



BROCHURE

The Diploma Program in Medical Scribing (DPMS) is offered by ScribeAccred Certifications India Private Limited, referred to herein as "SCI."

About DPMS

The DPMS certification, featuring around 826 hours of classroom instruction and Periodic Assessment Tests (PAT), is designed to equip learners with the comprehensive skills necessary for employment or further training within the diverse Medical Scribing industry.

Procedure for Admission

Step 1 - Apply

Step 2 - Attend the Online Assessment Test (OAT)

Step 3 - Sign and submit the latest "Brochure - Medical" before paying registration cost towards SCI

Step 4 – Registration

Note: Applicants become students once they or their guardian signs and submits this document, receive a registration number from www.scribeaccred.com in their email, and verify it by submitting an OTP sent to their mobile phone.

To qualify for the DPMS Certificate of Participation and Marks Card, students must meet several criteria. Firstly, they are expected to attend at least 86% of the classes and participate in all Periodic Assessment Tests (PAT), which include chapter-wise tests and/or a comprehensive set of examinations, culminating in a Model Certification Test, referred to as the Model C-Test. Successful completion of the Model C-Test grants eligibility to sit for the final certification examination, known as the C-Test.

Additionally, students are required to regularly confirm their adherence to the prescribed syllabus by submitting syllabus acceptance forms to SCI. This ensures that their training aligns with SCI's educational standards. Students are also tasked with evaluating their instructors and the Allied Institute, providing feedback to help SCI assess and, if necessary, enhance the quality of instruction, facilities, or training duration.

The C-Test, which stands for Certification Test, is the final hurdle at this level. It employs an absolute marking system to evaluate student performance. After the Model C-Test, students are allowed to attempt the C-Test, with the provision of up to four attempts within a 200-day period following their first attempt. Failure to secure the required score on the C-Test to progress to ADPMS typically means students must retake the entire suite of subjects at their next attempt.

To promote transparency and self-improvement, students will receive scanned copies of their evaluated answer sheets for all offline tests, including English Grammar, Essay Writing, Proof Reading, and Synopsis Writing. This feedback is intended to help students identify areas for improvement.

About ADPMS (Advanced Diploma Program in Medical Scribing)

Admission into the ADPMS program is contingent upon students achieving the requisite scores on the C-Test, as outlined in Table 1. Should a student fail to commence their ADPMS training within ten days following the completion of all required procedures, SCI holds the discretion to mandate a retake of the C-Test for ADPMS eligibility.

The admission process involves several key steps:

- a. Recruiting partners will conduct comprehensive background checks on prospective students, assessing physical and mental health, as well as criminal history.
- b. Candidates are expected to furnish all necessary documentation for the background verification process. This includes but is not limited to, copies of their PAN Card, proof of address, identity verification, prior employment records, and educational certificates.
- c. Before advancing to the ADPMS training phase, students might need to sign a Non-Disclosure Agreement (NDA) on legal stamp paper. This agreement aims to ensure confidentiality and compliance with HIPAA laws and other relevant regulations, specifying penalties for any breach.



d. Given that the training costs for ADPMS are not student-incurred, participants may be asked to enter into an agreement that outlines a financial commitment. This agreement serves to guarantee that students will not withdraw from the program or the subsequent employment opportunity provided by the recruiting partner for a minimum duration of 30 months.

The training period for ADPMS, which typically ranges from three to six months, includes a tuition-free phase. After the first successful month of training, students might receive a monthly stipend of up to INR 15,000. This stipend is discretionary, based on factors such as merit and prevailing market conditions. If students fail to meet the required performance benchmarks at any stage without showing significant improvement despite additional opportunities, they may be asked to leave the program.

The ADPMS curriculum is intensive and criterion-based, focusing on a variety of subjects crucial to the medical scribing field. This includes but is not limited to medical scribing essentials, medical chart preparation, and shadowing that are tailored to meet the industry's current demands. Training for this level is primarily conducted in Bengaluru.

Table 1		
Subjects	Duration	Minimum Score in C-Test to get DPMS Course Certificate / Admission into ADPMS
Language of Medicine <ol style="list-style-type: none"> 1. Basic Word Structure 2. Terms pertaining to the body a whole 3. Prefixes & suffixes 4. Blood 5. Lymphatic and immune system 6. Digestive system 7. Cardiovascular system 8. Respiratory system 9. Urology 10. Reproductive system 11. Musculoskeletal system 12. Endocrine system 13. Nervous system 14. Dermatology 15. Eyes 16. Ear 17. Pharmacology 18. Oncology/radiology 	198 hours	80% marks
Professional English <ol style="list-style-type: none"> 1. Intricacies of learning a language 2. Listening and Speaking activity. 3. Speaking practice 4. How to ask basic questions 5. Write a journal 6. Importance of thinking in English 7. Word of the Day 8. Collocation of the Day 9. Proofreading exercises 10. Official Correspondence 11. Work Place Etiquettes 12. Group Discussion 13. Reinforcement and Speaking Exercises 14. Speech 15. Basics of Phonetics 16. Listening and Speaking 	330 hours	80% marks



17. English Grammar (US) 18. Listening and Comprehension 19. Communicative English 20. Audio Visual Lab 21. Synopsis Writing 22. Essay Writing 23. Americanism 24. Soft Skills 25. Personality Development 26. One-to-one feedback session		
Med. Scribe Essentials Foundation & Medical Chart Preparation	33 hours	80% (Only Applicable for DPMS Participation Certificate)
Fundamentals of medical Coding	54 hours	80% marks
Typing 1. Introduction to typing 2. History of QWERTY keyboard 3. Lessons on proper sitting posture. 4. Benefits of stretching & how to do it properly. 5. Importance of developing excellent accuracy and speed while typing. 6. Lessons on how to maintain typing speed and accuracy. 7. Importance of typing speed at the workplace. 8. Lessons on wrist and finger placements, using all the 10-fingers while typing 9. Lessons on speed building tips and tricks 10. Lesson on importance of typing without looking at the keyboard 11. Home row- Keys 12. Top row-Keys 13. Bottom row-Keys 14. Basic Level - 3 levels 15. Advanced Level- 9 levels 16. Tricky words- 3 levels 17. Common patterns- 3 levels 18. Typing practice- Numbers 19. Typing practice- Symbols 20. Keyboard shortcuts 21. Fun activities 22. Touch typing practice 23. Medical Chart Typing Practice 24. Dynamic practice- based on areas of improvement of the student 25. Video Tutorials 26. Reading + Typing 27. Audio + Typing	154 hours	50 WPM with 95% Accuracy
Total class hours	769 hours	
Online / Face-to-face Interview	As per Industry Requirement of the time	

Note: Every student who scores 70% in English and 40WPM with 95% accuracy are eligible to apply for the certificate, “Certified Documentation Assistant.”



Placement Terms

Every student who successfully completes ADPMS shall be provided placement as Doctor Ready MS (probationary period), and thereon, after the successful completion of the probationary period, as an employee in the designation of Doctor-Approved Medical Scribe Specialist/ Medical Scribe with a starting salary of up to Rs.40,000/- per month depending on availability of Client Doctor.

Terms and Conditions

1. General Information and Program Delivery

- 1.1. Accuracy and Changes to Information: We endeavor to ensure the accuracy of the information presented in this document. However, please note that details are subject to modification at any time without prior notice. While we commit to delivering the outlined program, we reserve the right to adjust the program's content and delivery, merge classes, or make other necessary changes as circumstances require.
- 1.2. Program Details: The titles, descriptions, and content of subjects may be altered in accordance with our Company's guidelines.

2. Financial Obligations

- 2.1. Payment Responsibility: It is the duty of the Allied Institute to ensure that all fees and costs related to our services are paid promptly.
- 2.2. Refund Policy: The refundability of various course fees is as follows:
 - 2.2.1. Application Fee and Registration Cost are not refundable.
 - 2.2.2. Tuition Fee refunds are determined by the timing of withdrawal from the program:
 - a. A refund of 50% is available if withdrawal occurs before classes start.
 - b. A refund of 25% is granted if withdrawal happens within five days of classes starting.
 - c. No refund will be provided under any other circumstances.
 - 2.2.3. Consequences of Non-Payment: Failure to pay fees by the specified due dates may lead to the student facing one or more of the below:
 - 2.3.1. Cancellation of program registration,
 - 2.3.2. Denial of website access,
 - 2.3.3. Restricted class and assessment participation,
 - 2.3.4. Inhibition of progression to further levels,
 - 2.3.5. Or all of the above.
- 2.4. Additional Expenses: Students are responsible for their own travel, food, medical, health, and accommodation expenses.

3. Student Conduct and Responsibilities

- 3.1. Admission Integrity: Admission offers may be revoked or registration terminated if it is discovered that the application contained false or misleading statements, or significant information was omitted or withheld.
- 3.2. Facility Conduct: Students must not enter the training facility under the influence of alcohol or illegal drugs. Violation will result in immediate termination without compensation.
- 3.3. Liability: We disclaim all liability for any loss, damage, or injury to students or their property at any time.
- 3.4. Curriculum and Evaluation: The Allied Institutes have no role in developing curriculum, examinations, evaluations, or certification processes.
- 3.5. Reporting Illegal Activities: Students are encouraged to report any illegal activities by students, faculty, or Allied Institutes to us.
- 3.6. Fee Regulations: Allied Institutes may not impose any fees beyond those specified in the registration expenditure certificate, except for fines or penalties for student conduct violations.
- 3.7. Prohibition of Defamation: Students are prohibited from engaging in defamation against us or our Allied Institutes, including on social media.

4. Force Majeure

In the event of a Force Majeure, we, along with the Allied Institutes and recruiting partners, shall not be held liable for failing to meet our obligations. Force Majeure events include, but are not limited to, natural disasters, industry recessions, labor disputes, epidemics, accidents, equipment failures, legal restrictions, public disturbances, embargoes, war, terrorism, and other unforeseeable circumstances beyond our control.



To be filled in and signed by the Aspirant / Guardian only

I have read and clearly understood all the contents of this document and was not misled by SCI or its Allied Institute in any manner whatsoever. I was given ample time to read and comprehend the contents of this document before paying the registration cost for DPMS.

NOTE: The approval and signature of an aspirant under 18 years of age shall not be considered valid. In that case, reading, comprehending, and signing this document by a guardian of an age not less than 18 years is mandatory before submitting this document.

Preferred Allied Institute Name: _____

Institute Code (mentioned in the Provisional Admission Letter): _____

Date: ____ / ____ / ____ Place: _____

Aspirant Name: _____

Signatory Name : _____

Guardian's relationship with Aspirant: _____

To be filled in and signed by the Allied Institute only

I the authorized personnel of this institute hereby certify that the claims made by the student above is true to the best of my knowledge.

Date of Issue: ____ / ____ / ____

Name: _____

Institute Seal & Signature: