8TH ST	STE 101	MOUNTAIN HOME	AR	72653-4402	Renal Center of Mountain Home, LLC

12546	RENAL CENTER OF MOUNTAIN HOME, LLC ACUTES	624 HOSPITAL DR	C/O BAXTER REGIONAL MED CNTR	MOUNTAIN HOME	AR	72653-2955	Renal Center of Mountain Home, LLC
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Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
538	LONGMONT DIALYSIS CENTER	1715 IRON HORSE DR	STE 170	LONGMONT	CO	80501-9617	Kingston Dialysis, LLC
542	THORNTON DIALYSIS CENTER	8800 FOX DR		THORNTON	CO	80260-6880	Kingston Dialysis, LLC
543	BOULDER DIALYSIS CENTER	2880 FOLSOM ST	STE 110	BOULDER	CO	80304-3769	Kingston Dialysis, LLC
544	ARVADA DIALYSIS CENTER	9950 W 80TH AVE	STE 25	ARVADA	CO	80005-3914	Kingston Dialysis, LLC
545	PIKES PEAK DIALYSIS CENTER	2002 LELARAY ST	STE 130	COLORADO SPRINGS	CO	80909-2804	Total Renal Care, Inc.
546	PRINTERS PLACE DIALYSIS CENTER	2802 INTERNATIONAL CIR		COLORADO SPRINGS	CO	80910-3127	Total Renal Care, Inc.
724	SUNDANCE REGION 01 OFFICE	2000 16TH ST	13TH FL	DENVER	CO	80202-5117	Total Renal Care, Inc.
902	WESTMINSTER DIALYSIS CENTER	9053 HARLAN ST	STE 90	WESTMINSTER	CO	80031-2908	Renal Treatment Centers - West, Inc.
1712	ALAMOSA DIALYSIS	612 DEL SOL DR		ALAMOSA	CO	81101-8548	Total Renal Care, Inc.
2092	FOUNTAIN DIALYSIS	6910 BANDLEY DR		FOUNTAIN	CO	80817-2617	CLSD-Southern Colorado Joint Ventures, LLC
2493	NORTH METRO DIALYSIS CENTER	12365 HURON ST	STE 500	WESTMINSTER	CO	80234-3498	Mountain West Dialysis Services, LLC

4367	NORTH COLORADO SPRINGS DIALYSIS	6071 E WOODMEN RD	STE 100	COLORADO SPRINGS	CO	80923-2610	North Colorado Springs Dialysis, LLC
5424	LOVELAND CENTRAL DIALYSIS	1453 DENVER AVE		LOVELAND	CO	80538-5226	Total Renal Care, Inc.
5973	NORTH COLORADO SPRINGS AT HOME	6071 E WOODMEN RD	STE 100	COLORADO SPRINGS	CO	80923-2610	North Colorado Springs Dialysis, LLC
5979	NORTH METRO AT HOME	12365 HURON ST	STE 500	WESTMINSTER	CO	80234-3498	Mountain West Dialysis Services, LLC
6033	PIKES PEAK AT HOME	2002 LELARAY ST	STE 130	COLORADO SPRINGS	CO	80909-2804	Total Renal Care, Inc.
6177	GRAND JUNCTION AT HOME	710 WELLINGTON AVENUE	STE 20	GRAND JUNCTION	CO	81501	Total Renal Care, Inc.
9757	FORT COLLINS AT HOME	1601 PROSPECT PKWY		FORT COLLINS	CO	80525-9992	Stearns Dialysis, LLC
11073	GREELEY DIALYSIS	2812 W 10TH ST		GREELEY	CO	80634-5425	Caswell Dialysis, LLC
11248	FORT COLLINS DIALYSIS	1601 PROSPECT PKWY	STE 180	FORT COLLINS	CO	80525-1076	Stearns Dialysis, LLC
11582	LAFAYETTE-CO			LAFAYETTE	CO	80026	Total Renal Care, Inc.
11882	BILLINGS-MT			BILLINGS	MT	59101	Total Renal Care, Inc.

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427	LAKESWOOD CROSSING DIALYSIS	1057 S WADSWORTH BLVD	STE 100	LAKESWOOD	CO	80226-4361	Kingston Dialysis, LLC
539	COMMERCE CITY DIALYSIS	6320 HOLLY ST		COMMERCE CITY	CO	80022-3325	Total Renal Care, Inc.
541	LAKESWOOD DIALYSIS CENTER	1750 PIERCE ST	STE C	LAKESWOOD	CO	80214-1434	Kingston Dialysis, LLC

988	SUNDANCE REGION 02 OFFICE	2000 16TH ST		DENVER	CO	80202- 5117	Total Renal Care, Inc.
1506	MILE HIGH HOME DIALYSIS	1750 PIERCE ST	STE A	LAKWOOD	CO	80214- 1434	Kingston Dialysis, LLC
1846	GRAND JUNCTION DIALYSIS CENTER	710 WELLINGTON AVE	STE 20	GRAND JUNCTION	CO	81501- 6100	Total Renal Care, Inc.
2065	SOUTH WEST DENVER DIALYSIS	8601 W CROSS DR	UNIT C- 2	LITTLETON	CO	80123- 2200	Total Renal Care, Inc.
2067	BRIGHTON DIALYSIS	4700 E BROMLEY LN	STE 103	BRIGHTON	CO	80601- 7821	Brighton Dialysis Center, LLC
2158	INTERSTATE DIALYSIS CENTER	334 S 13TH ST		BURLINGTON	CO	80807- 2414	Renal Treatment Centers - West, Inc.
4489	MESA COUNTY DIALYSIS	561 25 RD	STE D	GRAND JUNCTION	CO	81505- 1360	Total Renal Care, Inc.
4490	BLACK CANYON DIALYSIS	3421 S RIO GRANDE AVE	UNIT D1	MONTROSE	CO	81401- 4840	Total Renal Care, Inc.
5284	WEST LAKEWOOD DIALYSIS	11700 WEST 2ND PL	STE 325	LAKWOOD	CO	80228- 1755	Pible Dialysis, LLC
5940	MESA COUNTY AT HOME	561 25 RD	STE D	GRAND JUNCTION	CO	81505- 1360	Total Renal Care, Inc.
6012	LAKWOOD AT HOME	1750 PIERCE ST	STE A	LAKWOOD	CO	80214- 1434	Kingston Dialysis, LLC
6965	GREAT FALLS DIALYSIS	3400 10TH AVE S	STE 1	GREAT FALLS	MT	59405- 3473	Total Renal Care, Inc.
9602	GREAT FALLS AT HOME	3400 10TH AVE S	STE 1	GREAT FALLS	MT	59405- 3473	Total Renal Care, Inc.
11281	LANDER-WY			RIVERTON	WY	82501	Renal Treatment Centers - West, Inc.
11450	PLATTE VALLEY DIALYSIS	1321 S 4TH AVE	STE 100	BRIGHTON	CO	80601- 6809	Milltown Dialysis, LLC
11756	CHEYENNE II (NAME TO BE CHANGED)-WY			CHEYENNE	WY	82001	Renal Treatment Centers - West, Inc.
11855	RED ROCKS-CO			LITTLETON	CO	80123	Total Renal Care, Inc.

12679	MILE HIGH HOME AT HOME	1750 PIERCE ST	STE A	LAKWOOD	CO	80214- 1434	Kingston Dialysis, LLC
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<b>Facility No</b>	<b>Facility Name (Common)</b>	<b>Street1</b>	<b>Street2</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Legal Entity (LE)</b>
148	PRATT DIALYSIS CENTER	203 WATSON ST	STE 110	PRATT	KS	67124-3092	Total Renal Care, Inc.
408	WICHITA DIALYSIS CENTER PD	909 N TOPEKA ST		WICHITA	KS	67214-3620	Renal Treatment Centers - West, Inc.
830	WICHITA DIALYSIS CENTER	909 N TOPEKA ST		WICHITA	KS	67214-3620	Renal Treatment Centers - West, Inc.
831	EAST WICHITA DIALYSIS CENTER	320 N HILLSIDE ST		WICHITA	KS	67214-4918	Renal Treatment Centers - West, Inc.
832	INDEPENDENCE DIALYSIS CENTER	801 W MYRTLE ST		INDEPENDENCE	KS	67301-3239	Renal Treatment Centers - West, Inc.
833	GARDEN CITY DIALYSIS CENTER	2308 E KANSAS AVE		GARDEN CITY	KS	67846-6959	Renal Treatment Centers - West, Inc.
834	RENAL TREATMENT CENTER-WINFIELD	1315 E 4TH AVE		WINFIELD	KS	67156-2457	Renal Treatment Centers - West, Inc.
835	PARSONS DIALYSIS CENTER	1902 S US HIGHWAY 59 BLDG B		PARSONS	KS	67357-4948	Renal Treatment Centers - West, Inc.
836	RENAL TREATMENT CENTER-NEWTON	1223 WASHINGTON RD		NEWTON	KS	67114-4855	Renal Treatment Centers - West, Inc.
837	RENAL TREATMENT CENTER-DERBY	1635 E FREEDOM ST	STE 100	DERBY	KS	67037-7702	Renal Treatment Centers - West, Inc.

1868	MAIZE DIALYSIS CENTER	10001 W GRADY AVE		MAIZE	KS	67101-3747	Owyhee Dialysis, LLC
2009	NE WICHITA DIALYSIS CENTER	2630 N WEBB RD	STE 100 BLDG 100	WICHITA	KS	67226-8174	Renal Treatment Centers - West, Inc.
5339	ANDOVER DIALYSIS	626 S ANDOVER RD	STE 900	ANDOVER	KS	67002-8910	Joshua Dialysis, LLC
5649	DIALYSIS CENTER OF HUTCHINSON	1901 N WALDRON ST		HUTCHINSON	KS	67502-1129	Bladon Dialysis, LLC
5855	DC OF HUTCHINSON AT HOME	1901 N WALDRON ST		HUTCHINSON	KS	67502-1129	Bladon Dialysis, LLC
6133	WICHITA AT HOME	909 N TOPEKA ST		WICHITA	KS	67214-3620	Renal Treatment Centers - West, Inc.
6344	RTC-GARDEN CITY AT HOME	2308 E KANSAS AVE		GARDEN CITY	KS	67846-6959	Renal Treatment Centers - West, Inc.
11244	AIR CAPITAL DIALYSIS	1812 S SENECA ST	STE 110	WICHITA	KS	67213-4104	Robertsville Dialysis, LLC
11611	KEEPER OF THE PLAINS HOME TRAINING			WICHITA	KS	67204	Total Renal Care, Inc.
12088	WALNUT RIVER DIALYSIS	701 W CENTRAL AVE		EL DORADO	KS	67042-2117	Total Renal Care, Inc.

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428	LOWRY DIALYSIS CENTER	7465 E 1ST AVE	STE A	DENVER	CO	80230-6877	Total Renal Care, Inc.
838	SCOTTSBLUFF DIALYSIS CENTER	820 W 42ND ST	STE 1600	SCOTTSBLUFF	NE	69361-5017	Renal Treatment Centers - West, Inc.
901	AURORA DIALYSIS CENTER	1411 S POTOMAC ST	AMC II STE 100	AURORA	CO	80012-4536	Renal Treatment Centers - West, Inc.

1572	GRAND ISLAND DIALYSIS	203 E STOLLEY PARK RD	STE G	GRAND ISLAND	NE	68801-8256	Renal Treatment Centers - Illinois, Inc.
1600	MCCOOK DIALYSIS CENTER	801 W C ST	STE 4	MC COOK	NE	69001-3592	Renal Treatment Centers - Illinois, Inc.
1601	HASTINGS DIALYSIS CENTER	1900 N SAINT JOSEPH AVE		HASTINGS	NE	68901-2652	Renal Treatment Centers - Illinois, Inc.
1869	LOWRY DIALYSIS CENTER PD	7465 E 1ST AVE	STE A	DENVER	CO	80230-6877	Total Renal Care, Inc.
2063	BELCARO DIALYSIS CENTER	755 S COLORADO BLVD		DENVER	CO	80246-8005	Rocky Mountain Dialysis Services, LLC
2732	SUNDANCE REGION 05 OFFICE	2000 16TH ST		DENVER	CO	80202-5117	Total Renal Care, Inc.
5140	SABLE DIALYSIS	509 N SABLE BLVD		AURORA	CO	80011-0801	Pible Dialysis, LLC
5678	NORTHEASTERN COLORADO DIALYSIS	603 HOLLY DR		STERLING	CO	80751-4539	Total Renal Care, Inc.
5849	GRAND ISLAND AT HOME	203 E STOLLEY PARK RD	STE G	GRAND ISLAND	NE	68801-8207	Renal Treatment Centers - Illinois, Inc.
6015	LOWRY AT HOME	7465 E 1ST AVE	STE A	DENVER	CO	80230-6877	Total Renal Care, Inc.
11226	MONTBELLO DIALYSIS	4834 CHAMBERS RD		DENVER	CO	80239-5152	Southwest Rocky Mountain Dialysis, LLC

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1863	JACKSONVILLE CENTRAL DIALYSIS CENTER	400 T P WHITE DR		JACKSONVILLE	AR	72076-3287	Little Rock Dialysis Centers, LLC

1864	NORTH LITTLE ROCK DIALYSIS CENTER	4505 E MCCAIN BLVD		NORTH LITTLE ROCK	AR	72117-2902	Little Rock Dialysis Centers, LLC
2994	DISCOVERY REGION 01 OFFICE	9022 LANDERS RD	STE E	NORTH LITTLE ROCK	AR	72117-1599	DVA Renal Healthcare, Inc.
3615	CENTRAL LITTLE ROCK DIALYSIS	6 FREEWAY DR	STE 100	LITTLE ROCK	AR	72204-2486	DVA Renal Healthcare, Inc.
4391	SW LITTLE ROCK			LITTLE ROCK	AR	72209	Total Renal Care, Inc.
4429	MARKED TREE DIALYSIS	216 HESTER PARKER DR		MARKED TREE	AR	72365-2023	Renal Treatment Centers - Southeast, LP
5480	SOUTH LITTLE ROCK DIALYSIS	6115 BASELINE RD	STE 100	LITTLE ROCK	AR	72209-4725	Renal Treatment Centers - Southeast, LP
5608	SPRINGHILL DIALYSIS	3401 SPRINGHILL DR	STE 190	NORTH LITTLE ROCK	AR	72117-2925	Capes Dialysis, LLC
5609	PULASKI COUNTY DIALYSIS	202 JOHN HARDEN DR		JACKSONVILLE	AR	72076-3775	Capes Dialysis, LLC
5610	LITTLE ROCK MIDTOWN DIALYSIS	2 LILE CT	STE 102A	LITTLE ROCK	AR	72205-6241	Capes Dialysis, LLC
5611	SALINE COUNTY DIALYSIS	1200 N MAIN ST	STE 2	BENTON	AR	72015-3341	Capes Dialysis, LLC
5616	SPRINGHILL HOME TRAINING	3401 SPRINGHILL DR	STE 330	NORTH LITTLE ROCK	AR	72117-2945	Capes Dialysis, LLC
6237	JACKSONVILLE CENTRAL AT HOME	400 T P WHITE DR		JACKSONVILLE	AR	72076-3287	Little Rock Dialysis Centers, LLC
6258	CENTRAL LITTLE ROCK AT HOME	6 FREEWAY DR	STE 100	LITTLE ROCK	AR	72204-2486	DVA Renal Healthcare, Inc.
9647	SOUTH LITTLE ROCK AT HOME	6115 BASELINE RD	STE 100	LITTLE ROCK	AR	72209-4725	Renal Treatment Centers -

							Southeast, LP
11479	DIAMOND STATE DIALYSIS	9022 LANDERS RD	STE E	NORTH LITTLE ROCK	AR	72117- 1599	Matheson Dialysis, LLC
11925	CONWAY PD STANDALONE (NAME TO BE CHANGED)-AR			CONWAY	AR	72034	ISD Renal, Inc.

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1215	COLUMBIA ACUTE PD SERVICES	3320 BLUFF CREEK DR		COLUMBIA	MO	65201- 3660	Renal Treatment Centers - Illinois, Inc.
2136	RTC-COLUMBIA DIALYSIS	1701 E BROADWAY	STE G102	COLUMBIA	MO	65201- 8029	Renal Treatment Centers - Illinois, Inc.
2445	EUREKA DIALYSIS CENTER	419 MERAMEC BLVD		EUREKA	MO	63025- 3906	Total Renal Care, Inc.
3115	ROLLA DIALYSIS	1503 E 10TH ST		ROLLA	MO	65401- 3696	DVA Renal Healthcare, Inc.
3278	WASHINGTON SQUARE DIALYSIS	1112 WASHINGTON SQ		WASHINGTON	MO	63090- 5336	DVA Renal Healthcare, Inc.
3335	ST CHARLES DIALYSIS (02/03/20)	2125 BLUESTONE DR		SAINT CHARLES	MO	63303- 6704	DVA Healthcare Renal Care, Inc.
3516	LAKE ST. LOUIS DIALYSIS	200 BREVCO PLZ	STE 201	LAKE SAINT LOUIS	MO	63367- 2950	DVA Healthcare Renal Care, Inc.
3589	ST. PETERS DIALYSIS	300 FIRST EXECUTIVE AVE	STE A	SAINT PETERS	MO	63376- 1655	DVA Healthcare Renal Care, Inc.
3993	LAKE ST LOUIS HOME (PD)	200 BREVCO PLZ	STE 202	LAKE ST LOUIS	MO	63367- 2950	Total Renal Care, Inc.
4422	COLLEGE CITY DIALYSIS	2630 DONAGHEY AVE		CONWAY	AR	72032- 2317	Toltec Dialysis, LLC

5374	SPRINGFIELD NORTH DIALYSIS	1007 E KEARNEY ST		SPRINGFIELD	MO	65803-3433	Pacheco Dialysis, LLC
5404	COLUMBIA HOME TRAINING	3320 BLUFF CREEK DR	STE 105	COLUMBIA	MO	65201-3662	Total Renal Care, Inc.
5518	HANNIBAL DIALYSIS	119 PROGRESS RD		HANNIBAL	MO	63401-6628	Total Renal Care, Inc.
5527	DISCOVERY REGION 03 OFFICE	300 FIRST EXECUTIVE AVE	STE A	ST PETERS	MO	63376-1655	Total Renal Care, Inc.
5605	INDEPENDENCE COUNTY DIALYSIS	1700 HARRISON ST	STE F	BATESVILLE	AR	72501-7315	Capes Dialysis, LLC
5606	JACKSON COUNTY DIALYSIS	1912 MCLAIN ST	PRATT SQUARE	NEWPORT	AR	72112-3659	Capes Dialysis, LLC
5607	SEARCY DIALYSIS	3208 LANGLEY DR		SEARCY	AR	72143-6020	Capes Dialysis, LLC
5612	CONWAY DIALYSIS	2445 CHRISTINA LN		CONWAY	AR	72034-6798	Capes Dialysis, LLC
5802	COLUMBIA HT AT HOME	3320 BLUFF CREEK DR	STE 105	COLUMBIA	MO	65201-3662	Total Renal Care, Inc.
5947	HANNIBAL AT HOME	119 PROGRESS RD		HANNIBAL	MO	63401-2204	Total Renal Care, Inc.
5964	LAKE ST. LOUIS HOME AT HOME	200 BREVCO PLZ	STE 202	LAKE ST LOUIS	MO	63367-2950	Total Renal Care, Inc.
6186	COLUMBIA MO AT HOME	1701 E BROADWAY	STE G102	COLUMBIA	MO	65201-8029	Renal Treatment Centers - Illinois, Inc.
6398	SPRINGFIELD NORTH AT HOME	1007 E KEARNEY ST		SPRINGFIELD	MO	65803-3433	Pacheco Dialysis, LLC
6905	MARSHALL RENAL CENTER	359 W MORGAN ST		MARSHALL	MO	65340-1929	ISD Renal, Inc.
9631	WASHINGTON HT AT HOME	1040 WASHINGTON SQ		WASHINGTON	MO	63090-5302	Total Renal Care, Inc.
11021	OSAGE BEACH-MO			OSAGE BEACH	MO	65065	Total Renal Care, Inc.
11058	WASHINGTON HOME TRAINING	1040 WASHINGTON SQ		WASHINGTON	MO	63090-5302	Total Renal Care, Inc.
11721	ROLLA HOME TRAINING	1702 E 10TH ST	STE B	ROLLA	MO	65401-4600	ISD Renal, Inc.

11747	JEFFERSON CITY-MO			JEFFERSON CITY	MO	65101	Pavalak Dialysis, LLC
11881	ST. ROBERT-MO			ST. ROBERT	MO	65584	ISD Renal, Inc.

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1955	MERGED TO 02291-LEAVENWORTH COUNTY DIALYSIS	313 S 2ND ST		LEAVENWORTH	KS	66048-2803	Total Renal Care, Inc.
2176	GRANDVIEW DIALYSIS	13812 S US HIGHWAY 71		GRANDVIEW	MO	64030-3685	Total Renal Care, Inc.
2204	HAPPY ROCK-MO	TBD		KANSAS CITY	MO	64118	Burton Dialysis, LLC
2291	LEAVENWORTH DIALYSIS	501 OAK ST		LEAVENWORTH	KS	66048-2646	Renal Treatment Centers - West, Inc.
2384	EASTLAND DIALYSIS	19101 E VALLEY VIEW PKWY	STE E	INDEPENDENCE	MO	64055-6907	Total Renal Care, Inc.
2460	HIAWATHA DIALYSIS	120 EAST LODGE RD		HIAWATHA	KS	66434	Total Renal Care, Inc.
2689	MISSION CENTRALIZED TRAINING OFFICE	2852 W 47TH AVE		KANSAS CITY	KS	66103-3243	DVA Renal Healthcare, Inc.
2929	DREAM CATCHERS REGION 01 OFFICE	4333 MADISON AVE	STE 300	KANSAS CITY	MO	64111-3429	DVA Renal Healthcare, Inc.
3504	LIBERTY DIALYSIS	2525 GLENN HENDREN DR		LIBERTY	MO	64068-9625	DVA Healthcare Renal Care, Inc.
3510	BETHANY	21 N 12TH ST	STE 201	KANSAS CITY	KS	66102-5172	DVA Healthcare Renal Care, Inc.
3513	NORTHLAND DIALYSIS	2750 CLAY EDWARDS DR	STE 100	NORTH KANSAS CITY	MO	64116-3257	DVA Healthcare Renal Care, Inc.

3591	PLATTE WOODS DIALYSIS	7667 NW PRAIRIE VIEW RD		KANSAS CITY	MO	64151-1544	DVA Renal Healthcare, Inc.
4454	SWOPE DIALYSIS	4407 E 50TH TER		KANSAS CITY	MO	64130-2855	Lone Dialysis, LLC
5478	BETHANY-MO			BETHANY	MO	64424	Total Renal Care, Inc.
6059	NORTHLAND AT HOME	2750 CLAY EDWARDS DR	STE 515	NORTH KANSAS CITY	MO	64116-3258	DVA Healthcare Renal Care, Inc.
6209	EASTLAND AT HOME	19101 E VALLEY VIEW PKWY	STE E	INDEPENDENCE	MO	64055-6907	Total Renal Care, Inc.
6358	KANSAS CITY RENAL AT HOME	4333 MADISON AVE	STE 200	KANSAS CITY	MO	64111-3434	ISD Renal, Inc.
6902	KANSAS CITY RENAL CENTER	4333 MADISON AVE	STE 100	KANSAS CITY	MO	64111-3434	ISD Renal, Inc.
9638	EXCELSIOR SPRINGS AT HOME	1745 W JESSE RD		EXCELSIOR SPRINGS	MO	64024-1801	Total Renal Care, Inc.
11049	EXCELSIOR SPRINGS DIALYSIS	1745 W JESSE JAMES RD		EXCELSIOR SPRINGS	MO	64024-1801	Total Renal Care, Inc.
11166	SHOAL CREEK DIALYSIS	8260 N BOOTH AVE		KANSAS CITY	MO	64158-7201	Total Renal Care, Inc.

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1757	DREAM CATCHERS REGION 02 OFFICE	4333 MADISON AVE	STE 300	KANSAS CITY	MO	64111-3429	Total Renal Care, Inc.
3202	HOSPITAL HILL DIALYSIS	900 E 21ST ST		KANSAS CITY	MO	64108-2703	DVA Renal Healthcare, Inc.
3674	RIVERSIDE LABOR FLOAT POOL	410 NW BUSINESS PARK LN		RIVERSIDE	MO	64150-9572	DVA Renal Healthcare, Inc.
4455	TIMBERLAKE DIALYSIS	12110 HOLMES RD		KANSAS CITY	MO	64145-1707	Total Renal Care, Inc.
5340	ODESSA MO			ODESSA	MO	64076	Total Renal Care, Inc.
5490	KANSAS AVENUE DIALYSIS	604 KANSAS AVE		CLINTON	MO	64735-3069	Colleton Dialysis, LLC

6364	LEES SUMMIT RENAL AT HOME	100 NE MISSOURI RD		LEES SUMMIT	MO	64086- 4702	ISD Lees Summit, LLC
6903	BUTLER RENAL CENTER	601 W NURSERY ST		BUTLER	MO	64730- 1872	ISD Renal, Inc.
6904	HARRISONVILLE RENAL CENTER	308 GALAXIE AVE		HARRISONVILLE	MO	64701- 2084	ISD Renal, Inc.
6913	LEES SUMMIT RENAL CENTER	100 NE MISSOURI RD	STE 100	LEES SUMMIT	MO	64086- 4702	ISD Lees Summit, LLC
6914	WESTPORT RENAL CENTER	3947 BROADWAY ST		KANSAS CITY	MO	64111- 2516	ISD Kansas City, LLC
9610	HARRISONVILLE RENAL AT HOME	308 GALAXIE AVE		HARRISONVILLE	MO	64701- 2084	ISD Renal, Inc.
9645	KANSAS AVENUE AT HOME	604 KANSAS AVE		CLINTON	MO	64735- 3069	Colleton Dialysis, LLC
9791	HOPEFIELD AT HOME	2425 S ROUSE ST		PITTSBURG	KS	66762- 6606	Caesar Dialysis, LLC
11072	FORT SCOTT-KS			FORT SCOTT	KS	66701	Total Renal Care, Inc.
11109	TRENTON DIALYSIS	1709 E 9TH ST		TRENTON	MO	64683- 2641	Catello Dialysis, LLC
11228	HOPEFIELD DIALYSIS	2425 S ROUSE ST		PITTSBURG	KS	66762- 6606	Caesar Dialysis, LLC
11474	SILVER CREEK DIALYSIS	2011 E 32ND ST	STE 101	JOPLIN	MO	64804- 3018	ISD Renal, Inc.
11583	HOSPITAL HILL II (NAME TO CHANGE)-MO			KANSAS CITY	MO	64108	ISD Renal, Inc.
11727	BLUE RIDGE DIALYSIS	8608 E 63RD ST		KANSAS CITY	MO	64133- 4725	Lantell Dialysis, LLC
11800	WARRENSBURG HOME TRAINING (PD-HHD)-MO			WARRENSBURG	MO	64093	Vosse Dialysis, LLC
12641	SILVER CREEK AT HOME	2011 E 32ND ST	STE 101	JOPLIN	MO	64804- 3018	ISD Renal, Inc.

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1573	HARLAN DIALYSIS	2802 12TH ST		HARLAN	IA	51537-2303	Renal Treatment Centers - Illinois, Inc.
1574	SHENANDOAH DIALYSIS	300 PERSHING AVE		SHENANDOAH	IA	51601-2355	Renal Treatment Centers - Illinois, Inc.
1594	CENTRAL DES MOINES DIALYSIS	1215 PLEASANT ST	STE 106	DES MOINES	IA	50309-1409	Renal Treatment Centers - Illinois, Inc.
1595	WEST DES MOINES DIALYSIS	6800 LAKE DR	STE 185	WEST DES MOINES	IA	50266-2544	Renal Treatment Centers - Illinois, Inc.
1596	CRESTON DIALYSIS	1700 W TOWNLINE ST		CRESTON	IA	50801-1054	Renal Treatment Centers - Illinois, Inc.
1597	ATLANTIC DIALYSIS	1500 E 10TH ST		ATLANTIC	IA	50022-1935	Renal Treatment Centers - Illinois, Inc.
1615	DREAM CATCHERS REGION 03 OFFICE	2625 N ANKENY BLVD		ANKENY	IA	50023-4704	Total Renal Care, Inc.
2046	RIVERPOINT DIALYSIS UNIT	501 SW 7TH ST	STE B	DES MOINES	IA	50309-4538	Dialysis of Des Moines, LLC
2132	EAST DES MOINES DIALYSIS	1301 PENNSYLVANIA AVE	STE 208	DES MOINES	IA	50316-2365	Central Iowa Dialysis Partners, LLC
2134	PERRY DIALYSIS	610 10TH ST	STE L100	PERRY	IA	50220-2221	Renal Treatment Centers - Illinois, Inc.
5023	GRUNDY CENTER DIALYSIS	101 E J AVENUE		GRUNDY CENTER	IA	50638-2031	Renal Treatment Centers - Illinois, Inc.

5168	SIOUX CITY DIALYSIS	5865 SUNNYBROOK DR		SIOUX CITY	IA	51106-4203	Davis Dialysis, LLC
5342	ANKENY DIALYSIS	2625 N ANKENY BLVD		ANKENY	IA	50023-4704	Geyser Dialysis, LLC
6116	EAST DES MOINES AT HOME	1301 PENNSYLVANIA AVE	STE 208	DES MOINES	IA	50316-2365	Central Iowa Dialysis Partners, LLC
6346	ANKENY AT HOME	2625 N ANKENY BLVD		ANKENY	IA	50023-4704	Geyser Dialysis, LLC
11670	WINDSOR HEIGHTS DIALYSIS	1119 73RD ST		WINDSOR HEIGHTS	IA	50324-1313	Trusten Dialysis, LLC
12503	RENAL CENTER OF FORT DODGE	117 S 25TH ST		FORT DODGE	IA	50501-4357	Renal Center of Fort Dodge, LLC
12504	RENAL CENTER OF STORM LAKE	1426 LAKE AVE		STORM LAKE	IA	50588-1910	Renal Center of Storm Lake, LLC

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1229	GENESIS ACUTES	1228 E RUSHOLME ST	STE 1000	DAVENPORT	IA	52803-2459	Renal Treatment Centers - Illinois, Inc.
1598	NEWTON DIALYSIS	204 N 4TH AVE E	STE 134	NEWTON	IA	50208-3135	Renal Treatment Centers - Illinois, Inc.
1925	BUCHANAN COUNTY DIALYSIS	1600 1ST ST E		INDEPENDENCE	IA	50644-3155	Renal Treatment Centers - Illinois, Inc.
1926	CEDAR VALLEY WAVERLY DIALYSIS	220 10th ST SW		WAVERLY	IA	50677-2930	Renal Treatment Centers - Illinois, Inc.

1927	BLACK HAWK DIALYSIS	3421 W 9TH ST		WATERLOO	IA	50702-5401	Renal Treatment Centers - Illinois, Inc.
1980	CEDAR VALLEY DIALYSIS	1661 W RIDGEWAY AVE		WATERLOO	IA	50701-4541	Renal Treatment Centers - Mid-Atlantic, Inc.
1981	WEST UNION DIALYSIS	405 HIGHWAY 150 N		WEST UNION	IA	52175-1003	Renal Treatment Centers - Illinois, Inc.
2911	DREAM CATCHERS REGION 04 OFFICE	1661 W RIDGEWAY AVE		WATERLOO	IA	50701-4541	DVA Renal Healthcare, Inc.
4261	PELLA DIALYSIS	1117 HAZEL ST		PELLA	IA	50219-1338	Wallips Dialysis LLC
5154	CEDAR RAPIDS DIALYSIS	5945 COUNCIL ST NE		CEDAR RAPIDS	IA	52402-5858	Honeyman Dialysis, LLC
5171	GREEN COUNTRY DIALYSIS	5250 UTICA RIDGE RD		DAVENPORT	IA	52807-3872	Green Country Dialysis, LLC
5320	HAWKEYE DIALYSIS	701 TAMA ST	STE 150	MARION	IA	52302-4806	Honeyman Dialysis, LLC
5358	MOLINE HOME TRAINING PD	4650 38TH AVE		MOLINE	IL	61265-6706	Nadell Dialysis, LLC
5362	FIVE SEASONS DIALYSIS	1002 4TH AVE SE	STE A	CEDAR RAPIDS	IA	52403-2425	Honeyman Dialysis, LLC
5371	OTTUMWA DIALYSIS	1005 PENNSYLVANIA AVE	STE 101	OTTUMWA	IA	52501-6408	Kobuk Dialysis, LLC
5388	IOWA CITY			CORALVILLE	IA	52241	Northshore Dialysis, LLC
5448	ROCK ISLAND (MOLINE)-IL			MOLINE	IL	61265	Panola Dialysis, LLC
5632	AMES MARY GREELEY DIALYSIS	2322 E 13TH ST		AMES	IA	50010-5669	Garner Dialysis, LLC

5633	MARSHALLTOWN MARY GREELEY DIALYSIS	3120 S 2ND ST		MARSHALLTOWN	IA	50158- 4614	Garner Dialysis, LLC
5634	IOWA FALLS MARY GREELEY DIALYSIS	701 WASHINGTON AVE	STE E	IOWA FALLS	IA	50126- 2109	Garner Dialysis, LLC
6978	EA MOTTO DIALYSIS	1228 E RUSHOLME ST	STE 1000	DAVENPORT	IA	52803- 2467	Clyfee Dialysis, LLC
11860	DAVENPORT II (NAME TO BE CHANGED)-IA			DAVENPORT	IA	52802	Renal Treatment Centers - Illinois, Inc.
12632	CEDAR RAPIDS AT HOME	5945 COUNCIL ST N E		CEDAR RAPIDS	IA	52402- 5858	Honeyman Dialysis, LLC

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1954	JOHNSON COUNTY DIALYSIS	10453 W 84TH TER		LENEXA	KS	66214- 1641	Total Renal Care, Inc.
1956	WYANDOTTE COUNTY DIALYSIS	5001 STATE AVE		KANSAS CITY	KS	66102- 3459	Total Renal Care, Inc.
2292	WYANDOTTE CENTRAL DIALYSIS	3737 STATE AVE		KANSAS CITY	KS	66102- 3830	Wyandotte Central Dialysis, LLC
2890	DREAM CATCHERS REGION 05 OFFICE	4333 MADISON AVE	STE 300	KANSAS CITY	MO	64111- 3429	Total Renal Care, Inc.
3457	OLATHE DIALYSIS	732 W FRONTIER LN		OLATHE	KS	66061- 7202	DVA Renal Healthcare, Inc.
3517	WYANDOTTE WEST DIALYSIS	11014 HASKELL AVE		KANSAS CITY	KS	66109- 4404	DVA Healthcare Renal Care, Inc.
3571	LENEXA DIALYSIS	8630 HALSEY ST		LENEXA	KS	66215- 2880	DVA Healthcare Renal Care, Inc.
5257	NALL DIALYSIS	10787 NALL AVE	STE 130	OVERLAND PARK	KS	66211- 1375	Kenai Dialysis, LLC

6319	LENEXA AT HOME	8630 HALSEY ST		LENEXA	KS	66215-2880	DVA Healthcare Renal Care, Inc.
9663	JOHNSON COUNTY AT HOME	10453 W 84TH TER		LENEXA	KS	66214-1641	Total Renal Care, Inc.
11201	NOTTINGHAM DIALYSIS	14010 W 134TH PL		OLATHE	KS	66062-6139	Total Renal Care, Inc.
11311	MISSION DIALYSIS	2852 W 47TH AVE		KANSAS CITY	KS	66103-3243	Caddoan Dialysis, LLC
11471	OVERLAND PARK DIALYSIS	12201 W 110TH ST		OVERLAND PARK	KS	66210-4045	Pinewoods Dialysis, LLC

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2731	DREAM CATCHERS REGION 06 OFFICE	4333 MADISON AVE	STE 300	KANSAS CITY	MO	64111-3429	Total Renal Care, Inc.
3523	CAMERON DIALYSIS	1003 W 4TH ST		CAMERON	MO	64429-1466	DVA Renal Healthcare, Inc.
3525	CHILLICOTHE DIALYSIS	588 E BUSINESS 36		CHILLICOTHE	MO	64601-3721	DVA Renal Healthcare, Inc.
3536	ST. JOSEPH DIALYSIS	5514 CORPORATE DR	STE 100	SAINT JOSEPH	MO	64507-7754	DVA Renal Healthcare, Inc.
3739	LAWRENCE KS ACUTES	330 ARKANSAS ST	STE 100	LAWRENCE	KS	66044-1394	Total Renal Care, Inc.
5098	PAOLA DIALYSIS	1605 E PEORIA ST		PAOLA	KS	66071-1893	Windcreek Dialysis, LLC
5751	TOPEKA DIALYSIS	634 SW MULVANE ST	STE 300	TOPEKA	KS	66606-1678	Total Renal Care, Inc.
5752	OTTAWA DIALYSIS	1320 S ASH ST	STE 206	OTTAWA	KS	66067-3413	Total Renal Care, Inc.
5753	LAWRENCE DIALYSIS	330 ARKANSAS ST	STE 100	LAWRENCE	KS	66044-1394	Total Renal Care, Inc.
5754	SABETHA DIALYSIS	106 N 12TH ST		SABETHA	KS	66534-1810	Total Renal Care, Inc.
5876	TOPEKA AT HOME	634 SW MULVANE ST	STE 300	TOPEKA	KS	66606-1678	Total Renal Care, Inc.

6257	ST JOSEPH AT HOME	5514 CORPORATE DR	STE 100	SAINT JOSEPH	MO	64507-7752	DVA Renal Healthcare, Inc.
9670	LAWRENCE HT AT HOME	3510 CLINTON PKWY	STE 110	LAWRENCE	KS	66047-2145	Total Renal Care, Inc.
9683	EMPORIA AT HOME	1616 INDUSTRIAL RD	STE 2004	EMPORIA	KS	66801-6222	Total Renal Care, Inc.
9801	TOPEKA DIALYSIS PD	634 SW MULVANE ST	STE 300	TOPEKA	KS	66606-1678	Total Renal Care, Inc.
11114	LAWRENCE HOME TRAINING	3510 CLINTON PKWY	STE 110	LAWRENCE	KS	66047-2145	Total Renal Care, Inc.
11152	GARDNER DIALYSIS	328 E MAIN ST		GARDNER	KS	66030-1314	Beals Dialysis, LLC
11164	EMPORIA DIALYSIS	1616 INDUSTRIAL RD	STE 2004	EMPORIA	KS	66801-6222	Total Renal Care, Inc.
11250	WANAMAKER DIALYSIS	3711 SW WANAMAKER RD		TOPEKA	KS	66610-1368	Total Renal Care, Inc.
11336	FREE STATE DIALYSIS	1918 E 23RD ST		LAWRENCE	KS	66046-5069	Total Renal Care, Inc.
11351	MANHATTAN DIALYSIS	519 MCCALL RD	STE 100	MANHATTAN	KS	66502-5038	Total Renal Care, Inc.
11424	ROBIDOUX DIALYSIS	802 JULES ST		SAINT JOSEPH	MO	64501-1944	Total Renal Care, Inc.
12608	MANHATTAN AT HOME (KS)	519 MCCALL RD		MANHATTAN	KS	66502-5033	Total Renal Care, Inc.

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706	KEYSTONE REGION 01 OFFICE	417 WARE AVE	C/O CHURCHVIEW DIALYSIS	ROCKFORD	IL	61107-5089	Total Renal Care, Inc.
1199	SAUK VALLEY ACUTES	1131 N GALENA AVE		DIXON	IL	61021-1015	Renal Treatment Centers - Illinois, Inc.
1560	CHURCHVIEW DIALYSIS	417 WARE AVE		ROCKFORD	IL	61107-6413	Renal Treatment Centers - Illinois, Inc.
1562	FREERPORT DIALYSIS	1028 S KUNKLE BLVD		FREERPORT	IL	61032-6914	Renal Treatment Centers - Illinois, Inc.

1563	ROCKFORD DIALYSIS	3339 N ROCKTON AVE		ROCKFORD	IL	61103-2839	Renal Treatment Centers - Illinois, Inc.
1564	WHITESIDE DIALYSIS	4406 E LINCOLNWAY		STERLING	IL	61081-9749	Renal Treatment Centers - Illinois, Inc.
2097	ROXBURY DIALYSIS CENTER	622 ROXBURY RD		ROCKFORD	IL	61107-5089	Dialysis of Northern Illinois, LLC
2099	DIXON KIDNEY CENTER	1131 N GALENA AVE		DIXON	IL	61021-1015	Renal Treatment Centers - Illinois, Inc.
2100	SYCAMORE DIALYSIS	2200 GATEWAY DR		SYCAMORE	IL	60178-3113	Dialysis of Northern Illinois, LLC
5254	DRIFTWOOD DIALYSIS	1808 S WEST AVE		FREEPORT	IL	61032-6712	Freeportbay Dialysis, LLC
5307	CRIMSON RIDGE HOME TRAINING (PD)	2540 HAUSER ROSS DR	STE 200	SYCAMORE	IL	60178-3171	Dialysis of Northern Illinois, LLC
5412	TIMBER CREEK DIALYSIS	1001 S ANNIE GLIDDEN RD		DEKALB	IL	60115-8250	Dialysis of Northern Illinois, LLC
5539	STONECREST DIALYSIS	1302 E STATE ST		ROCKFORD	IL	61104-2228	Total Renal Care, Inc.
5841	DRIFTWOOD AT HOME	1808 S WEST AVE		FREEPORT	IL	61032-6712	Freeportbay Dialysis, LLC
5871	CRIMSON RIDGE HT AT HOME	2540 HAUSER ROSS DR	STE 200	SYCAMORE	IL	60178-3171	Dialysis of Northern Illinois, LLC
6100	ROXBURY AT HOME	622 ROXBURY RD		ROCKFORD	IL	61107-5089	Dialysis of Northern Illinois, LLC
6101	SYCAMORE AT HOME	2200 GATEWAY DR		SYCAMORE	IL	60178-3113	Dialysis of Northern Illinois, LLC
9774	DIXON KIDNEY AT HOME	1131 N GALENA AVE		DIXON	IL	61021-1015	Renal Treatment Centers - Illinois, Inc.
11112	BELVIDERE DIALYSIS	1751 HENRY LUCKOW LN		BELVIDERE	IL	61008-1702	Dialysis of Northern Illinois, LLC

11309	GLEN OAKS-IL			PEORIA	IL	61615	Total Renal Care, Inc.
11312	MACHESNEY PARK DIALYSIS	7170 N PERRYVILLE RD		MACHESNEY PARK	IL	61115-7700	Machesney Bay Dialysis, LLC
11506	FOREST CITY DIALYSIS	198 N SPRINGFIELD AVE		ROCKFORD	IL	61101-5086	Machesney Bay Dialysis, LLC
11716	EDGEWATER IL (NAME TO BE CHANGED)-IL			ROCKFORD	IL	61109	Total Renal Care, Inc.
11757	OWEN CENTER HOME TRAINING	3927 W RIVERSIDE BLVD		ROCKFORD	IL	61101-9507	Dialysis of Northern Illinois, LLC

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952	GRANITE CITY DIALYSIS CENTER	9 AMERICAN VLG		GRANITE CITY	IL	62040-3706	Renal Treatment Centers - Illinois, Inc.
2870	KEYSTONE REGION 02 OFFICE	2930 MONTVALE DR	STE A	SPRINGFIELD	IL	62704-5376	DVA Renal Healthcare, Inc.
3315	MACON COUNTY DIALYSIS	1090 W MCKINLEY AVE		DECATUR	IL	62526-3208	DVA Renal Healthcare, Inc.
3317	JACKSONVILLE DIALYSIS	1515 W WALNUT ST		JACKSONVILLE	IL	62650-1150	DVA Renal Healthcare, Inc.
3318	LITCHFIELD DIALYSIS	915 ST FRANCIS WAY		LITCHFIELD	IL	62056-1775	DVA Renal Healthcare, Inc.
3320	SPRINGFIELD CENTRAL DIALYSIS	600 N GRAND AVE W		SPRINGFIELD	IL	62702-2538	DVA Renal Healthcare, Inc.
3321	TAYLORVILLE DIALYSIS	901 W SPRESSER ST		TAYLORVILLE	IL	62568-1831	DVA Renal Healthcare, Inc.
3322	LINCOLN DIALYSIS	2100 5TH ST		LINCOLN	IL	62656-9115	DVA Renal Healthcare, Inc.
3420	SPRINGFIELD MONTVALE DIALYSIS	2930 MONTVALE DR	STE A	SPRINGFIELD	IL	62704-5376	DVA Renal Healthcare, Inc.

3425	DECATUR EAST WOOD DIALYSIS	794 E WOOD ST		DECATUR	IL	62523- 1155	DVA Renal Healthcare, Inc.
3491	RUSHVILLE DIALYSIS	112 SULLIVAN DRIVE		RUSHVILLE	IL	62681- 1293	DVA Renal Healthcare, Inc.
5124	SPRINGFIELD SOUTH DIALYSIS	2930 S 6TH ST		SPRINGFIELD	IL	62703- 5944	Total Renal Care, Inc.
5411	TAZEWELL COUNTY DIALYSIS	1021 COURT ST	STE A	PEKIN	IL	61554- 4807	Pekin Dialysis, LLC
5519	ADAMS COUNTY DIALYSIS	436 N 10TH ST		QUINCY	IL	62301- 2601	Total Renal Care, Inc.
5520	PITTSFIELD DIALYSIS	640 W WASHINGTON ST		PITTSFIELD	IL	62363- 1350	Total Renal Care, Inc.
5873	SPRINGFIELD SOUTH AT HOME	2930 S 6TH ST		SPRINGFIELD	IL	62703- 5944	Total Renal Care, Inc.
5948	ADAMS COUNTY AT HOME	436 N 10TH ST		QUINCY	IL	62301- 2601	Total Renal Care, Inc.
5992	PEORIA HOME AT HOME	719 MAIN ST		PEORIA	IL	61602- 1083	Total Renal Care, Inc.
6084	SPRINGFIELD CENTRAL AT HOME	600 N GRAND AVE W		SPRINGFIELD	IL	62702- 2538	DVA Renal Healthcare, Inc.
6085	DECATUR EAST WOOD AT HOME	794 E WOOD ST		DECATUR	IL	62523- 1155	DVA Renal Healthcare, Inc.
6370	TAZEWELL COUNTY AT HOME	1021 COURT ST	STE A	PEKIN	IL	61554- 4807	Pekin Dialysis, LLC
9790	MONTGOMERY COUNTY AT HOME	1822 SENATOR MILLER DR		HILLSBORO	IL	62049- 2401	Total Renal Care, Inc.
10002	TAYLORVILLE HOME TRAINING (PD/HHD)-IL			TAYLORVILLE	IL	62568	Total Renal Care, Inc.
11447	MONTGOMERY COUNTY DIALYSIS	1822 SENATOR MILLER DR		HILLSBORO	IL	62049- 2401	Total Renal Care, Inc.
11613	FOXPOINT DIALYSIS	1300 SCHAEFER RD	STE J	GRANITE CITY	IL	62040- 6859	Total Renal Care, Inc.

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
1694	BENTON DIALYSIS	1151 ROUTE 14 W		BENTON	IL	62812-1500	Renal Life Link, Inc.
1695	CENTRALIA DIALYSIS	1231 STATE ROUTE 161		CENTRALIA	IL	62801-6739	Renal Life Link, Inc.
1696	MARION DIALYSIS	324 S 4TH ST		MARION	IL	62959-1241	Renal Life Link, Inc.
1697	MOUNT VERNON DIALYSIS	4102 N WATER TOWER PL		MOUNT VERNON	IL	62864-6583	Renal Life Link, Inc.
1731	OLNEY DIALYSIS CENTER	117 N BOONE ST		OLNEY	IL	62450-2109	Renal Life Link, Inc.
2396	WAYNE COUNTY DIALYSIS	303 NW 11TH ST	STE 1	FAIRFIELD	IL	62837-1203	Total Renal Care, Inc.
2425	VANDALIA DIALYSIS	301 MATTES AVE		VANDALIA	IL	62471-2061	Total Renal Care, Inc.
3316	EFFINGHAM DIALYSIS	904 MEDICAL PARK DR	STE 1	EFFINGHAM	IL	62401-2193	DVA Renal Healthcare, Inc.
3319	MATTOON DIALYSIS	6051 DEVELOPMENT DR		CHARLESTON	IL	61920-9467	DVA Renal Healthcare, Inc.
3580	ILLINI RENAL DIALYSIS	1004 W ANTHONY DR		CHAMPAIGN	IL	61821-1205	DVA Renal Healthcare, Inc.
4274	KEYSTONE REGION 03 OFFICE	6051 DEVELOPMENT DR	STE 8	CHARLESTON	IL	61920-9467	Total Renal Care, Inc.
4381	ROBINSON DIALYSIS	1215 N ALLEN ST	STE B	ROBINSON	IL	62454-1100	Robinson Dialysis, LLC
5204	DANVILLE HOME TRAINING	3 POLAND RD		DANVILLE	IL	61834-7463	Total Renal Care, Inc.
5484	SALEM HOME TRAINING	1201 RICKER RD		SALEM	IL	62881-4263	Total Renal Care, Inc.
5872	DANVILLE HT AT HOME	3 POLAND RD		DANVILLE	IL	61834-7463	Total Renal Care, Inc.
6026	MOUNT VERNON AT HOME	4102 N WATER TOWER PLACE		MOUNT VERNON	IL	62864-6295	Renal Life Link, Inc.
6083	EFFINGHAM AT HOME	904 MEDICAL PARK DR	STE 1	EFFINGHAM	IL	62401-2193	DVA Renal Healthcare, Inc.
6086	ILLINI RENAL AT HOME	1004 W ANTHONY DR		CHAMPAIGN	IL	61821-1205	DVA Renal Healthcare, Inc.

6099	MARION AT HOME	324 S 4TH ST		MARION	IL	62959-1241	Renal Life Link, Inc.
6330	MATTOON AT HOME	6051 DEVELOPMENT DR		CHARLESTON	IL	61920-9467	DVA Renal Healthcare, Inc.
9704	SALEM HT AT HOME	1201 RICKER RD		SALEM	IL	62881-4263	Total Renal Care, Inc.
11289	VERMILION COUNTY DIALYSIS	26 E WEST NEWELL RD		DANVILLE	IL	61834-7488	Total Renal Care, Inc.
11574	CRAWFORD COUNTY HOME TRAINING	1302 E MAIN ST	UNIT G	ROBINSON	IL	62454-3753	Shika Dialysis, LLC
12622	CRAWFORD COUNTY HOME AT HOME	1302 E MAIN ST	UNIT G	ROBINSON	IL	62454-3753	Shika Dialysis, LLC

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
953	SAUGET DIALYSIS	2061 GOOSE LAKE RD		SAUGET	IL	62206-2822	Renal Treatment Centers - Illinois, Inc.
1720	METRO EAST DIALYSIS	5105 W MAIN ST		BELLEVILLE	IL	62226-4728	Renal Life Link, Inc.
1910	MARYVILLE HOME DIALYSIS (PD)	2102 VADALABENE DR	STE B	MARYVILLE	IL	62062-5632	Renal Treatment Centers - Illinois, Inc.
2002	MARYVILLE DIALYSIS	2102 VADALABENE DR	STE 1	MARYVILLE	IL	62062-5632	Renal Treatment Centers - Illinois, Inc.
2414	EDWARDSVILLE DIALYSIS	235 S BUCHANAN ST		EDWARDSVILLE	IL	62025-2108	Total Renal Care, Inc.
3449	ALTON DIALYSIS	309 HOMER ADAMS PKWY		ALTON	IL	62002-5929	DVA Renal Healthcare, Inc.
4273	KEYSTONE REGION 04 OFFICE	101 LANTER CT		COLLINSVILLE	IL	62234-6124	Total Renal Care, Inc.
5255	SHILOH DIALYSIS	1095 N GREEN MOUNT RD		BELLEVILLE	IL	62221-3303	Total Renal Care, Inc.
5282	RED BUD DIALYSIS	1500 E MARKET ST	LOT 4	RED BUD	IL	62278-2143	Total Renal Care, Inc.

5521	JERSEYVILLE DIALYSIS	917 S STATE ST		JERSEYVILLE	IL	62052- 2344	Total Renal Care, Inc.
6098	METRO EAST AT HOME	5105 W MAIN ST		BELLEVILLE	IL	62226- 4728	Renal Life Link, Inc.
6125	MARYVILLE HOME AT HOME	2102 VADALABENE DR	STE B	MARYVILLE	IL	62062- 5632	Renal Treatment Centers - Illinois, Inc.
9657	HARRISBURG HT AT HOME	303 S COMMERCIAL ST	STE 15	HARRISBURG	IL	62946- 2125	Fenton Dialysis, LLC
9747	ALTON AT HOME	309 HOMER ADAMS PKWY		ALTON	IL	62002- 5929	DVA Renal Healthcare, Inc.
11023	HARRISBURG HOME TRAINING (PD)	303 S COMMERCIAL ST	STE 15	HARRISBURG	IL	62946- 2125	Fenton Dialysis, LLC
11533	O'FALLON DIALYSIS	1941 FRANK SCOTT PKWY E	STE B	SHILOH	IL	62269- 7387	Total Renal Care, Inc.
11573	COLLINSVILLE DIALYSIS	101 LANTER CT		COLLINSVILLE	IL	62234- 6124	Total Renal Care, Inc.
11674	EDGEMONT DIALYSIS	8 VIEUX CARRE DR		EAST SAINT LOUIS	IL	62203- 1923	Total Renal Care, Inc.
11783	NORTHGROVE DIALYSIS	2491 INDUSTRIAL DR	STE 200	HIGHLAND	IL	62249- 1355	Total Renal Care, Inc.

## **EXHIBIT B**

### **STATEMENT OF STUDENT'S RESPONSIBILITIES**

I acknowledge that I voluntarily agree to participate in a student training program centered around the proper and safe operation of providing dialysis and/or peritoneal related services to patients with end-stage renal disease (the "Student Internship Program") operated by **DaVita Dialysis Contracting, LLC** ("Company"), which will be administered under the laws and regulations of the state where I complete the Student Internship Program. I understand that more information on Student Internship Program state laws and restrictions is available through my Facility administrator at the Student Internship Program Facility.

I also acknowledge and agree that in order to participate in the Student Internship Program and observe Company patients, I agree to act within the scope of instructions given to me, and I will always conduct myself in a safe and prudent manner. I also acknowledge that I have discussed and will continue to discuss the Facility operations with the appropriate members of the care team and/or faculty members of **MedCerts LLC** ("Sponsoring Institution"), and have learned about the various risks and dangers that I may be exposed to when I enter the Facility. The risks we have discussed include, without limitation, the risk of exposure to blood products and fluids, which could result in exposure to and infection with the AIDS virus or hepatitis, as well as the risk of exposure to other infectious diseases, such as tuberculosis and other airborne diseases or pathogens and other inherent risks associated with interacting with the public and patients at the Facility.

I also understand I will not be asked to, and will not, enter any patient record information or submit any billing or reimbursement information under health care programs. All billing and patient information is entered by Company employees.

It is the intention of the Company that my Student Internship Program experience and activities be educational, pleasant, and rewarding. In the event that any Student Internship Program experience or observation I see which is questionable, objectionable or if I am uncomfortable with a task I am asked to do, I am urged to seek out Facility or Company management to voice my concerns privately with a Company manager. I am also free to call the DaVita Compliance Hotline at 888.458.5848 in the event I feel my concerns are not properly addressed in the Facility.

For and in consideration of the benefit provided to me in the form of observing, monitoring and assisting with appropriate administrative and clinical tasks detailed to me by the Facility manager or the mentor assigned to me, I and my heirs, successors, and/or assigns do hereby covenant and agree to assume all risks and be solely responsible for any injury or loss sustained by me while participating in the Student Internship Program operated by Sponsoring Institution at the Facility.

In addition to the foregoing, I and my heirs, successors, and/or assigns hereby covenant and agree to indemnify and hold harmless Company and Facility for any injury or loss sustained by me while participating in the Student Internship Program operated by Sponsoring Institution at

Facility, or any injury or loss arising from my actions while participating in the Student Internship Program or being at the Facility.

Any capitalized terms not otherwise defined herein this Exhibit B have the meaning ascribed to them in the Student Training Agreement between Company and Sponsoring Institution.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student (Print Name)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness (Print Name)

Student was given a copy of this form: \_\_\_\_\_ (Company employee initials)

## EXHIBIT C

### CONFIDENTIAL INFORMATION AGREEMENT (“Agreement”)

I understand the importance of preserving the confidential nature of the information of **DaVita Dialysis Contracting, LLC** (“Company”). This includes, but is not limited to, DaVita’s, Company’s, and Facility’s data and records relative to business interests, computer systems and programs, projections, business plans, inventions, trade secrets, know-how, as well as information wherein DaVita, Company, or Facility has an obligation of confidentiality to a third party and information concerning any patient, employee, physician, independent contractor, student, fellow, or volunteer. I understand the necessity that such information not be compromised for any reason other than necessary business or medical communications and treatment needs.

I further understand that patient information, including but not limited to Protected Health Information, as defined by the HIPAA Privacy Rule at 45 C.F.R. 160.103 (“PHI”), is confidential and not to be discussed with or disseminated to anyone, either inside or outside Company, except on an as-needed basis for the treatment of the individual, payment related thereto, or for Company’s healthcare operations in compliance with federal and state regulations. Unauthorized dissemination may be a violation of federal and state laws. My obligations with regard to this PHI include, but are not limited to, the following:

- (a) I agree to not use or disclose PHI other than as permitted or required by this Agreement or as permitted or required by law.
- (b) I agree to use appropriate physical and technical safeguards to prevent the use or disclosure of DaVita’s or Company’s PHI for any purpose other than pursuant to Sponsoring Institution’s underlying Student Training Agreement.
- (c) I shall implement and maintain safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic Protected Health Information (“e-PHI”) that I create, receive, maintain or transmit on behalf of DaVita or Company.
- (d) I agree that upon termination of this Agreement, Sponsoring Institution’s Student Training Agreement, or the expiration or termination of my internship with Company, I will return or destroy all PHI received from or created or received on behalf of DaVita or Company. In the event that DaVita or Company determines that return or destruction is not feasible, I will extend the protections required in this Subsection (d) to the PHI and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
- (e) Company and I agree to comply with all applicable rules and regulations promulgated under HIPAA in effect.
- (f) I will report to Company, within a reasonable time period of discovery, any (i) Security Incident, or (ii) Security Breach as defined at 45 C.F.R. Part 164, Subpart D. My report will include:
  - (i) The nature of the non-permitted use or disclosure including how such use or disclosure was made;
  - (ii) The unsecured PHI used or disclosed;

(iii) If possible and applicable, the identity of the person/entity who received the unsecured PHI;

(iv) What corrective action I took (if applicable);

(v) What I did to mitigate any deleterious effect (if applicable); and

(vi) Such other information as Company or DaVita may request.

(g) At all times during the term of this Agreement, I will comply with all applicable federal, state and local laws, rules and regulations pertaining to patient records and the confidentiality of patient information, including DaVita's or Company's PHI.

I am also aware and fully understand that any violation of this Agreement is grounds for corrective action, up to and including immediate termination of any agreement between Company or DaVita and any of their subsidiaries and/or related organizations by which I am bound.

(Any capitalized terms not defined in this Agreement will have the meaning given to them in the underlying Student Training Agreement between Sponsoring Institution and Company.)

Student's Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

Sponsoring Institution **MedCerts LLC**

Date \_\_\_\_\_

## STUDENT TRAINING AGREEMENT

This **Student Training Agreement** (“Agreement”) is made and entered into by and between **MedCerts LLC** (“Sponsoring Institution”) and **DaVita Dialysis Contracting, LLC** on its own behalf and on behalf of and for the benefit of the following other affiliates of DaVita Inc.: as shown on Exhibit A hereto (together with DaVita Dialysis Contracting, LLC, collectively, “the Company.”)

**WHEREAS**, Sponsoring Institution offers to enrolled students a degree program in the field of PCT (“Program”); and

**WHEREAS**, Sponsoring Institution conducts and maintains a Program into which it admits properly qualified individuals for training (“Students”); and

**WHEREAS**, Company operates free-standing outpatient dialysis facilities, which are outlined on Exhibit “A” (each individually referred to as a “Facility”, or collectively referred to as “Facilities”);

**WHEREAS**, it is expressly agreed by the parties that wherever “Company” is used in this Agreement, its legal entity, as set forth on Exhibit “A”, is solely with respect to the Facility which the legal entity owns and operates; and

**WHEREAS**, Company conducts, maintains, and carries on a health-related activity and is willing to provide clinical training and/or observation to Students of Sponsoring Institution, so long as such training does not interfere with Facilities’ obligations to patients and so long as Company has the staffing capability and capacity to provide such training at the time; and

**WHEREAS**, the parties desire to establish their respective rights, responsibilities, and obligations in the Program.

**NOW, THEREFORE**, in consideration of the agreements herein contained, it is hereby mutually agreed between Sponsoring Institution and Company as follows:

### **1. RESPONSIBILITIES OF SPONSORING INSTITUTION:**

Sponsoring Institution will perform the following acts, duties, and services:

a. Sponsoring Institution will assign Students who have successfully completed appropriate classroom education and clinical training experience as Program internship participants to a chosen Facility.

b. Either Sponsoring Institution will provide workers’ compensation or other liability insurance as may be required for Students, or Students will be responsible for providing for their own health insurance. Sponsoring Institution will advise Company of the arrangement and Sponsoring Institution or Students will provide Company with evidence of the requested insurance.

c. On or before commencement of the Initial Term of this Agreement, Sponsoring Institution will designate a representative to work with Facilities' representatives to coordinate the administrative and academic aspects of the Program internship. Sponsoring Institution will not assign any faculty member to Facilities in connection with the operation of the Program internship who is not appropriately licensed or certified, and will keep evidence of the licensure or certification of all assigned faculty on file with each Facility at all times.

d. Sponsoring Institution will inform each Student that he or she is responsible for:

(i) respecting the confidentiality of Company's or Facility's patients and Facility's patient records (and enabling Facility's compliance with) the requirements of regulations at 45 Code of Federal Regulations ("C.F.R.") Parts 160 and 164, subparts A and E (the "Privacy Rule") and 45 C.F.R. Part 164, subparts A and C (the "Security Rule") for the Administrative Simplification provisions of Title II, Subtitle F of the Health Insurance Portability and Accountability Act of 1996, as amended by any other statute, rule and/or regulation, including Division A, Title XIII of the American Recovery and Reinvestment Act of 2009 (Pub. L. No., 111-5), otherwise known as the Health Information Technology for Economic and Clinical Health Act ("HITECH") (collectively "HIPAA");

(ii) complying with all applicable rules, regulations, policies, and procedures of Company;

(iii) complying with all state laws and regulations regarding the scope of practice of student interns, including refraining from any unsupervised work normally performed by employees of the Facility;

(iv) wearing appropriate Facility attire;;

(v) complying with all policies concerning universal precautions, including wearing personal protective equipment;

(vi) paying all applicable expenses, including, without limitation, meals, laundering of uniforms, medical expenses, transportation, and books;

(vii) providing Company with records of each Student's physical examinations, immunization statuses, and other medical tests as requested by Company and consistent with Company's policies;

(viii) obtaining written permission from Company and Sponsoring Institution before publishing any material related to the Program experience; and

(ix) providing Company with any information it needs, including, without limitation, signing all requisite forms, to allow Company to conduct a background check on the Student (the background check will not include a report on the Student's credit capacity or credit history) and a drug test;

e. Sponsoring Institution will obtain, upon request of Company, any authorization from Students necessary for the release of confidential records, including, without limitation, Students' medical records and educational records.

f. Sponsoring Institution shall advise Students that they are not to receive wages during this Program internship, that they are not deemed employees of Company, that they will not be performing any vocational training duties unsupervised, that they are not covered by Company's workers' compensation insurance in case of injury, and that they should have no expectation of employment upon the conclusion of the Program internship.

g. Sponsoring Institution shall remove any Student from participation in the Program internship upon Company's request for any reason deemed reasonable and sufficient by Company or Facility, in its sole discretion, provided that Company or Facility will exercise said removal rights in a nondiscriminatory manner.

h. Sponsoring Institution shall be responsible for maintaining all records and reports concerning or in any way related to the participation of all Students in the Program internship and the Program. At no time shall the protected health information (as defined at 45 C.F.R. § 160.103) ("PHI") of any of Facility's patients appear in these records or reports, or in any other communication (written or oral) to the Sponsoring Institution by either Facility or any Student. **Should the Sponsoring Institution require access to any Facility PHI for any legitimate business or educational use under this Agreement, the Sponsoring Institution shall execute a Business Associate Agreement with Facility PRIOR to receiving the PHI.**

i. Sponsoring Institution shall require each Student to sign a Statement of Responsibility in the form attached hereto as Exhibit B, and a Confidential Information Agreement in the form attached hereto as Exhibit C.

## **2. RESPONSIBILITIES OF FACILITIES:**

Each Facility, acting by and through its Facility Administrator, will perform the following acts, duties, and services:

a. Facility will designate an employee who will act as a liaison between it and Sponsoring Institution, as well as employees who will supervise the vocational training of the Student(s) on site.

b. Facility will provide Student(s) and faculty with an orientation to Facility. The orientation shall include, but will not be limited to, instructions concerning Facility's rules, regulations, policies, procedures, universal precautions, and confidentiality.

c. Facility shall provide Student(s) with a structured vocational training internship consistent with the Student's Program and supervision commensurate with the Program internship. Facility shall also provide personnel and related resources to implement the internship.

d. Facility shall permit Student(s) to use equipment at Facility, under employee supervision, as Facility determines appropriate, and Facility shall provide Students with access to its break room.

e. Facility shall provide, or be responsible for providing, at Students' expense, emergency medical care for any Student as may be necessary for any illness or injury arising from any activity the Student was engaged in as part of the Program internship. The Student or Sponsoring Institution is responsible for paying the Student's medical expenses. Nothing in this Agreement shall be construed as an assumption of liability by Company or Facility for any injury suffered by a Student during his or her experience at Facility.

f. Company and Facility retain the right to request removal of any Student from participation in the Program internship who, for any reason deemed sufficient by Company or Facility, in its sole discretion, is not complying with the terms and conditions of this Agreement or Facility's policies and procedures; is disruptive; is behaving in a manner detrimental to the Facility and/or Facility's patients, including drug or alcohol use; or is not participating in the Program internship at a level which will permit the Student to achieve the benefits of his/her experience; provided; however, that Company or Facility exercises said privilege in a nondiscriminatory manner.

g. Facility shall provide Sponsoring Institution with periodic reports, in the format requested by Sponsoring Institution, concerning the progress of Student(s). However, Sponsoring Institution shall at all times remain solely responsible for the evaluation and grading of Student(s).

h. Sponsoring Institution acknowledges that Facility is not responsible for the design or implementation of the Program internship but is merely affording Students an opportunity to secure an observational and/or clinical training experience in a setting different from that maintained by Sponsoring Institution.

### **3. MUTUAL RESPONSIBILITIES:**

Sponsoring Institution and Facilities, in cooperation and collaboration with each other, agree as follows:

a. The parties agree to meet, at reasonably noticed and scheduled meetings, to plan and implement the learning experiences of Students.

b. Both parties shall agree on the period of time for each Student's experience prior to the beginning of the Program internship.

c. Both parties shall agree on the number of Students, necessary qualifications, and experience for the Program internship participants subject to space, time, and needs limitations.

### **4. CONFIDENTIALITY:**

Sponsoring Institution and its agents, students, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information, by law, of Company, Facility and/or its patients, and not disclose or reveal any confidential information to

any third party without the express prior written consent of Company or Facility. Sponsoring Institution shall not disclose the terms of this Agreement to any person who is not a party to this Agreement, except as required by law or as authorized by Company or Facility.

Sponsoring Institution, and its agents, students, faculty, representatives, and employees, and Company, Facility, and its agents and employees, mutually agree to comply with the relevant provisions of HIPAA. Both parties acknowledge and agree that, from time to time, HIPAA may require modification to this Agreement for compliance purposes. Both parties further acknowledge and agree to comply with requests by either party related to HIPAA.

Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Company and Facility with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to Sponsoring Institution. Sponsoring Institution acknowledges and recognizes that the unauthorized disclosure of confidential information, Protected Health Information (“PHI”), as defined by HIPAA, or the terms of this Agreement, unless specifically required by federal, state, or other law, shall be a material breach and Company or Facility may seek immediate injunctive relief and elect to institute and prosecute proceedings in any court of competent jurisdiction, either in law or equity, to enforce specific performance of Sponsoring Institution, to enjoin any threatened or actual breach of this Agreement by Sponsoring Institution, its agents, students, faculty, representatives, and employees, as appropriate, and/or to recover any damages resulting from the breach hereof and recover reasonable attorneys' fees and costs of prosecuting any such action.

## **5. TERM AND TERMINATION:**

a. This Agreement shall be for an initial term of one (1) year commencing on the last date of execution by the parties as indicated on the signature page to the Agreement (“Initial Term”), and will thereafter automatically renew for one (1) year successive terms (each renewal included with the Initial Term collectively referred to as the “Term”), unless terminated sooner by either party in accordance with this Agreement.

b. This Agreement may be terminated by either party, with or without cause, following thirty (30) days advance written notice by certified, registered mail to the other party. No termination shall be effective until the completion of the Program internship by those Students participating in the Program internship at the time the notice is given, unless Facility, in its absolute and sole discretion, discovers that the performance of this Agreement exposes Facility’s patients and/or employees to harm or potential harm.

## **6. INDEMNIFICATION:**

To the extent permitted by law, each party agrees to indemnify and hold harmless the other party for and on account of any and all claims, liabilities, causes of action, damages, suits, judgments, and expenses, including, without limitation, reasonable attorneys’ fees, arising out of, related to, or in any way connected with the negligent, reckless, or intentional acts or omissions of the indemnifying party, its faculty, employees, officers, or Students while in the conduct of the Program internship.

**7. NO REMUNERATION:**

No pay or remuneration will be given to either party for participation in the Program internship under this Agreement.

**8. COMPLIANCE:**

Sponsoring Institution and Company agree and certify that this Agreement is not intended to generate referrals for services or supplies for which payment may be made in whole or in part under any federal health care program. Sponsoring Institution and Company will comply with statutes, rules, and regulations as promulgated by federal and state regulatory agencies or legislative authorities having jurisdiction over the parties.

**9. INSURANCE:**

a. Sponsoring Institution's Insurance Requirements. During the term of this Agreement, Sponsoring Institution hereby agrees to maintain with commercial carriers or maintain through a self-funded insurance program, as applicable, at all times and at Sponsoring Institution's own expense (i) General and Professional Liability insurance with a minimum annual coverage limitation of One Million Dollars (\$1,000,000) per occurrence and Three Million dollars in the annual aggregate (\$3,000,000), naming Company as an additional insured to the General Liability policy; (ii) Statutory Workers' Compensation insurance, other personal injury insurance for Students, or Students will be responsible for providing for their own health insurance; and (iii) Automobile Liability insurance with coverage of One Million Dollars (\$1,000,000) per occurrence.

b. Company's Insurance Requirements. During the term of this Agreement, Company hereby agrees to maintain with commercial carriers or maintain through a self-funded insurance program, as applicable, at all times and at Company's own expense (i) General and Professional Liability insurance with a minimum annual coverage limitation of One Million Dollars (\$1,000,000) per occurrence and Three Million dollars in the annual aggregate (\$3,000,000); and (ii) Statutory Workers' Compensation insurance and unemployment insurance covering all employees, in accordance with applicable state statutory limits for workers' compensation.

c. Certificates of Insurance. Company and Sponsoring Institution shall provide upon execution of this Agreement hereunder or at any time upon request, certificates of insurance or other documents in the case of a self-insured programs evidencing the coverage required hereby, and shall notify the other party immediately (within at least 30 days) of the cancellation, termination, or non-renewal of, or material change in, such insurance coverage. Company and Sponsoring Institution's coverage may be carried through a self-funded insurance program(s).

**10. GENERAL PROVISIONS:**

a. Status of Parties. The parties agree that the staff and Students of Sponsoring Institution participating in the Program internship are independent contractors, and, as such, are not the employees or agents of Company or Facility and are not entitled to any benefits from Company, including, but not limited to, workers' compensation, unemployment compensation, medical treatment (except as hereinabove provided), insurance, or any other benefits provided by

Company to its employees, except as specifically required by law, and, in such case, only to the extent and for the purposes so required. Sponsoring Institution shall be liable for its own debts, obligations, acts, and omissions, including, without limitation, the payment of all required withholding, social security, and other taxes or benefits. In no event shall this Agreement be construed as establishing a partnership, joint venture, joint employment, or similar relationship between the parties hereto.

b. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof, and all prior discussions, understandings, negotiations, and representations concerning the subject matter of this Agreement not expressly set forth herein are void and of no force or effect whatsoever.

c. Captions. The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

d. No Waiver. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

e. Notices. Any notice or communication required or permitted to be sent to the parties shall be in writing and shall be deemed to have been sufficiently and effectively given if mailed by certified or registered mail, return receipt requested, addressed to:

If to Company:           DaVita Dialysis Contracting, LLC  
                                  c/o DaVita Inc.  
                                  2000 16<sup>th</sup> Street, 12<sup>th</sup> Floor  
                                  Denver, Colorado 80202  
                                  Attention: Group General Counsel-Operations

With copies to:         DaVita Inc.  
                                  2000 16<sup>th</sup> Street, 12<sup>th</sup> Floor  
                                  Denver, Colorado 80202  
                                  Attention: General Counsel

And                         See Attached Facility List  
                                  c/o DaVita Inc.  
                                  Attention: Facility Administrator

If to Sponsoring         MedCerts LLC  
Institution:             13955 Farmington Rd.  
                                  Livonia, MI 48154  
                                  Attention: Campus President

f. Governing Law. This Agreement shall be governed and interpreted according to the laws of the State where the DaVita facility is located, without regard to the conflicts of laws principles thereof.

g. Severability. Should any portion of this Agreement be declared invalid by a court of competent jurisdiction, then, and in that event, it is the intention of the parties that the remainder of said Agreement shall remain in full force and effect.

h. Nonexclusive Agreement. This Agreement is nonexclusive. Either party reserves the right to participate in other clinical training programs.

i. Nondiscrimination. Neither the Sponsoring Institution nor the Company will discriminate against any person because of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, veteran status, Vietnam-era veteran status, or any other protected class status.

j. Assignment. Neither party may assign this Agreement to any party or entity without the prior written consent of the other party. This Agreement inures solely to the benefit of the parties hereto and any permitted assigns, and does not, and will not, be construed to create any third-party rights, including, without limitation, any third-party beneficiary rights to Students. Notwithstanding the foregoing, Company may assign this Agreement to any of its affiliates or subsidiaries without the consent of Sponsoring Institution. This Agreement will be binding upon and inure to the benefit of the successors, permitted assigns, heirs, and representatives of Company. Any attempted assignment of this Agreement in violation of the provisions of this section is void.

k. Amendment. This Agreement shall not be amended or modified, except by an instrument in writing duly executed by the parties hereto.

l. Name or Logo. Neither party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other's prior written approval, which approval shall not be unreasonably withheld.

m. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Copies of signatures sent by facsimile transmission will be deemed to be originals.

n. Approval by DaVita Inc. ("DaVita") as to Form. The parties acknowledge and agree that this Agreement shall take effect and be legally binding upon the parties only upon full execution hereof by the parties and upon approval by DaVita as to the form of hereof.

**[Signatures appear on the following page.]**

**IN WITNESS WHEREOF**, the parties hereto have signed and delivered this Agreement as of the date indicated next to their signature below to be effective as set forth in paragraph 5 of this Agreement. Additionally, Company’s signature below shall be recognized as that legal entity individually signing solely with respect to each Facility it owns and operates as set forth on Exhibit “A”.

**Sponsoring Institution: MedCerts LLC**

**Company: DaVita Dialysis Contracting, LLC**

DocuSigned by:  
*Kelly L. Hover*

DocuSigned by:  
*Erica Edwards*

By: Kelly Hover  
Its: Executive Vice President of Operations

By: Erica Edwards  
Its: VP of People Services

Date: January 12, 2021  
Email: [khover@medcerts.com](mailto:khover@medcerts.com)

Date: January 16, 2021

**Approved as to Form for DaVita Inc.:**

DocuSigned by:  
*Kelly Temes*

By: Kelly Temes  
Its: Manager-Corporate Counsel

**EXHIBIT A****FACILITIES**

<b>Facility No</b>	<b>Facility Name (Common)</b>	<b>Street1</b>	<b>Street2</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Legal Entity (LE)</b>
423	SAPULPA DIALYSIS	9647 RIDGEVIEW ST		TULSA	OK	74131-6205	Tulsa Dialysis, LLC
885	TULSA DIALYSIS CENTER	5636 E SKELLY DR		TULSA	OK	74135-6473	Renal Treatment Centers - West, Inc.
886	BROKEN ARROW DIALYSIS CENTER	1710 N 9TH ST		BROKEN ARROW	OK	74012-8283	Southlake Dialysis, LLC
887	CLAREMORE DIALYSIS CENTER	202 E BLUE STARR DR		CLAREMORE	OK	74017-4223	Renal Treatment Centers - West, Inc.
970	SOUTHERN DIAMOND REGION 01 OFFICE	10921 E 81ST ST		TULSA	OK	74133-4227	Renal Treatment Centers - West, Inc.
971	CENTRAL TULSA DIALYSIS CENTER	1124 S SAINT LOUIS AVE		TULSA	OK	74120-5413	Renal Treatment Centers - West, Inc.
972	OKMULGEE DIALYSIS CENTER	201 S DELAWARE AVE		OKMULGEE	OK	74447-5528	Renal Treatment Centers - West, Inc.
975	TRI-STATE DIALYSIS	2510 N MAIN ST		MIAMI	OK	74354-1602	Renal Treatment Centers - West, Inc.
978	CENTRAL TULSA DIALYSIS CENTER PD	1124 S SAINT LOUIS AVE		TULSA	OK	74120-5413	Renal Treatment Centers - West, Inc.
2029	SOUTHCREST DIALYSIS	10921 E 81ST ST		TULSA	OK	74133-4227	Southcrest Dialysis, LLC
2037	GREENWOOD DIALYSIS CENTER	1345 N LANSING AVE		TULSA	OK	74106-5911	Greenwood Dialysis, LLC

2135	SAND SPRINGS-OK			SAND SPRINGS	OK	74063	Total Renal Care, Inc.
2488	OWASSO DIALYSIS	9521 N OWASSO EXPY		OWASSO	OK	74055-5414	Owasso Dialysis, LLC
3014	PRYOR DIALYSIS	309 E GRAHAM AVE		PRYOR	OK	74361-2434	Wylar Dialysis, LLC
5165	GROVE DIALYSIS	1111 NEO LOOP		GROVE	OK	74344-6046	Total Renal Care, Inc.
5335	BERKSHIRE HOME TRAINING PD	4800 W SAN ANTONIO ST	STE 201	BROKEN ARROW	OK	74012-6127	Bliss Dialysis, LLC
5801	BERKSHIRE HT AT HOME	4800 W SAN ANTONIO ST	STE 201	BROKEN ARROW	OK	74012-6127	Bliss Dialysis, LLC
6148	TULSA AT HOME	5636 E SKELLY DR		TULSA	OK	74135-6473	Renal Treatment Centers - West, Inc.
11159	WAGONER DIALYSIS	402 S WALL ST		WAGONER	OK	74467-5003	Shade Dialysis, LLC
11249	DT4 DIALYSIS	4800 W SAN ANTONIO ST	STE 103	BROKEN ARROW	OK	74012-6127	Total Renal Care, Inc.
11581	BIXBY-OK			BIXBY	OK	74008	Total Renal Care, Inc.

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
888	TAHLEQUAH DIALYSIS CENTER	1373 E BOONE ST		TAHLEQUAH	OK	74464-3364	9184310665
974	MUSKOGEE COMMUNITY DIALYSIS CENTER	2316 W SHAWNEE ST		MUSKOGEE	OK	74401-2228	9186870016
977	STILWELL DIALYSIS CENTER	81143 HWY 59		STILWELL	OK	74960-1641	9186965072
1941	FAYETTEVILLE DIALYSIS	509 E MILLSAP RD	STE 111	FAYETTEVILLE	AR	72703-4862	4794436688
1942	BENTONVILLE DIALYSIS	1104 SE 30TH ST		BENTONVILLE	AR	72712-4290	4796576220
1943	SILAM SPRINGS DIALYSIS	500 S MOUNT OLIVE ST	STE 107	SILAM SPRINGS	AR	72761-3602	4795240104
1944	SPRINGDALE DIALYSIS	2070 MCKENZIE RD	STE B	SPRINGDALE	AR	72762-0870	4799271957
3942	MC ALESTER ACUTES	1 CLARK BASS BLVD		MCALESTER	OK	74501-4201	9184261800

4272	SOUTHERN DIAMOND REGION 02 OFFICE	3121 W 2ND CT		RUSSELLVILLE	AR	72801- 4504	4799684687
5002	REDBIRD SMITH DIALYSIS	305 S J T STITES ST		SALLISAW	OK	74955- 9302	9182350290
5130	ROGERS DIALYSIS	101 N 37TH ST		ROGERS	AR	72756- 0301	4798996868
6389	TAHLEQUAH AT HOME	1373 E BOONE ST		TAHLEQUAH	OK	74464- 3364	9184310665
9608	BENTONVILLE AT HOME	1104 SE 30TH ST		BENTONVILLE	AR	72712- 4290	4796576220
12081	MCALESTER DIALYSIS	2 E CLARK BASS BLVD	STE 101	MCALESTER	OK	74501- 4210	9184237501
12082	MCINTOSH COUNTY DIALYSIS	480 EUNICE BURNS RD		EUFAULA	OK	74432- 4000	9186897919

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
889	ALTUS DIALYSIS CENTER	205 S PARK LN	STE 130	ALTUS	OK	73521- 5756	100056 Renal Treatment Centers - West, Inc.
890	DUNCAN DIALYSIS CENTER	2845 W ELK AVE	BLDG 400	DUNCAN	OK	73533- 1981	100056 Renal Treatment Centers - West, Inc.
891	NORMAN DIALYSIS CENTER	1818 W LINDSEY ST	STE B104	NORMAN	OK	73069- 4184	100056 Renal Treatment Centers - West, Inc.
896	ELK CITY DIALYSIS CENTER	1601 W 2ND ST		ELK CITY	OK	73644- 4427	100056 Renal Treatment Centers - West, Inc.
897	NORTHWEST BETHANY DIALYSIS CENTER	7800 NW 23RD ST	STE A	BETHANY	OK	73008- 4948	100056 Renal Treatment Centers - West, Inc.
1511	CLINTON DIALYSIS CENTER	150 S 31ST ST		CLINTON	OK	73601- 9118	100056 Renal Treatment

							Centers - West, Inc.
2080	CHICKASHA DIALYSIS	228 S 29TH ST		CHICKASHA	OK	73018-2502	100056 Renal Treatment Centers - West, Inc.
2085	LAKE HEFNER DIALYSIS	6917 N MAY AVE		OKLAHOMA CITY	OK	73116-3238	100056 Renal Treatment Centers - West, Inc.
2233	ANADARKO DIALYSIS CENTER	414 SE 11TH ST		ANADARKO	OK	73005-4442	100056 Renal Treatment Centers - West, Inc.
2930	SOUTHERN DIAMOND REGION 03 OFFICE	7806 NW 23RD ST		BETHANY	OK	73008-4948	100302 DVA Renal Healthcare, Inc.
5088	YUKON DIALYSIS	12801 NW 10TH ST	STE 400	YUKON	OK	73099-4179	100101 Total Renal Care, Inc.
5730	SOONER DIALYSIS	1561 N PORTER AVE		NORMAN	OK	73071-6621	100101 Total Renal Care, Inc.
5880	SOONER AT HOME	1561 N PORTER AVE		NORMAN	OK	73071-6621	Total Renal Care, Inc.
6192	ANADARKO AT HOME	412 SE 11TH ST		ANADARKO	OK	73005-4442	Renal Treatment Centers - West, Inc.
11016	LAWTON DIALYSIS	1110 SW B AVE		LAWTON	OK	73501-4229	Andrews Dialysis, LLC
11093	MOORE DIALYSIS	620 S SANTA FE AVE	STE C	MOORE	OK	73160-2476	Stockton Dialysis, LLC
11293	PAULS VALLEY DIALYSIS	2410 W GRANT AVE		PAULS VALLEY	OK	73075-9229	Total Renal Care, Inc.

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
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738	SOUTHERN DIAMOND REGION 04 OFFICE	7806 NW 23RD STREET		BETHANY	OK	73008- 4948	Total Renal Care, Inc.
893	SHAWNEE DIALYSIS CENTER	4409 N KICKAPOO AVE	STE 113	SHAWNEE	OK	74804- 1224	Renal Treatment Centers - West, Inc.
895	STILLWATER DIALYSIS CENTER	406 E HALL OF FAME AVE	STE 300	STILLWATER	OK	74075- 5447	Renal Treatment Centers - West, Inc.
899	EDMOND DIALYSIS CENTER	50 S BAUMANN AVE		EDMOND	OK	73034- 5676	Renal Treatment Centers - West, Inc.
955	MIDWEST CITY DIALYSIS CENTER	7221 E RENO AVE		MIDWEST CITY	OK	73110- 4474	Renal Treatment Centers - West, Inc.
1206	South Oklahoma Acutes	2617 CROSSROADS DR		ARDMORE	OK	73401- 2574	Total Renal Care, Inc.
2081	CINEMA DIALYSIS	3909 S WESTERN AVE		OKLAHOMA CITY	OK	73109- 3405	Renal Life Link, Inc.
3015	OKLAHOMA CITY SOUTH DIALYSIS	319 SW 59TH ST		OKLAHOMA CITY	OK	73109- 8301	DVA Healthcare Renal Care, Inc.
3201	HEARTLAND DIALYSIS	925 NE 8TH ST		OKLAHOMA CITY	OK	73104- 5800	DVA Renal Healthcare, Inc.
4247	ARDMORE DIALYSIS RANCH	2617 CROSSROADS DR		ARDMORE	OK	73401- 2574	Jacinto Dialysis, LLC
4248	DIALYSIS COTTAGE	1902 HOSPITAL BLVD	STE D	GAINESVILLE	TX	76240- 2008	Higbee Dialysis, LLC
4366	ROSE ROCK DIALYSIS	9913 E RENO AVE		MIDWEST CITY	OK	73130- 3505	Total Renal Care, Inc.
5101	MID-DEL HOME TRAINING PD	9230 E RENO AVE	STE A	MIDWEST CITY	OK	73130- 3337	Bottle Dialysis, LLC
5314	HEARTLAND II			OKLAHOMA CITY	OK	73104	Total Renal Care, Inc.
5731	CLEVELAND PD	1059 SE 82ND ST		OKLAHOMA CITY	OK	73149- 2999	Rusk Dialysis, LLC

5826	ARDMORE RANCH AT HOME	2617 CROSSROADS DR		ARDMORE	OK	73401- 2574	Jacinto Dialysis, LLC
6276	HEARTLAND AT HOME	925 NE 8TH ST		OKLAHOMA CITY	OK	73104- 5800	DVA Renal Healthcare, Inc.
11105	SHAWNEE PERITONEAL DIALYSIS	2810 N KICKAPOO ST		SHAWNEE	OK	74804- 1798	Alexandria Dialysis, LLC
11245	GARFIELD COUNTY DIALYSIS	204 S VAN BUREN ST	STE A	ENID	OK	73703- 5812	Macab Dialysis LLC
11261	ADA-OK			ADA	OK	74820	Total Renal Care, Inc.

<b>Facility No</b>	<b>Facility Name (Common)</b>	<b>Street1</b>	<b>Street2</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Legal Entity (LE)</b>
2347	MENA DIALYSIS CENTER	1200 CRESTWOOD CIR		MENA	AR	71953- 5516	Mena Dialysis Center, LLC
2669	RUSSELLVILLE ACUTES	1808 W MAIN ST	ATTN: DAVITA DIALYSIS UNIT	RUSSELLVILLE	AR	72801- 2724	Renal Treatment Centers - Southeast, LP
2670	EL DORADO ACUTES	700 W GROVE ST	DAVITA DIALYSIS	EL DORADO	AR	71730- 4416	Renal Treatment Centers - Southeast, LP
2733	SOUTHERN DIAMOND REGION 05 OFFICE	3121 W 2ND CT		RUSSELLVILLE	AR	72801- 4504	Renal Treatment Centers - Southeast, LP
4237	OUACHITA DIALYSIS	1900 MALVERN AVE	STE 102	HOT SPRINGS	AR	71901- 7776	Renal Treatment Centers - Southeast, LP
4238	HOT SPRINGS DIALYSIS	115 WRIGHTS ST	STE A	HOT SPRINGS	AR	71913- 6240	Renal Treatment Centers - Southeast, LP
4239	SOUTH ARKANSAS DIALYSIS	620 W GROVE ST		EL DORADO	AR	71730- 4462	Renal Treatment

							Centers - Southeast, LP
4240	OUACHITA VALLEY DIALYSIS	1114 WASHINGTON ST NW		CAMDEN	AR	71701-3827	Renal Treatment Centers - Southeast, LP
4241	DEGRAY DIALYSIS	312 PROFESSIONAL PARK DR	STE H	ARKADELPHIA	AR	71923-5355	Renal Treatment Centers - Southeast, LP
4242	RIVER VALLEY DIALYSIS	3121 W 2ND CT		RUSSELLVILLE	AR	72801-4504	Renal Treatment Centers - Southeast, LP
4243	ASHLEY DIALYSIS	1019 FRED LAGRONE DR		CROSSETT	AR	71635-4546	Renal Treatment Centers - Southeast, LP
4244	MALVERN DIALYSIS	1590 TANNER ST		ROCKPORT	AR	72104-2023	Renal Treatment Centers - Southeast, LP
4245	BRADLEY COUNTY DIALYSIS	204 BRAGG ST		WARREN	AR	71671-2500	Renal Treatment Centers - Southeast, LP
5822	HOT SPRINGS AT HOME	115 WRIGHTS ST	STE A	HOT SPRINGS	AR	71913-6240	Renal Treatment Centers - Southeast, LP
5823	SOUTH ARKANSAS AT HOME	620 W GROVE ST	STE 101	EL DORADO	AR	71730-4409	Renal Treatment Centers - Southeast, LP
12502	RENAL CENTER OF MOUNTAIN HOME	200 E 8TH ST	STE 101	MOUNTAIN HOME	AR	72653-4402	Renal Center of Mountain Home, LLC

12546	RENAL CENTER OF MOUNTAIN HOME, LLC ACUTES	624 HOSPITAL DR	C/O BAXTER REGIONAL MED CNTR	MOUNTAIN HOME	AR	72653-2955	Renal Center of Mountain Home, LLC
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Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
538	LONGMONT DIALYSIS CENTER	1715 IRON HORSE DR	STE 170	LONGMONT	CO	80501-9617	Kingston Dialysis, LLC
542	THORNTON DIALYSIS CENTER	8800 FOX DR		THORNTON	CO	80260-6880	Kingston Dialysis, LLC
543	BOULDER DIALYSIS CENTER	2880 FOLSOM ST	STE 110	BOULDER	CO	80304-3769	Kingston Dialysis, LLC
544	ARVADA DIALYSIS CENTER	9950 W 80TH AVE	STE 25	ARVADA	CO	80005-3914	Kingston Dialysis, LLC
545	PIKES PEAK DIALYSIS CENTER	2002 LELARAY ST	STE 130	COLORADO SPRINGS	CO	80909-2804	Total Renal Care, Inc.
546	PRINTERS PLACE DIALYSIS CENTER	2802 INTERNATIONAL CIR		COLORADO SPRINGS	CO	80910-3127	Total Renal Care, Inc.
724	SUNDANCE REGION 01 OFFICE	2000 16TH ST	13TH FL	DENVER	CO	80202-5117	Total Renal Care, Inc.
902	WESTMINSTER DIALYSIS CENTER	9053 HARLAN ST	STE 90	WESTMINSTER	CO	80031-2908	Renal Treatment Centers - West, Inc.
1712	ALAMOSA DIALYSIS	612 DEL SOL DR		ALAMOSA	CO	81101-8548	Total Renal Care, Inc.
2092	FOUNTAIN DIALYSIS	6910 BANDLEY DR		FOUNTAIN	CO	80817-2617	CLSD-Southern Colorado Joint Ventures, LLC
2493	NORTH METRO DIALYSIS CENTER	12365 HURON ST	STE 500	WESTMINSTER	CO	80234-3498	Mountain West Dialysis Services, LLC

4367	NORTH COLORADO SPRINGS DIALYSIS	6071 E WOODMEN RD	STE 100	COLORADO SPRINGS	CO	80923-2610	North Colorado Springs Dialysis, LLC
5424	LOVELAND CENTRAL DIALYSIS	1453 DENVER AVE		LOVELAND	CO	80538-5226	Total Renal Care, Inc.
5973	NORTH COLORADO SPRINGS AT HOME	6071 E WOODMEN RD	STE 100	COLORADO SPRINGS	CO	80923-2610	North Colorado Springs Dialysis, LLC
5979	NORTH METRO AT HOME	12365 HURON ST	STE 500	WESTMINSTER	CO	80234-3498	Mountain West Dialysis Services, LLC
6033	PIKES PEAK AT HOME	2002 LELARAY ST	STE 130	COLORADO SPRINGS	CO	80909-2804	Total Renal Care, Inc.
6177	GRAND JUNCTION AT HOME	710 WELLINGTON AVENUE	STE 20	GRAND JUNCTION	CO	81501	Total Renal Care, Inc.
9757	FORT COLLINS AT HOME	1601 PROSPECT PKWY		FORT COLLINS	CO	80525-9992	Stearns Dialysis, LLC
11073	GREELEY DIALYSIS	2812 W 10TH ST		GREELEY	CO	80634-5425	Caswell Dialysis, LLC
11248	FORT COLLINS DIALYSIS	1601 PROSPECT PKWY	STE 180	FORT COLLINS	CO	80525-1076	Stearns Dialysis, LLC
11582	LAFAYETTE-CO			LAFAYETTE	CO	80026	Total Renal Care, Inc.
11882	BILLINGS-MT			BILLINGS	MT	59101	Total Renal Care, Inc.

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
427	LAKWOOD CROSSING DIALYSIS	1057 S WADSWORTH BLVD	STE 100	LAKWOOD	CO	80226-4361	Kingston Dialysis, LLC
539	COMMERCE CITY DIALYSIS	6320 HOLLY ST		COMMERCE CITY	CO	80022-3325	Total Renal Care, Inc.
541	LAKWOOD DIALYSIS CENTER	1750 PIERCE ST	STE C	LAKWOOD	CO	80214-1434	Kingston Dialysis, LLC

988	SUNDANCE REGION 02 OFFICE	2000 16TH ST		DENVER	CO	80202- 5117	Total Renal Care, Inc.
1506	MILE HIGH HOME DIALYSIS	1750 PIERCE ST	STE A	LAKESWOOD	CO	80214- 1434	Kingston Dialysis, LLC
1846	GRAND JUNCTION DIALYSIS CENTER	710 WELLINGTON AVE	STE 20	GRAND JUNCTION	CO	81501- 6100	Total Renal Care, Inc.
2065	SOUTH WEST DENVER DIALYSIS	8601 W CROSS DR	UNIT C- 2	LITTLETON	CO	80123- 2200	Total Renal Care, Inc.
2067	BRIGHTON DIALYSIS	4700 E BROMLEY LN	STE 103	BRIGHTON	CO	80601- 7821	Brighton Dialysis Center, LLC
2158	INTERSTATE DIALYSIS CENTER	334 S 13TH ST		BURLINGTON	CO	80807- 2414	Renal Treatment Centers - West, Inc.
4489	MESA COUNTY DIALYSIS	561 25 RD	STE D	GRAND JUNCTION	CO	81505- 1360	Total Renal Care, Inc.
4490	BLACK CANYON DIALYSIS	3421 S RIO GRANDE AVE	UNIT D1	MONTROSE	CO	81401- 4840	Total Renal Care, Inc.
5284	WEST LAKEWOOD DIALYSIS	11700 WEST 2ND PL	STE 325	LAKESWOOD	CO	80228- 1755	Pible Dialysis, LLC
5940	MESA COUNTY AT HOME	561 25 RD	STE D	GRAND JUNCTION	CO	81505- 1360	Total Renal Care, Inc.
6012	LAKESWOOD AT HOME	1750 PIERCE ST	STE A	LAKESWOOD	CO	80214- 1434	Kingston Dialysis, LLC
6965	GREAT FALLS DIALYSIS	3400 10TH AVE S	STE 1	GREAT FALLS	MT	59405- 3473	Total Renal Care, Inc.
9602	GREAT FALLS AT HOME	3400 10TH AVE S	STE 1	GREAT FALLS	MT	59405- 3473	Total Renal Care, Inc.
11281	LANDER-WY			RIVERTON	WY	82501	Renal Treatment Centers - West, Inc.
11450	PLATTE VALLEY DIALYSIS	1321 S 4TH AVE	STE 100	BRIGHTON	CO	80601- 6809	Milltown Dialysis, LLC
11756	CHEYENNE II (NAME TO BE CHANGED)-WY			CHEYENNE	WY	82001	Renal Treatment Centers - West, Inc.
11855	RED ROCKS-CO			LITTLETON	CO	80123	Total Renal Care, Inc.

12679	MILE HIGH HOME AT HOME	1750 PIERCE ST	STE A	LAKWOOD	CO	80214- 1434	Kingston Dialysis, LLC
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Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
148	PRATT DIALYSIS CENTER	203 WATSON ST	STE 110	PRATT	KS	67124-3092	Total Renal Care, Inc.
408	WICHITA DIALYSIS CENTER PD	909 N TOPEKA ST		WICHITA	KS	67214-3620	Renal Treatment Centers - West, Inc.
830	WICHITA DIALYSIS CENTER	909 N TOPEKA ST		WICHITA	KS	67214-3620	Renal Treatment Centers - West, Inc.
831	EAST WICHITA DIALYSIS CENTER	320 N HILLSIDE ST		WICHITA	KS	67214-4918	Renal Treatment Centers - West, Inc.
832	INDEPENDENCE DIALYSIS CENTER	801 W MYRTLE ST		INDEPENDENCE	KS	67301-3239	Renal Treatment Centers - West, Inc.
833	GARDEN CITY DIALYSIS CENTER	2308 E KANSAS AVE		GARDEN CITY	KS	67846-6959	Renal Treatment Centers - West, Inc.
834	RENAL TREATMENT CENTER-WINFIELD	1315 E 4TH AVE		WINFIELD	KS	67156-2457	Renal Treatment Centers - West, Inc.
835	PARSONS DIALYSIS CENTER	1902 S US HIGHWAY 59 BLDG B		PARSONS	KS	67357-4948	Renal Treatment Centers - West, Inc.
836	RENAL TREATMENT CENTER-NEWTON	1223 WASHINGTON RD		NEWTON	KS	67114-4855	Renal Treatment Centers - West, Inc.
837	RENAL TREATMENT CENTER-DERBY	1635 E FREEDOM ST	STE 100	DERBY	KS	67037-7702	Renal Treatment Centers - West, Inc.

1868	MAIZE DIALYSIS CENTER	10001 W GRADY AVE		MAIZE	KS	67101-3747	Owyhee Dialysis, LLC
2009	NE WICHITA DIALYSIS CENTER	2630 N WEBB RD	STE 100 BLDG 100	WICHITA	KS	67226-8174	Renal Treatment Centers - West, Inc.
5339	ANDOVER DIALYSIS	626 S ANDOVER RD	STE 900	ANDOVER	KS	67002-8910	Joshua Dialysis, LLC
5649	DIALYSIS CENTER OF HUTCHINSON	1901 N WALDRON ST		HUTCHINSON	KS	67502-1129	Bladon Dialysis, LLC
5855	DC OF HUTCHINSON AT HOME	1901 N WALDRON ST		HUTCHINSON	KS	67502-1129	Bladon Dialysis, LLC
6133	WICHITA AT HOME	909 N TOPEKA ST		WICHITA	KS	67214-3620	Renal Treatment Centers - West, Inc.
6344	RTC-GARDEN CITY AT HOME	2308 E KANSAS AVE		GARDEN CITY	KS	67846-6959	Renal Treatment Centers - West, Inc.
11244	AIR CAPITAL DIALYSIS	1812 S SENECA ST	STE 110	WICHITA	KS	67213-4104	Robertsville Dialysis, LLC
11611	KEEPER OF THE PLAINS HOME TRAINING			WICHITA	KS	67204	Total Renal Care, Inc.
12088	WALNUT RIVER DIALYSIS	701 W CENTRAL AVE		EL DORADO	KS	67042-2117	Total Renal Care, Inc.

<b>Facility No</b>	<b>Facility Name (Common)</b>	<b>Street1</b>	<b>Street2</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Legal Entity (LE)</b>
428	LOWRY DIALYSIS CENTER	7465 E 1ST AVE	STE A	DENVER	CO	80230-6877	Total Renal Care, Inc.
838	SCOTTSBLUFF DIALYSIS CENTER	820 W 42ND ST	STE 1600	SCOTTSBLUFF	NE	69361-5017	Renal Treatment Centers - West, Inc.
901	AURORA DIALYSIS CENTER	1411 S POTOMAC ST	AMC II STE 100	AURORA	CO	80012-4536	Renal Treatment Centers - West, Inc.

1572	GRAND ISLAND DIALYSIS	203 E STOLLEY PARK RD	STE G	GRAND ISLAND	NE	68801-8256	Renal Treatment Centers - Illinois, Inc.
1600	MCCOOK DIALYSIS CENTER	801 W C ST	STE 4	MC COOK	NE	69001-3592	Renal Treatment Centers - Illinois, Inc.
1601	HASTINGS DIALYSIS CENTER	1900 N SAINT JOSEPH AVE		HASTINGS	NE	68901-2652	Renal Treatment Centers - Illinois, Inc.
1869	LOWRY DIALYSIS CENTER PD	7465 E 1ST AVE	STE A	DENVER	CO	80230-6877	Total Renal Care, Inc.
2063	BELCARO DIALYSIS CENTER	755 S COLORADO BLVD		DENVER	CO	80246-8005	Rocky Mountain Dialysis Services, LLC
2732	SUNDANCE REGION 05 OFFICE	2000 16TH ST		DENVER	CO	80202-5117	Total Renal Care, Inc.
5140	SABLE DIALYSIS	509 N SABLE BLVD		AURORA	CO	80011-0801	Pible Dialysis, LLC
5678	NORTHEASTERN COLORADO DIALYSIS	603 HOLLY DR		STERLING	CO	80751-4539	Total Renal Care, Inc.
5849	GRAND ISLAND AT HOME	203 E STOLLEY PARK RD	STE G	GRAND ISLAND	NE	68801-8207	Renal Treatment Centers - Illinois, Inc.
6015	LOWRY AT HOME	7465 E 1ST AVE	STE A	DENVER	CO	80230-6877	Total Renal Care, Inc.
11226	MONTBELLO DIALYSIS	4834 CHAMBERS RD		DENVER	CO	80239-5152	Southwest Rocky Mountain Dialysis, LLC

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
1863	JACKSONVILLE CENTRAL DIALYSIS CENTER	400 T P WHITE DR		JACKSONVILLE	AR	72076-3287	Little Rock Dialysis Centers, LLC

1864	NORTH LITTLE ROCK DIALYSIS CENTER	4505 E MCCAIN BLVD		NORTH LITTLE ROCK	AR	72117-2902	Little Rock Dialysis Centers, LLC
2994	DISCOVERY REGION 01 OFFICE	9022 LANDERS RD	STE E	NORTH LITTLE ROCK	AR	72117-1599	DVA Renal Healthcare, Inc.
3615	CENTRAL LITTLE ROCK DIALYSIS	6 FREEWAY DR	STE 100	LITTLE ROCK	AR	72204-2486	DVA Renal Healthcare, Inc.
4391	SW LITTLE ROCK			LITTLE ROCK	AR	72209	Total Renal Care, Inc.
4429	MARKED TREE DIALYSIS	216 HESTER PARKER DR		MARKED TREE	AR	72365-2023	Renal Treatment Centers - Southeast, LP
5480	SOUTH LITTLE ROCK DIALYSIS	6115 BASELINE RD	STE 100	LITTLE ROCK	AR	72209-4725	Renal Treatment Centers - Southeast, LP
5608	SPRINGHILL DIALYSIS	3401 SPRINGHILL DR	STE 190	NORTH LITTLE ROCK	AR	72117-2925	Capes Dialysis, LLC
5609	PULASKI COUNTY DIALYSIS	202 JOHN HARDEN DR		JACKSONVILLE	AR	72076-3775	Capes Dialysis, LLC
5610	LITTLE ROCK MIDTOWN DIALYSIS	2 LILE CT	STE 102A	LITTLE ROCK	AR	72205-6241	Capes Dialysis, LLC
5611	SALINE COUNTY DIALYSIS	1200 N MAIN ST	STE 2	BENTON	AR	72015-3341	Capes Dialysis, LLC
5616	SPRINGHILL HOME TRAINING	3401 SPRINGHILL DR	STE 330	NORTH LITTLE ROCK	AR	72117-2945	Capes Dialysis, LLC
6237	JACKSONVILLE CENTRAL AT HOME	400 T P WHITE DR		JACKSONVILLE	AR	72076-3287	Little Rock Dialysis Centers, LLC
6258	CENTRAL LITTLE ROCK AT HOME	6 FREEWAY DR	STE 100	LITTLE ROCK	AR	72204-2486	DVA Renal Healthcare, Inc.
9647	SOUTH LITTLE ROCK AT HOME	6115 BASELINE RD	STE 100	LITTLE ROCK	AR	72209-4725	Renal Treatment Centers -

							Southeast, LP
11479	DIAMOND STATE DIALYSIS	9022 LANDERS RD	STE E	NORTH LITTLE ROCK	AR	72117- 1599	Matheson Dialysis, LLC
11925	CONWAY PD STANDALONE (NAME TO BE CHANGED)-AR			CONWAY	AR	72034	ISD Renal, Inc.

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1215	COLUMBIA ACUTE PD SERVICES	3320 BLUFF CREEK DR		COLUMBIA	MO	65201- 3660	Renal Treatment Centers - Illinois, Inc.
2136	RTC-COLUMBIA DIALYSIS	1701 E BROADWAY	STE G102	COLUMBIA	MO	65201- 8029	Renal Treatment Centers - Illinois, Inc.
2445	EUREKA DIALYSIS CENTER	419 MERAMEC BLVD		EUREKA	MO	63025- 3906	Total Renal Care, Inc.
3115	ROLLA DIALYSIS	1503 E 10TH ST		ROLLA	MO	65401- 3696	DVA Renal Healthcare, Inc.
3278	WASHINGTON SQUARE DIALYSIS	1112 WASHINGTON SQ		WASHINGTON	MO	63090- 5336	DVA Renal Healthcare, Inc.
3335	ST CHARLES DIALYSIS (02/03/20)	2125 BLUESTONE DR		SAINT CHARLES	MO	63303- 6704	DVA Healthcare Renal Care, Inc.
3516	LAKE ST. LOUIS DIALYSIS	200 BREVCO PLZ	STE 201	LAKE SAINT LOUIS	MO	63367- 2950	DVA Healthcare Renal Care, Inc.
3589	ST. PETERS DIALYSIS	300 FIRST EXECUTIVE AVE	STE A	SAINT PETERS	MO	63376- 1655	DVA Healthcare Renal Care, Inc.
3993	LAKE ST LOUIS HOME (PD)	200 BREVCO PLZ	STE 202	LAKE ST LOUIS	MO	63367- 2950	Total Renal Care, Inc.
4422	COLLEGE CITY DIALYSIS	2630 DONAGHEY AVE		CONWAY	AR	72032- 2317	Toltec Dialysis, LLC

5374	SPRINGFIELD NORTH DIALYSIS	1007 E KEARNEY ST		SPRINGFIELD	MO	65803-3433	Pacheco Dialysis, LLC
5404	COLUMBIA HOME TRAINING	3320 BLUFF CREEK DR	STE 105	COLUMBIA	MO	65201-3662	Total Renal Care, Inc.
5518	HANNIBAL DIALYSIS	119 PROGRESS RD		HANNIBAL	MO	63401-6628	Total Renal Care, Inc.
5527	DISCOVERY REGION 03 OFFICE	300 FIRST EXECUTIVE AVE	STE A	ST PETERS	MO	63376-1655	Total Renal Care, Inc.
5605	INDEPENDENCE COUNTY DIALYSIS	1700 HARRISON ST	STE F	BATESVILLE	AR	72501-7315	Capes Dialysis, LLC
5606	JACKSON COUNTY DIALYSIS	1912 MCLAIN ST	PRATT SQUARE	NEWPORT	AR	72112-3659	Capes Dialysis, LLC
5607	SEARCY DIALYSIS	3208 LANGLEY DR		SEARCY	AR	72143-6020	Capes Dialysis, LLC
5612	CONWAY DIALYSIS	2445 CHRISTINA LN		CONWAY	AR	72034-6798	Capes Dialysis, LLC
5802	COLUMBIA HT AT HOME	3320 BLUFF CREEK DR	STE 105	COLUMBIA	MO	65201-3662	Total Renal Care, Inc.
5947	HANNIBAL AT HOME	119 PROGRESS RD		HANNIBAL	MO	63401-2204	Total Renal Care, Inc.
5964	LAKE ST. LOUIS HOME AT HOME	200 BREVCO PLZ	STE 202	LAKE ST LOUIS	MO	63367-2950	Total Renal Care, Inc.
6186	COLUMBIA MO AT HOME	1701 E BROADWAY	STE G102	COLUMBIA	MO	65201-8029	Renal Treatment Centers - Illinois, Inc.
6398	SPRINGFIELD NORTH AT HOME	1007 E KEARNEY ST		SPRINGFIELD	MO	65803-3433	Pacheco Dialysis, LLC
6905	MARSHALL RENAL CENTER	359 W MORGAN ST		MARSHALL	MO	65340-1929	ISD Renal, Inc.
9631	WASHINGTON HT AT HOME	1040 WASHINGTON SQ		WASHINGTON	MO	63090-5302	Total Renal Care, Inc.
11021	OSAGE BEACH-MO			OSAGE BEACH	MO	65065	Total Renal Care, Inc.
11058	WASHINGTON HOME TRAINING	1040 WASHINGTON SQ		WASHINGTON	MO	63090-5302	Total Renal Care, Inc.
11721	ROLLA HOME TRAINING	1702 E 10TH ST	STE B	ROLLA	MO	65401-4600	ISD Renal, Inc.

11747	JEFFERSON CITY-MO			JEFFERSON CITY	MO	65101	Pavalak Dialysis, LLC
11881	ST. ROBERT-MO			ST. ROBERT	MO	65584	ISD Renal, Inc.

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1955	MERGED TO 02291-LEAVENWORTH COUNTY DIALYSIS	313 S 2ND ST		LEAVENWORTH	KS	66048-2803	Total Renal Care, Inc.
2176	GRANDVIEW DIALYSIS	13812 S US HIGHWAY 71		GRANDVIEW	MO	64030-3685	Total Renal Care, Inc.
2204	HAPPY ROCK-MO	TBD		KANSAS CITY	MO	64118	Burton Dialysis, LLC
2291	LEAVENWORTH DIALYSIS	501 OAK ST		LEAVENWORTH	KS	66048-2646	Renal Treatment Centers - West, Inc.
2384	EASTLAND DIALYSIS	19101 E VALLEY VIEW PKWY	STE E	INDEPENDENCE	MO	64055-6907	Total Renal Care, Inc.
2460	HIAWATHA DIALYSIS	120 EAST LODGE RD		HIAWATHA	KS	66434	Total Renal Care, Inc.
2689	MISSION CENTRALIZED TRAINING OFFICE	2852 W 47TH AVE		KANSAS CITY	KS	66103-3243	DVA Renal Healthcare, Inc.
2929	DREAM CATCHERS REGION 01 OFFICE	4333 MADISON AVE	STE 300	KANSAS CITY	MO	64111-3429	DVA Renal Healthcare, Inc.
3504	LIBERTY DIALYSIS	2525 GLENN HENDREN DR		LIBERTY	MO	64068-9625	DVA Healthcare Renal Care, Inc.
3510	BETHANY	21 N 12TH ST	STE 201	KANSAS CITY	KS	66102-5172	DVA Healthcare Renal Care, Inc.
3513	NORTHLAND DIALYSIS	2750 CLAY EDWARDS DR	STE 100	NORTH KANSAS CITY	MO	64116-3257	DVA Healthcare Renal Care, Inc.

3591	PLATTE WOODS DIALYSIS	7667 NW PRAIRIE VIEW RD		KANSAS CITY	MO	64151-1544	DVA Renal Healthcare, Inc.
4454	SWOPE DIALYSIS	4407 E 50TH TER		KANSAS CITY	MO	64130-2855	Lone Dialysis, LLC
5478	BETHANY-MO			BETHANY	MO	64424	Total Renal Care, Inc.
6059	NORTHLAND AT HOME	2750 CLAY EDWARDS DR	STE 515	NORTH KANSAS CITY	MO	64116-3258	DVA Healthcare Renal Care, Inc.
6209	EASTLAND AT HOME	19101 E VALLEY VIEW PKWY	STE E	INDEPENDENCE	MO	64055-6907	Total Renal Care, Inc.
6358	KANSAS CITY RENAL AT HOME	4333 MADISON AVE	STE 200	KANSAS CITY	MO	64111-3434	ISD Renal, Inc.
6902	KANSAS CITY RENAL CENTER	4333 MADISON AVE	STE 100	KANSAS CITY	MO	64111-3434	ISD Renal, Inc.
9638	EXCELSIOR SPRINGS AT HOME	1745 W JESSE RD		EXCELSIOR SPRINGS	MO	64024-1801	Total Renal Care, Inc.
11049	EXCELSIOR SPRINGS DIALYSIS	1745 W JESSE JAMES RD		EXCELSIOR SPRINGS	MO	64024-1801	Total Renal Care, Inc.
11166	SHOAL CREEK DIALYSIS	8260 N BOOTH AVE		KANSAS CITY	MO	64158-7201	Total Renal Care, Inc.

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1757	DREAM CATCHERS REGION 02 OFFICE	4333 MADISON AVE	STE 300	KANSAS CITY	MO	64111-3429	Total Renal Care, Inc.
3202	HOSPITAL HILL DIALYSIS	900 E 21ST ST		KANSAS CITY	MO	64108-2703	DVA Renal Healthcare, Inc.
3674	RIVERSIDE LABOR FLOAT POOL	410 NW BUSINESS PARK LN		RIVERSIDE	MO	64150-9572	DVA Renal Healthcare, Inc.
4455	TIMBERLAKE DIALYSIS	12110 HOLMES RD		KANSAS CITY	MO	64145-1707	Total Renal Care, Inc.
5340	ODESSA MO			ODESSA	MO	64076	Total Renal Care, Inc.
5490	KANSAS AVENUE DIALYSIS	604 KANSAS AVE		CLINTON	MO	64735-3069	Colleton Dialysis, LLC

6364	LEES SUMMIT RENAL AT HOME	100 NE MISSOURI RD		LEES SUMMIT	MO	64086- 4702	ISD Lees Summit, LLC
6903	BUTLER RENAL CENTER	601 W NURSERY ST		BUTLER	MO	64730- 1872	ISD Renal, Inc.
6904	HARRISONVILLE RENAL CENTER	308 GALAXIE AVE		HARRISONVILLE	MO	64701- 2084	ISD Renal, Inc.
6913	LEES SUMMIT RENAL CENTER	100 NE MISSOURI RD	STE 100	LEES SUMMIT	MO	64086- 4702	ISD Lees Summit, LLC
6914	WESTPORT RENAL CENTER	3947 BROADWAY ST		KANSAS CITY	MO	64111- 2516	ISD Kansas City, LLC
9610	HARRISONVILLE RENAL AT HOME	308 GALAXIE AVE		HARRISONVILLE	MO	64701- 2084	ISD Renal, Inc.
9645	KANSAS AVENUE AT HOME	604 KANSAS AVE		CLINTON	MO	64735- 3069	Colleton Dialysis, LLC
9791	HOPEFIELD AT HOME	2425 S ROUSE ST		PITTSBURG	KS	66762- 6606	Caesar Dialysis, LLC
11072	FORT SCOTT-KS			FORT SCOTT	KS	66701	Total Renal Care, Inc.
11109	TRENTON DIALYSIS	1709 E 9TH ST		TRENTON	MO	64683- 2641	Catello Dialysis, LLC
11228	HOPEFIELD DIALYSIS	2425 S ROUSE ST		PITTSBURG	KS	66762- 6606	Caesar Dialysis, LLC
11474	SILVER CREEK DIALYSIS	2011 E 32ND ST	STE 101	JOPLIN	MO	64804- 3018	ISD Renal, Inc.
11583	HOSPITAL HILL II (NAME TO CHANGE)-MO			KANSAS CITY	MO	64108	ISD Renal, Inc.
11727	BLUE RIDGE DIALYSIS	8608 E 63RD ST		KANSAS CITY	MO	64133- 4725	Lantell Dialysis, LLC
11800	WARRENSBURG HOME TRAINING (PD-HHD)-MO			WARRENSBURG	MO	64093	Vosse Dialysis, LLC
12641	SILVER CREEK AT HOME	2011 E 32ND ST	STE 101	JOPLIN	MO	64804- 3018	ISD Renal, Inc.

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1573	HARLAN DIALYSIS	2802 12TH ST		HARLAN	IA	51537-2303	Renal Treatment Centers - Illinois, Inc.
1574	SHENANDOAH DIALYSIS	300 PERSHING AVE		SHENANDOAH	IA	51601-2355	Renal Treatment Centers - Illinois, Inc.
1594	CENTRAL DES MOINES DIALYSIS	1215 PLEASANT ST	STE 106	DES MOINES	IA	50309-1409	Renal Treatment Centers - Illinois, Inc.
1595	WEST DES MOINES DIALYSIS	6800 LAKE DR	STE 185	WEST DES MOINES	IA	50266-2544	Renal Treatment Centers - Illinois, Inc.
1596	CRESTON DIALYSIS	1700 W TOWNLINE ST		CRESTON	IA	50801-1054	Renal Treatment Centers - Illinois, Inc.
1597	ATLANTIC DIALYSIS	1500 E 10TH ST		ATLANTIC	IA	50022-1935	Renal Treatment Centers - Illinois, Inc.
1615	DREAM CATCHERS REGION 03 OFFICE	2625 N ANKENY BLVD		ANKENY	IA	50023-4704	Total Renal Care, Inc.
2046	RIVERPOINT DIALYSIS UNIT	501 SW 7TH ST	STE B	DES MOINES	IA	50309-4538	Dialysis of Des Moines, LLC
2132	EAST DES MOINES DIALYSIS	1301 PENNSYLVANIA AVE	STE 208	DES MOINES	IA	50316-2365	Central Iowa Dialysis Partners, LLC
2134	PERRY DIALYSIS	610 10TH ST	STE L100	PERRY	IA	50220-2221	Renal Treatment Centers - Illinois, Inc.
5023	GRUNDY CENTER DIALYSIS	101 E J AVENUE		GRUNDY CENTER	IA	50638-2031	Renal Treatment Centers - Illinois, Inc.

5168	SIOUX CITY DIALYSIS	5865 SUNNYBROOK DR		SIOUX CITY	IA	51106-4203	Davis Dialysis, LLC
5342	ANKENY DIALYSIS	2625 N ANKENY BLVD		ANKENY	IA	50023-4704	Geyser Dialysis, LLC
6116	EAST DES MOINES AT HOME	1301 PENNSYLVANIA AVE	STE 208	DES MOINES	IA	50316-2365	Central Iowa Dialysis Partners, LLC
6346	ANKENY AT HOME	2625 N ANKENY BLVD		ANKENY	IA	50023-4704	Geyser Dialysis, LLC
11670	WINDSOR HEIGHTS DIALYSIS	1119 73RD ST		WINDSOR HEIGHTS	IA	50324-1313	Trusten Dialysis, LLC
12503	RENAL CENTER OF FORT DODGE	117 S 25TH ST		FORT DODGE	IA	50501-4357	Renal Center of Fort Dodge, LLC
12504	RENAL CENTER OF STORM LAKE	1426 LAKE AVE		STORM LAKE	IA	50588-1910	Renal Center of Storm Lake, LLC

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1229	GENESIS ACUTES	1228 E RUSHOLME ST	STE 1000	DAVENPORT	IA	52803-2459	Renal Treatment Centers - Illinois, Inc.
1598	NEWTON DIALYSIS	204 N 4TH AVE E	STE 134	NEWTON	IA	50208-3135	Renal Treatment Centers - Illinois, Inc.
1925	BUCHANAN COUNTY DIALYSIS	1600 1ST ST E		INDEPENDENCE	IA	50644-3155	Renal Treatment Centers - Illinois, Inc.
1926	CEDAR VALLEY WAVERLY DIALYSIS	220 10th ST SW		WAVERLY	IA	50677-2930	Renal Treatment Centers - Illinois, Inc.

1927	BLACK HAWK DIALYSIS	3421 W 9TH ST		WATERLOO	IA	50702-5401	Renal Treatment Centers - Illinois, Inc.
1980	CEDAR VALLEY DIALYSIS	1661 W RIDGEWAY AVE		WATERLOO	IA	50701-4541	Renal Treatment Centers - Mid-Atlantic, Inc.
1981	WEST UNION DIALYSIS	405 HIGHWAY 150 N		WEST UNION	IA	52175-1003	Renal Treatment Centers - Illinois, Inc.
2911	DREAM CATCHERS REGION 04 OFFICE	1661 W RIDGEWAY AVE		WATERLOO	IA	50701-4541	DVA Renal Healthcare, Inc.
4261	PELLA DIALYSIS	1117 HAZEL ST		PELLA	IA	50219-1338	Wallips Dialysis LLC
5154	CEDAR RAPIDS DIALYSIS	5945 COUNCIL ST NE		CEDAR RAPIDS	IA	52402-5858	Honeyman Dialysis, LLC
5171	GREEN COUNTRY DIALYSIS	5250 UTICA RIDGE RD		DAVENPORT	IA	52807-3872	Green Country Dialysis, LLC
5320	HAWKEYE DIALYSIS	701 TAMA ST	STE 150	MARION	IA	52302-4806	Honeyman Dialysis, LLC
5358	MOLINE HOME TRAINING PD	4650 38TH AVE		MOLINE	IL	61265-6706	Nadell Dialysis, LLC
5362	FIVE SEASONS DIALYSIS	1002 4TH AVE SE	STE A	CEDAR RAPIDS	IA	52403-2425	Honeyman Dialysis, LLC
5371	OTTUMWA DIALYSIS	1005 PENNSYLVANIA AVE	STE 101	OTTUMWA	IA	52501-6408	Kobuk Dialysis, LLC
5388	IOWA CITY			CORALVILLE	IA	52241	Northshore Dialysis, LLC
5448	ROCK ISLAND (MOLINE)-IL			MOLINE	IL	61265	Panola Dialysis, LLC
5632	AMES MARY GREELEY DIALYSIS	2322 E 13TH ST		AMES	IA	50010-5669	Garner Dialysis, LLC

5633	MARSHALLTOWN MARY GREELEY DIALYSIS	3120 S 2ND ST		MARSHALLTOWN	IA	50158- 4614	Garner Dialysis, LLC
5634	IOWA FALLS MARY GREELEY DIALYSIS	701 WASHINGTON AVE	STE E	IOWA FALLS	IA	50126- 2109	Garner Dialysis, LLC
6978	EA MOTTO DIALYSIS	1228 E RUSHOLME ST	STE 1000	DAVENPORT	IA	52803- 2467	Clyfee Dialysis, LLC
11860	DAVENPORT II (NAME TO BE CHANGED)-IA			DAVENPORT	IA	52802	Renal Treatment Centers - Illinois, Inc.
12632	CEDAR RAPIDS AT HOME	5945 COUNCIL ST N E		CEDAR RAPIDS	IA	52402- 5858	Honeyman Dialysis, LLC

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1954	JOHNSON COUNTY DIALYSIS	10453 W 84TH TER		LENEXA	KS	66214- 1641	Total Renal Care, Inc.
1956	WYANDOTTE COUNTY DIALYSIS	5001 STATE AVE		KANSAS CITY	KS	66102- 3459	Total Renal Care, Inc.
2292	WYANDOTTE CENTRAL DIALYSIS	3737 STATE AVE		KANSAS CITY	KS	66102- 3830	Wyandotte Central Dialysis, LLC
2890	DREAM CATCHERS REGION 05 OFFICE	4333 MADISON AVE	STE 300	KANSAS CITY	MO	64111- 3429	Total Renal Care, Inc.
3457	OLATHE DIALYSIS	732 W FRONTIER LN		OLATHE	KS	66061- 7202	DVA Renal Healthcare, Inc.
3517	WYANDOTTE WEST DIALYSIS	11014 HASKELL AVE		KANSAS CITY	KS	66109- 4404	DVA Healthcare Renal Care, Inc.
3571	LENEXA DIALYSIS	8630 HALSEY ST		LENEXA	KS	66215- 2880	DVA Healthcare Renal Care, Inc.
5257	NALL DIALYSIS	10787 NALL AVE	STE 130	OVERLAND PARK	KS	66211- 1375	Kenai Dialysis, LLC

6319	LENEXA AT HOME	8630 HALSEY ST		LENEXA	KS	66215-2880	DVA Healthcare Renal Care, Inc.
9663	JOHNSON COUNTY AT HOME	10453 W 84TH TER		LENEXA	KS	66214-1641	Total Renal Care, Inc.
11201	NOTTINGHAM DIALYSIS	14010 W 134TH PL		OLATHE	KS	66062-6139	Total Renal Care, Inc.
11311	MISSION DIALYSIS	2852 W 47TH AVE		KANSAS CITY	KS	66103-3243	Caddoan Dialysis, LLC
11471	OVERLAND PARK DIALYSIS	12201 W 110TH ST		OVERLAND PARK	KS	66210-4045	Pinewoods Dialysis, LLC

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2731	DREAM CATCHERS REGION 06 OFFICE	4333 MADISON AVE	STE 300	KANSAS CITY	MO	64111-3429	Total Renal Care, Inc.
3523	CAMERON DIALYSIS	1003 W 4TH ST		CAMERON	MO	64429-1466	DVA Renal Healthcare, Inc.
3525	CHILLICOTHE DIALYSIS	588 E BUSINESS 36		CHILLICOTHE	MO	64601-3721	DVA Renal Healthcare, Inc.
3536	ST. JOSEPH DIALYSIS	5514 CORPORATE DR	STE 100	SAINT JOSEPH	MO	64507-7754	DVA Renal Healthcare, Inc.
3739	LAWRENCE KS ACUTES	330 ARKANSAS ST	STE 100	LAWRENCE	KS	66044-1394	Total Renal Care, Inc.
5098	PAOLA DIALYSIS	1605 E PEORIA ST		PAOLA	KS	66071-1893	Windcreek Dialysis, LLC
5751	TOPEKA DIALYSIS	634 SW MULVANE ST	STE 300	TOPEKA	KS	66606-1678	Total Renal Care, Inc.
5752	OTTAWA DIALYSIS	1320 S ASH ST	STE 206	OTTAWA	KS	66067-3413	Total Renal Care, Inc.
5753	LAWRENCE DIALYSIS	330 ARKANSAS ST	STE 100	LAWRENCE	KS	66044-1394	Total Renal Care, Inc.
5754	SABETHA DIALYSIS	106 N 12TH ST		SABETHA	KS	66534-1810	Total Renal Care, Inc.
5876	TOPEKA AT HOME	634 SW MULVANE ST	STE 300	TOPEKA	KS	66606-1678	Total Renal Care, Inc.

6257	ST JOSEPH AT HOME	5514 CORPORATE DR	STE 100	SAINTE JOSEPH	MO	64507-7752	DVA Renal Healthcare, Inc.
9670	LAWRENCE HT AT HOME	3510 CLINTON PKWY	STE 110	LAWRENCE	KS	66047-2145	Total Renal Care, Inc.
9683	EMPORIA AT HOME	1616 INDUSTRIAL RD	STE 2004	EMPORIA	KS	66801-6222	Total Renal Care, Inc.
9801	TOPEKA DIALYSIS PD	634 SW MULVANE ST	STE 300	TOPEKA	KS	66606-1678	Total Renal Care, Inc.
11114	LAWRENCE HOME TRAINING	3510 CLINTON PKWY	STE 110	LAWRENCE	KS	66047-2145	Total Renal Care, Inc.
11152	GARDNER DIALYSIS	328 E MAIN ST		GARDNER	KS	66030-1314	Beals Dialysis, LLC
11164	EMPORIA DIALYSIS	1616 INDUSTRIAL RD	STE 2004	EMPORIA	KS	66801-6222	Total Renal Care, Inc.
11250	WANAMAKER DIALYSIS	3711 SW WANAMAKER RD		TOPEKA	KS	66610-1368	Total Renal Care, Inc.
11336	FREE STATE DIALYSIS	1918 E 23RD ST		LAWRENCE	KS	66046-5069	Total Renal Care, Inc.
11351	MANHATTAN DIALYSIS	519 MCCALL RD	STE 100	MANHATTAN	KS	66502-5038	Total Renal Care, Inc.
11424	ROBIDOUX DIALYSIS	802 JULES ST		SAINTE JOSEPH	MO	64501-1944	Total Renal Care, Inc.
12608	MANHATTAN AT HOME (KS)	519 MCCALL RD		MANHATTAN	KS	66502-5033	Total Renal Care, Inc.

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
706	KEYSTONE REGION 01 OFFICE	417 WARE AVE	C/O CHURCHVIEW DIALYSIS	ROCKFORD	IL	61107-5089	Total Renal Care, Inc.
1199	SAUK VALLEY ACUTES	1131 N GALENA AVE		DIXON	IL	61021-1015	Renal Treatment Centers - Illinois, Inc.
1560	CHURCHVIEW DIALYSIS	417 WARE AVE		ROCKFORD	IL	61107-6413	Renal Treatment Centers - Illinois, Inc.
1562	FREERPORT DIALYSIS	1028 S KUNKLE BLVD		FREERPORT	IL	61032-6914	Renal Treatment Centers - Illinois, Inc.

1563	ROCKFORD DIALYSIS	3339 N ROCKTON AVE		ROCKFORD	IL	61103-2839	Renal Treatment Centers - Illinois, Inc.
1564	WHITESIDE DIALYSIS	4406 E LINCOLNWAY		STERLING	IL	61081-9749	Renal Treatment Centers - Illinois, Inc.
2097	ROXBURY DIALYSIS CENTER	622 ROXBURY RD		ROCKFORD	IL	61107-5089	Dialysis of Northern Illinois, LLC
2099	DIXON KIDNEY CENTER	1131 N GALENA AVE		DIXON	IL	61021-1015	Renal Treatment Centers - Illinois, Inc.
2100	SYCAMORE DIALYSIS	2200 GATEWAY DR		SYCAMORE	IL	60178-3113	Dialysis of Northern Illinois, LLC
5254	DRIFTWOOD DIALYSIS	1808 S WEST AVE		FREEPORT	IL	61032-6712	Freeportbay Dialysis, LLC
5307	CRIMSON RIDGE HOME TRAINING (PD)	2540 HAUSER ROSS DR	STE 200	SYCAMORE	IL	60178-3171	Dialysis of Northern Illinois, LLC
5412	TIMBER CREEK DIALYSIS	1001 S ANNIE GLIDDEN RD		DEKALB	IL	60115-8250	Dialysis of Northern Illinois, LLC
5539	STONECREST DIALYSIS	1302 E STATE ST		ROCKFORD	IL	61104-2228	Total Renal Care, Inc.
5841	DRIFTWOOD AT HOME	1808 S WEST AVE		FREEPORT	IL	61032-6712	Freeportbay Dialysis, LLC
5871	CRIMSON RIDGE HT AT HOME	2540 HAUSER ROSS DR	STE 200	SYCAMORE	IL	60178-3171	Dialysis of Northern Illinois, LLC
6100	ROXBURY AT HOME	622 ROXBURY RD		ROCKFORD	IL	61107-5089	Dialysis of Northern Illinois, LLC
6101	SYCAMORE AT HOME	2200 GATEWAY DR		SYCAMORE	IL	60178-3113	Dialysis of Northern Illinois, LLC
9774	DIXON KIDNEY AT HOME	1131 N GALENA AVE		DIXON	IL	61021-1015	Renal Treatment Centers - Illinois, Inc.
11112	BELVIDERE DIALYSIS	1751 HENRY LUCKOW LN		BELVIDERE	IL	61008-1702	Dialysis of Northern Illinois, LLC

11309	GLEN OAKS-IL			PEORIA	IL	61615	Total Renal Care, Inc.
11312	MACHESNEY PARK DIALYSIS	7170 N PERRYVILLE RD		MACHESNEY PARK	IL	61115-7700	Machesney Bay Dialysis, LLC
11506	FOREST CITY DIALYSIS	198 N SPRINGFIELD AVE		ROCKFORD	IL	61101-5086	Machesney Bay Dialysis, LLC
11716	EDGEWATER IL (NAME TO BE CHANGED)-IL			ROCKFORD	IL	61109	Total Renal Care, Inc.
11757	OWEN CENTER HOME TRAINING	3927 W RIVERSIDE BLVD		ROCKFORD	IL	61101-9507	Dialysis of Northern Illinois, LLC

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
952	GRANITE CITY DIALYSIS CENTER	9 AMERICAN VLG		GRANITE CITY	IL	62040-3706	Renal Treatment Centers - Illinois, Inc.
2870	KEYSTONE REGION 02 OFFICE	2930 MONTVALE DR	STE A	SPRINGFIELD	IL	62704-5376	DVA Renal Healthcare, Inc.
3315	MACON COUNTY DIALYSIS	1090 W MCKINLEY AVE		DECATUR	IL	62526-3208	DVA Renal Healthcare, Inc.
3317	JACKSONVILLE DIALYSIS	1515 W WALNUT ST		JACKSONVILLE	IL	62650-1150	DVA Renal Healthcare, Inc.
3318	LITCHFIELD DIALYSIS	915 ST FRANCIS WAY		LITCHFIELD	IL	62056-1775	DVA Renal Healthcare, Inc.
3320	SPRINGFIELD CENTRAL DIALYSIS	600 N GRAND AVE W		SPRINGFIELD	IL	62702-2538	DVA Renal Healthcare, Inc.
3321	TAYLORVILLE DIALYSIS	901 W SPRESSER ST		TAYLORVILLE	IL	62568-1831	DVA Renal Healthcare, Inc.
3322	LINCOLN DIALYSIS	2100 5TH ST		LINCOLN	IL	62656-9115	DVA Renal Healthcare, Inc.
3420	SPRINGFIELD MONTVALE DIALYSIS	2930 MONTVALE DR	STE A	SPRINGFIELD	IL	62704-5376	DVA Renal Healthcare, Inc.

3425	DECATUR EAST WOOD DIALYSIS	794 E WOOD ST		DECATUR	IL	62523- 1155	DVA Renal Healthcare, Inc.
3491	RUSHVILLE DIALYSIS	112 SULLIVAN DRIVE		RUSHVILLE	IL	62681- 1293	DVA Renal Healthcare, Inc.
5124	SPRINGFIELD SOUTH DIALYSIS	2930 S 6TH ST		SPRINGFIELD	IL	62703- 5944	Total Renal Care, Inc.
5411	TAZEWELL COUNTY DIALYSIS	1021 COURT ST	STE A	PEKIN	IL	61554- 4807	Pekin Dialysis, LLC
5519	ADAMS COUNTY DIALYSIS	436 N 10TH ST		QUINCY	IL	62301- 2601	Total Renal Care, Inc.
5520	PITTSFIELD DIALYSIS	640 W WASHINGTON ST		PITTSFIELD	IL	62363- 1350	Total Renal Care, Inc.
5873	SPRINGFIELD SOUTH AT HOME	2930 S 6TH ST		SPRINGFIELD	IL	62703- 5944	Total Renal Care, Inc.
5948	ADAMS COUNTY AT HOME	436 N 10TH ST		QUINCY	IL	62301- 2601	Total Renal Care, Inc.
5992	PEORIA HOME AT HOME	719 MAIN ST		PEORIA	IL	61602- 1083	Total Renal Care, Inc.
6084	SPRINGFIELD CENTRAL AT HOME	600 N GRAND AVE W		SPRINGFIELD	IL	62702- 2538	DVA Renal Healthcare, Inc.
6085	DECATUR EAST WOOD AT HOME	794 E WOOD ST		DECATUR	IL	62523- 1155	DVA Renal Healthcare, Inc.
6370	TAZEWELL COUNTY AT HOME	1021 COURT ST	STE A	PEKIN	IL	61554- 4807	Pekin Dialysis, LLC
9790	MONTGOMERY COUNTY AT HOME	1822 SENATOR MILLER DR		HILLSBORO	IL	62049- 2401	Total Renal Care, Inc.
10002	TAYLORVILLE HOME TRAINING (PD/HHD)-IL			TAYLORVILLE	IL	62568	Total Renal Care, Inc.
11447	MONTGOMERY COUNTY DIALYSIS	1822 SENATOR MILLER DR		HILLSBORO	IL	62049- 2401	Total Renal Care, Inc.
11613	FOXPOINT DIALYSIS	1300 SCHAEFER RD	STE J	GRANITE CITY	IL	62040- 6859	Total Renal Care, Inc.

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
1694	BENTON DIALYSIS	1151 ROUTE 14 W		BENTON	IL	62812-1500	Renal Life Link, Inc.
1695	CENTRALIA DIALYSIS	1231 STATE ROUTE 161		CENTRALIA	IL	62801-6739	Renal Life Link, Inc.
1696	MARION DIALYSIS	324 S 4TH ST		MARION	IL	62959-1241	Renal Life Link, Inc.
1697	MOUNT VERNON DIALYSIS	4102 N WATER TOWER PL		MOUNT VERNON	IL	62864-6583	Renal Life Link, Inc.
1731	OLNEY DIALYSIS CENTER	117 N BOONE ST		OLNEY	IL	62450-2109	Renal Life Link, Inc.
2396	WAYNE COUNTY DIALYSIS	303 NW 11TH ST	STE 1	FAIRFIELD	IL	62837-1203	Total Renal Care, Inc.
2425	VANDALIA DIALYSIS	301 MATTES AVE		VANDALIA	IL	62471-2061	Total Renal Care, Inc.
3316	EFFINGHAM DIALYSIS	904 MEDICAL PARK DR	STE 1	EFFINGHAM	IL	62401-2193	DVA Renal Healthcare, Inc.
3319	MATTOON DIALYSIS	6051 DEVELOPMENT DR		CHARLESTON	IL	61920-9467	DVA Renal Healthcare, Inc.
3580	ILLINI RENAL DIALYSIS	1004 W ANTHONY DR		CHAMPAIGN	IL	61821-1205	DVA Renal Healthcare, Inc.
4274	KEYSTONE REGION 03 OFFICE	6051 DEVELOPMENT DR	STE 8	CHARLESTON	IL	61920-9467	Total Renal Care, Inc.
4381	ROBINSON DIALYSIS	1215 N ALLEN ST	STE B	ROBINSON	IL	62454-1100	Robinson Dialysis, LLC
5204	DANVILLE HOME TRAINING	3 POLAND RD		DANVILLE	IL	61834-7463	Total Renal Care, Inc.
5484	SALEM HOME TRAINING	1201 RICKER RD		SALEM	IL	62881-4263	Total Renal Care, Inc.
5872	DANVILLE HT AT HOME	3 POLAND RD		DANVILLE	IL	61834-7463	Total Renal Care, Inc.
6026	MOUNT VERNON AT HOME	4102 N WATER TOWER PLACE		MOUNT VERNON	IL	62864-6295	Renal Life Link, Inc.
6083	EFFINGHAM AT HOME	904 MEDICAL PARK DR	STE 1	EFFINGHAM	IL	62401-2193	DVA Renal Healthcare, Inc.
6086	ILLINI RENAL AT HOME	1004 W ANTHONY DR		CHAMPAIGN	IL	61821-1205	DVA Renal Healthcare, Inc.

6099	MARION AT HOME	324 S 4TH ST		MARION	IL	62959-1241	Renal Life Link, Inc.
6330	MATTOON AT HOME	6051 DEVELOPMENT DR		CHARLESTON	IL	61920-9467	DVA Renal Healthcare, Inc.
9704	SALEM HT AT HOME	1201 RICKER RD		SALEM	IL	62881-4263	Total Renal Care, Inc.
11289	VERMILION COUNTY DIALYSIS	26 E WEST NEWELL RD		DANVILLE	IL	61834-7488	Total Renal Care, Inc.
11574	CRAWFORD COUNTY HOME TRAINING	1302 E MAIN ST	UNIT G	ROBINSON	IL	62454-3753	Shika Dialysis, LLC
12622	CRAWFORD COUNTY HOME AT HOME	1302 E MAIN ST	UNIT G	ROBINSON	IL	62454-3753	Shika Dialysis, LLC

Facility No	Facility Name (Common)	Street1	Street2	City	State	Zip	Legal Entity (LE)
953	SAUGET DIALYSIS	2061 GOOSE LAKE RD		SAUGET	IL	62206-2822	Renal Treatment Centers - Illinois, Inc.
1720	METRO EAST DIALYSIS	5105 W MAIN ST		BELLEVILLE	IL	62226-4728	Renal Life Link, Inc.
1910	MARYVILLE HOME DIALYSIS (PD)	2102 VADALABENE DR	STE B	MARYVILLE	IL	62062-5632	Renal Treatment Centers - Illinois, Inc.
2002	MARYVILLE DIALYSIS	2102 VADALABENE DR	STE 1	MARYVILLE	IL	62062-5632	Renal Treatment Centers - Illinois, Inc.
2414	EDWARDSVILLE DIALYSIS	235 S BUCHANAN ST		EDWARDSVILLE	IL	62025-2108	Total Renal Care, Inc.
3449	ALTON DIALYSIS	309 HOMER ADAMS PKWY		ALTON	IL	62002-5929	DVA Renal Healthcare, Inc.
4273	KEYSTONE REGION 04 OFFICE	101 LANTER CT		COLLINSVILLE	IL	62234-6124	Total Renal Care, Inc.
5255	SHILOH DIALYSIS	1095 N GREEN MOUNT RD		BELLEVILLE	IL	62221-3303	Total Renal Care, Inc.
5282	RED BUD DIALYSIS	1500 E MARKET ST	LOT 4	RED BUD	IL	62278-2143	Total Renal Care, Inc.

5521	JERSEYVILLE DIALYSIS	917 S STATE ST		JERSEYVILLE	IL	62052- 2344	Total Renal Care, Inc.
6098	METRO EAST AT HOME	5105 W MAIN ST		BELLEVILLE	IL	62226- 4728	Renal Life Link, Inc.
6125	MARYVILLE HOME AT HOME	2102 VADALABENE DR	STE B	MARYVILLE	IL	62062- 5632	Renal Treatment Centers - Illinois, Inc.
9657	HARRISBURG HT AT HOME	303 S COMMERCIAL ST	STE 15	HARRISBURG	IL	62946- 2125	Fenton Dialysis, LLC
9747	ALTON AT HOME	309 HOMER ADAMS PKWY		ALTON	IL	62002- 5929	DVA Renal Healthcare, Inc.
11023	HARRISBURG HOME TRAINING (PD)	303 S COMMERCIAL ST	STE 15	HARRISBURG	IL	62946- 2125	Fenton Dialysis, LLC
11533	O'FALLON DIALYSIS	1941 FRANK SCOTT PKWY E	STE B	SHILOH	IL	62269- 7387	Total Renal Care, Inc.
11573	COLLINSVILLE DIALYSIS	101 LANTER CT		COLLINSVILLE	IL	62234- 6124	Total Renal Care, Inc.
11674	EDGEMONT DIALYSIS	8 VIEUX CARRE DR		EAST SAINT LOUIS	IL	62203- 1923	Total Renal Care, Inc.
11783	NORTHGROVE DIALYSIS	2491 INDUSTRIAL DR	STE 200	HIGHLAND	IL	62249- 1355	Total Renal Care, Inc.

## **EXHIBIT B**

### **STATEMENT OF STUDENT'S RESPONSIBILITIES**

I acknowledge that I voluntarily agree to participate in a student training program centered around the proper and safe operation of providing dialysis and/or peritoneal related services to patients with end-stage renal disease (the "Student Internship Program") operated by **DaVita Dialysis Contracting, LLC** ("Company"), which will be administered under the laws and regulations of the state where I complete the Student Internship Program. I understand that more information on Student Internship Program state laws and restrictions is available through my Facility administrator at the Student Internship Program Facility.

I also acknowledge and agree that in order to participate in the Student Internship Program and observe Company patients, I agree to act within the scope of instructions given to me, and I will always conduct myself in a safe and prudent manner. I also acknowledge that I have discussed and will continue to discuss the Facility operations with the appropriate members of the care team and/or faculty members of **MedCerts LLC** ("Sponsoring Institution"), and have learned about the various risks and dangers that I may be exposed to when I enter the Facility. The risks we have discussed include, without limitation, the risk of exposure to blood products and fluids, which could result in exposure to and infection with the AIDS virus or hepatitis, as well as the risk of exposure to other infectious diseases, such as tuberculosis and other airborne diseases or pathogens and other inherent risks associated with interacting with the public and patients at the Facility.

I also understand I will not be asked to, and will not, enter any patient record information or submit any billing or reimbursement information under health care programs. All billing and patient information is entered by Company employees.

It is the intention of the Company that my Student Internship Program experience and activities be educational, pleasant, and rewarding. In the event that any Student Internship Program experience or observation I see which is questionable, objectionable or if I am uncomfortable with a task I am asked to do, I am urged to seek out Facility or Company management to voice my concerns privately with a Company manager. I am also free to call the DaVita Compliance Hotline at 888.458.5848 in the event I feel my concerns are not properly addressed in the Facility.

For and in consideration of the benefit provided to me in the form of observing, monitoring and assisting with appropriate administrative and clinical tasks detailed to me by the Facility manager or the mentor assigned to me, I and my heirs, successors, and/or assigns do hereby covenant and agree to assume all risks and be solely responsible for any injury or loss sustained by me while participating in the Student Internship Program operated by Sponsoring Institution at the Facility.

In addition to the foregoing, I and my heirs, successors, and/or assigns hereby covenant and agree to indemnify and hold harmless Company and Facility for any injury or loss sustained by me while participating in the Student Internship Program operated by Sponsoring Institution at

Facility, or any injury or loss arising from my actions while participating in the Student Internship Program or being at the Facility.

Any capitalized terms not otherwise defined herein this Exhibit B have the meaning ascribed to them in the Student Training Agreement between Company and Sponsoring Institution.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student (Print Name)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness (Print Name)

Student was given a copy of this form: \_\_\_\_\_ (Company employee initials)

## EXHIBIT C

### CONFIDENTIAL INFORMATION AGREEMENT (“Agreement”)

I understand the importance of preserving the confidential nature of the information of **DaVita Dialysis Contracting, LLC** (“Company”). This includes, but is not limited to, DaVita’s, Company’s, and Facility’s data and records relative to business interests, computer systems and programs, projections, business plans, inventions, trade secrets, know-how, as well as information wherein DaVita, Company, or Facility has an obligation of confidentiality to a third party and information concerning any patient, employee, physician, independent contractor, student, fellow, or volunteer. I understand the necessity that such information not be compromised for any reason other than necessary business or medical communications and treatment needs.

I further understand that patient information, including but not limited to Protected Health Information, as defined by the HIPAA Privacy Rule at 45 C.F.R. 160.103 (“PHI”), is confidential and not to be discussed with or disseminated to anyone, either inside or outside Company, except on an as-needed basis for the treatment of the individual, payment related thereto, or for Company’s healthcare operations in compliance with federal and state regulations. Unauthorized dissemination may be a violation of federal and state laws. My obligations with regard to this PHI include, but are not limited to, the following:

- (a) I agree to not use or disclose PHI other than as permitted or required by this Agreement or as permitted or required by law.
- (b) I agree to use appropriate physical and technical safeguards to prevent the use or disclosure of DaVita’s or Company’s PHI for any purpose other than pursuant to Sponsoring Institution’s underlying Student Training Agreement.
- (c) I shall implement and maintain safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic Protected Health Information (“e-PHI”) that I create, receive, maintain or transmit on behalf of DaVita or Company.
- (d) I agree that upon termination of this Agreement, Sponsoring Institution’s Student Training Agreement, or the expiration or termination of my internship with Company, I will return or destroy all PHI received from or created or received on behalf of DaVita or Company. In the event that DaVita or Company determines that return or destruction is not feasible, I will extend the protections required in this Subsection (d) to the PHI and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
- (e) Company and I agree to comply with all applicable rules and regulations promulgated under HIPAA in effect.
- (f) I will report to Company, within a reasonable time period of discovery, any (i) Security Incident, or (ii) Security Breach as defined at 45 C.F.R. Part 164, Subpart D. My report will include:
  - (i) The nature of the non-permitted use or disclosure including how such use or disclosure was made;
  - (ii) The unsecured PHI used or disclosed;

(iii) If possible and applicable, the identity of the person/entity who received the unsecured PHI;

(iv) What corrective action I took (if applicable);

(v) What I did to mitigate any deleterious effect (if applicable); and

(vi) Such other information as Company or DaVita may request.

(g) At all times during the term of this Agreement, I will comply with all applicable federal, state and local laws, rules and regulations pertaining to patient records and the confidentiality of patient information, including DaVita's or Company's PHI.

I am also aware and fully understand that any violation of this Agreement is grounds for corrective action, up to and including immediate termination of any agreement between Company or DaVita and any of their subsidiaries and/or related organizations by which I am bound.

(Any capitalized terms not defined in this Agreement will have the meaning given to them in the underlying Student Training Agreement between Sponsoring Institution and Company.)

Student's Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

Sponsoring Institution **MedCerts LLC**

Date \_\_\_\_\_

## Certificate Of Completion

Envelope Id: B5EB208AD1A347018C64236FC8430C3D	Status: Completed
Subject: Please DocuSign: MedCerts LLC - STA - (multifacilities) MA.docx, MedCerts LLC - STA - (multifac...	
Source Envelope:	
Document Pages: 88	Signatures: 6
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Latrice Johnston
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	2000 16th Street
	Denver, CO 80202
	Latrice.Johnston@davita.com
	IP Address: 67.166.54.140

## Record Tracking

Status: Original	Holder: Latrice Johnston	Location: DocuSign
1/12/2021 3:40:00 PM	Latrice.Johnston@davita.com	

## Signer Events

Kelly L. Hover  
 khover@medcerts.com  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 FA60C473BD454D7...

## Timestamp

Sent: 1/12/2021 3:40:59 PM  
 Viewed: 1/12/2021 4:04:20 PM  
 Signed: 1/12/2021 4:05:28 PM

Signature Adoption: Pre-selected Style  
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**Electronic Record and Signature Disclosure:**  
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Erica Edwards  
 Erica.Edwards@davita.com  
 VP Recruiting & Talent  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 CC1D999C66314F5...

Sent: 1/12/2021 4:05:36 PM  
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 Signed: 1/16/2021 11:54:42 AM

Signature Adoption: Pre-selected Style  
 Using IP Address: 24.20.239.47

**Electronic Record and Signature Disclosure:**  
 Accepted: 1/16/2021 11:54:30 AM  
 ID: 00b30924-350b-477b-96e5-66185e76171b

Kelly Temes  
 Kelly.Temes@davita.com  
 Corporate Counsel  
 Kidney Smart  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 912E9D082805499...

Sent: 1/16/2021 11:54:49 AM  
 Viewed: 1/18/2021 10:07:18 AM  
 Signed: 1/18/2021 10:08:36 AM

Signature Adoption: Pre-selected Style  
 Using IP Address: 68.5.8.159

**Electronic Record and Signature Disclosure:**  
 Accepted: 1/18/2021 10:07:18 AM  
 ID: 8e904033-277e-46cd-abe1-acc852486805

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Jessica Rhodes Jessica.Rhodes@davita.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 1/18/2021 10:08:46 AM Viewed: 1/18/2021 2:26:59 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/12/2021 3:40:59 PM
Certified Delivered	Security Checked	1/18/2021 10:07:18 AM
Signing Complete	Security Checked	1/18/2021 10:08:36 AM
Completed	Security Checked	1/18/2021 10:08:46 AM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, DaVita (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact DaVita:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [jarvis@davita.com](mailto:jarvis@davita.com)

### **To advise DaVita of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [jarvis@davita.com](mailto:jarvis@davita.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from DaVita**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [jarvis@davita.com](mailto:jarvis@davita.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with DaVita**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [jarvis@davita.com](mailto:jarvis@davita.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify DaVita as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DaVita during the course of your relationship with DaVita.

## Letter of Intent

Octapharma Plasma, Inc.



5/18/2021

Patrick McFall  
10644 Westlake Drive  
Charlotte, NC 28273

MedCerts  
13955 Farmington Rd.  
Livonia, MI 48153

The purpose of this Letter of Intent between MedCerts and Octapharma Plasma is to showcase Octapharma as a “Preferred Employer” for MedCerts students, and to acknowledge the quality content of MedCerts training programs that provide the skillset for participants to become employed as Allied Health Professionals.

Octapharma Plasma is interested in graduates who complete MedCerts programs whose training qualifies for positions that Octapharma Plasma may be filling.

Octapharma Plasma Hiring Manager will review, screen, and advance MedCerts student candidates if they meet eligibility requirements. If selected to interview where opportunities exist, however, placement cannot be guaranteed.

MedCerts, together with Octapharma Plasma is committed to creating enhanced career pathways for students seeking quality education in noble Allied Health vocations and is excited for this collaboration to provide training and employment opportunities throughout the United States.

### Agreed and Accepted

**Name of Site** Octapharma Plasma, Inc.

**Name of Contact:** Patrick McFall

**Title:** Recruiting Manager

**Signature:**



**Date:** 5/18/21

**MedCerts LLC**

**Name of Contact** Kathleen Maitland

**Title:** Employer Partnership  
Representative

**Signature:**



**Date:** 5/18/2021

## **PHARMACY TECHNICIAN PRACTICAL EXPERIENCE AGREEMENT**

This Pharmacy Technician Practical Experience Agreement (“**Agreement**”) is made and entered into by and between MedCerts LLC (“**Educational Institution**”) and Walmart Inc. (“**Company**”), and shall be effective upon the date of execution by both parties to the Agreement (the “**Effective Date**”).

Company operates pharmacies in its stores and clubs (each pharmacy referenced as a “**Company Pharmacy**”). Educational Institution provides structured educational pharmacy courses that require practical experience. The parties agree that it is to the mutual benefit of the parties to provide practical experience to technician students enrolled in certain pharmacy technician curriculums at Educational Institution through a pharmacy practical experience program (“**Program**”). Company Pharmacies are suitable for the needs of the Program.

In consideration of the mutual promises in this Agreement, Educational Institution and Company agree as follows:

### **I. Responsibilities of Educational Institution**

Educational Institution shall:

- A. Maintain ASHP-ACPE accreditation status and provide to the Company the Accreditation Survey Summary and any findings of non-compliance for each accreditation renewal.
- B. Ensure all students participating in the Program have met all state board of pharmacy requirements including applying, registering, or completing required paperwork to be in compliance and authorized to work in the Program at Company prior to the start of the Program.
- C. Ensure all students admitted to participate in the Program have met all state board of pharmacy requirements for student participation in clinical services within a pharmacy space.
- D. Instruct participating students to keep strictly confidential, and hold in trust, all information whether relating to patients, to Company, or any Company business.
- E. Initiate the development of mutually acceptable instruction plans for using the Company Pharmacies to meet the Program’s curriculum goals.
- F. Collaborate with Company in the implementation and execution of all educational aspects of the Program including, but not limited to, the instruction plan.
- G. Provide instruction plans to designated Company Pharmacy personnel at agreed upon times prior to the beginning of the school term and the participation of any student in the Program.
- H. Obtain final approval from Company for the instruction plan, number of participants and scheduling of all Program participants.
- I. Select for participation only those students who have successfully completed all pre-requisite courses and met all state board of pharmacy requirements for participation in the Program.
- J. Select for participation only those students that have not had any positive drug test results while registered as a student at Educational Institution. All students selected to participate in the Program must submit to a drug test administered by a provider of Company’s choosing, at the expense of Company. The drug test is to be administered not more than 60 days, and not less than 15 days, prior to the start of their rotation. At Company’s discretion, any student found to have had a positive drug test shall be immediately removed from participating in the Program at any and all Company Pharmacies.

### **II. Company Obligations**

Company shall:

- A. Maintain facilities used for the Program in such a manner that the facilities shall, at all times, conform to state boards of pharmacy regulations.
- B. Retain complete responsibility for pharmacy care of patients and provide adequate supervision of Program participants at all times.

C. Permit Program participants to use Company Pharmacies for practical education including, but not limited to, the use of supplies and equipment as are commonly available in a pharmacy.

### **III. General Terms and Conditions**

A. Term. This Agreement is effective as of the Effective Date and is in effect for two (2) years from the Effective Date. Thereafter, the Agreement will automatically renew for successive one (1) year annual terms unless otherwise terminated by either party pursuant to the terms of the Agreement.

B. Termination. Either party may terminate this Agreement without cause upon thirty (30) days prior written notice. Such termination by Company will not be effective as to any student who is participating in the Program on the date of mailing notice until such student has completed the Program, subject to the provisions of Section III. E. below.

C. Relationship of Parties. Nothing in this Agreement shall be construed as creating the relationship of employer and employee, or principal and agent, or any relationship other than that of independent parties contracting with each other solely to carry out the terms of this Agreement.

D. Insurance. Educational Institution will select for Program participation only those students for whom it provides professional and general liability insurance coverage. Prior to the entry of any student to the premises of a Company Pharmacy for participation in the Program, proof of insurance will be furnished to Company indicating the effective coverage date and liability limits of no less than one million dollars (\$1,000,000) per incident with a three million dollar (\$3,000,000) annual aggregate. Company reserves the right to deny admission to and/or terminate the placement or rotation for any student who fails to demonstrate or loses effective insurance coverage unless such condition is immediately rectified. Upon request, a copy of Company's self-insured policy can be obtained by writing to Talent Services and Professional Relations, 702 SW 8<sup>th</sup> Street, Bentonville, AR 72716-0390.

E. Withdrawal of Student. Educational Institution agrees that its faculty and students will comply with all Company policies, procedures, rules and regulations while participating in the Program. Company may direct Educational Institution to withdraw any student from the Program and its facilities where the student's conduct or work with customers or Company associates is not, in the sole opinion of the Company Pharmacy pharmacist-in-charge, in accordance with the acceptable standards of performance or is, in any way, detrimental to the student, the Educational Institution or Company. Requests for the withdrawal of a student from the Program must be in writing and must contain a statement of facts describing the student's conduct that is deemed unacceptable or detrimental. Educational Institution may, at any time, withdraw a student whose progress, conduct, or work does not meet Educational Institution's standards for continuation in the Program. Either party may, without notice to the other, immediately remove from a Company Pharmacy any student who poses an immediate threat or danger to customers, Company associates or any other person, including the student.

F. FERPA Compliance. The parties acknowledge that certain student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA") and that student permission must be obtained before releasing specific student data to anyone other than Company or Educational Institution, except as otherwise permitted by FERPA.

G. Offer of Employment. Participation in the Program is not an offer of future employment by Company to any student who participates in the Program.

H. Compensation. The parties agree that there is no monetary compensation for executing this Agreement or participating in the Program.

I. Company Compliance Training. Educational Institution acknowledges that Company maintains certain administrative and management arrangements intended to address overall compliance with, among other things, the requirements of the Social Security Act and associated regulations promulgated by the Centers for Medicare and Medicaid Services, and the Health Insurance Portability and Accountability Act of 1996. These requirements compel Company to, among other things, comply with all applicable federal and state laws, implement and operate a compliance program, provide all associates guidance on dealing with potential compliance issues and with identification and reporting of potential fraud, waste, and abuse concerns. Company requires all persons responsible for providing pharmacy

services to participate in and complete all required compliance education and training programs. Company maintains records of participation in and completion of such education and training programs including, but not limited to, logs showing completion dates. Before any student may perform or furnish any pharmacy service to any Company customer, students must read and agree to comply with Company's Pharmacy Code of Conduct (copies of which will be provided by Company), participate in computer based training modules, acknowledge the terms and conditions of the Code of Conduct and complete all other required compliance education and training programs.

J. **Ineligible Persons.** Educational Institution acknowledges that Company, as a provider of health care services paid for, in whole or in part, by federal health care programs, is prohibited from engaging in business or contracting with Ineligible Persons. Only students eligible to participate in the provision of health care services under state and federal health care programs including, but not limited to, Medicare and Medicaid may participate in the Program. "Ineligible Persons" includes any student who (a) is currently excluded, debarred or otherwise ineligible to participate in applicable federal health care programs pursuant to authorized orders of the Department of Health & Human Services/Office of Inspector General (or state Medicaid equivalent) (collectively, the "HHS/OIG"); or (b) has been convicted of a criminal offense related to the provision of health care items or services and has not yet been reinstated in the applicable federal health care programs (or state Medicaid office equivalent) after a period of exclusion, suspension, debarment or ineligibility. Educational Institution shall make a reasonable inquiry as to the status of any prospective student participant prior to such student's selection for participation in the Program by querying both the HHS/OIG List of Excluded Individual/Entities and the General Services Administration's List of Parties Excluded from Federal Programs (available through the Internet at <http://www.hhs.gov/oig> and at <http://www.epls.gov>, respectively).

K. **Non-discrimination.** Neither party shall discriminate against any program participant because of race, color, sex, sexual orientation, age, religion, national origin or disability.

L. **Indemnification.** "Claim" means any foreseeable or unforeseeable, alleged or actual, action, cause of action, claim, or any other assertion of a legal right; damages including, but not limited to, consequential, future, incidental, liquidated, special, and punitive damages; diminution in value; fines; investigations or inquiries; judgments; liabilities; losses including, but not limited to, economic loss and lost profits; and regulatory actions, sanctions, or settlement payments.

Company shall indemnify, defend, and hold harmless Educational Institution, its officers, employees, agents, and students (collectively, "Education Institution's Indemnitees) against any Claim resulting from or in connection with:

1. A breach by Company of its obligations under this Agreement;
2. Company's negligent act or omission;
3. Company's intentional act or omission or willful misconduct; or
4. Company's violation of applicable law.

Educational Institution shall indemnify, defend, and hold harmless Company, its officers, directors, employees, shareholders, agents, contractors, and representatives (collectively, Company's Indemnitees) against any Claim resulting from or in connection with:

1. A breach by Educational Institution of its obligations, representations, warranties, or covenants under this Agreement;
2. Educational Institution's negligent act or omission;
3. Educational Institution's intentional act or omission or willful misconduct;
4. Educational Institution's violation of applicable law;
5. Any misrepresentation by Educational Institution about the "Program," regardless of to whom the misrepresentation is made;
6. The adequacy of the Program including, but not limited to, plan instruction, curriculum, or design; or

7. Educational Institution's passive negligence, secondary liability, strict liability, or vicarious liability or breach of a statutory or non-delegable duty.

Upon receipt of a notice of a Claim, from whatever source and by either party, the party receiving notice shall immediately notify the other party of the Claim and take all necessary and appropriate actions to protect the interest of the other party with regard to the Claim. In the event that the obligation to indemnify under this Section L lies with Educational Institution, Educational Institution shall retain counsel for the defense of Company's Indemnitee ("Indemnity Counsel") and require that Indemnity Counsel, as a condition of being retained, accept, acknowledge, and strictly comply with Company's Indemnity Counsel Guidelines. Educational Institution shall timely replace Indemnity Counsel at Company's request if Company, in its sole and absolute discretion, determines that the Indemnity Counsel is unacceptable. If Educational Institution fails to timely replace the Indemnity Counsel as Company requests, Company may replace the Indemnity Counsel and, as part of Educational Institution's obligations under this Agreement, Educational Institution shall pay all fees and expenses related to retention of new Indemnity Counsel.

Neither indemnifying party shall consent to any judgment or settlement of a Claim without the prior, written consent of the party being indemnified.

The obligations of each party under this Section L is independent of, and not limited by, the party's obligations under Section III D, above, even if damages or benefits are payable under worker's compensation or other statutes or if the party breaches this Section L.

This Section L survives the expiration or termination of this Agreement until applicable law fully and finally bars all Claims against either Educational Institution's Indemnitee or Company's Indemnitee (as applicable).

M. Non-exclusivity. This Agreement is non-exclusive between the parties. Company and Educational Institution have the right to enter into similar relationships with any other entities.

N. No Third Party Beneficiaries. Other than as specifically set forth in this Agreement, nothing in this Agreement is intended to or shall be deemed to confer any rights upon any person who is not a party to this Agreement, including any pharmacy technician student.

O. No Government Contractor. This Agreement shall not obligate Company to status as federal, state, or local contractor nor obligate provider to any other obligations not expressly listed herein. By signing this Agreement, Educational Institution expressly warrants that it is not an entity subject to any state procurement law or subcontractor law that would obligate Company to status as a federal, state, or local contractor.

P. Governing Law and Venue. This Agreement is governed in all respects by the laws of the state of Educational Institution without giving effect to conflicts of law principles. The parties consent and submit to the jurisdiction and venue of the state or federal courts situated in that state for any suit or legal proceeding arising from this Agreement.

Q. Entire Agreement. This Agreement sets forth the entire understanding and agreement of the parties with respect to the subject matter contained in this Agreement and supersedes all prior agreements, written or oral, between the parties with respect to the subject matter of this Agreement.

R. Amendments. This Agreement may be amended only by a written and signed statement by both parties.

S. Assignments. No assignment of the right, duties, or obligations acquired under this Agreement shall be made by either party without the express written consent of the other party. Any attempted assignments in violation of this provision shall be void.

T. Notice. Notices shall be delivered either personally or by registered mail, return receipt requested, and shall be effective upon receipt, to the following address:

MedCerts LLC  
(Headquarters)  
13955 Farmington Road, Livonia, MI 48154  
1-800-734-1175

Program Externship Contact:  
Jason C Priest  
734-469-5196  
[Jpriest@MedCerts.com](mailto:Jpriest@MedCerts.com)

Walmart Inc.  
Attn: Talent Services and Professional Relations  
702 SW 8<sup>th</sup> Street  
Bentonville, AR 72716-0390  
E-mail: [rxrecruit@wal-mart.com](mailto:rxrecruit@wal-mart.com)

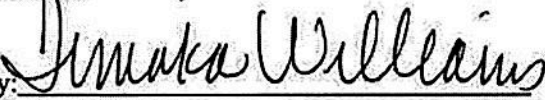
With a copy to:  
SVP & General Counsel  
Walmart US Legal  
702 SW 8<sup>th</sup> Street  
Bentonville, AR 72716-0185

U. Counterparts. This Agreement may be executed in counterparts, each of which will constitute an original and all of which will be one and the same document.

IN WITNESS WHEREOF, the parties, through their authorized representatives, have affixed their signatures below.

**EDUCATIONAL INSTITUTION**


MedCerts

By:   
Timaka Williams  
Program Director

Date: 5.20.2019

**COMPANY**

WALMART INC.

By:   
Richard Rothman, Director  
Talent Services and Professional Relations  
Health and Wellness

Date: 8/22/19