

A background image showing two young men smiling and walking in front of a building. The man on the left is wearing a light grey polo shirt and a backpack. The man on the right is wearing a teal scrub top with a small UEI logo. The building behind them has a large UEI logo and the letters 'UEI' on its facade. Other students are visible in the background.

WELCOME TO UEI



UEI



How does Distance Learning work?



How Does Distance Learning Work?

Weekly Obs & Q's

Your instructor
will email you
every Monday

Assignments

Program Objectives

This is the Weekly
Objectives,
Assignments and
Questions to
answer.

10 Questions

Instructor Name: Ms. Jessica Guillen
Class Session: 8:00-12:00PM
Days: Monday - Friday
Program: Medical Assistant
Office Hours: 8:00-12:00PM
Phone Number: 818-555-5555
Email: GuillenJ@uei.edu

WEEKLY OBJECTIVES & ASSIGNMENT QUESTIONS

MOD 110 – Administrative Medical Assistant Week: 1

Objectives For This Week:

- Describe the characteristics of a well-maintained reception area.
- Describe the process of opening the medical office for the day.
- Explain the process of checking in a patient from start to finish.
- Describe the process of closing the medical office for the day.

Directions for Student: Complete readings and assignments listed. Click on <https://www.surveymonkey.com/r/IECWeeklyEQ> to complete questions. You may answer questions in different orders throughout the week. You can click on the link multiple times in the week. All answers must be submitted by Friday midnight to be graded and recorded for attendance. Don't wait until the last minute! Start working on our answers right away.

Category	Assignment	Question
Participation	Reading Assignment: PCMA Chapters 8, 9, 10.	#1. Describe the important characteristics of a typical waiting area.
Computer Lab	Complete SimChart Assignments, Number 9, 10, 11, 12. Send a screen shot of assignment number 11 to your instructor by text message or email.	#2. In assignment number 10, describe the task for which the communication was needed.
	Review video on the Pearson Platform: Administering Parenteral Subcutaneous or Intramuscular Injections, as well as review Procedure 54.10, found in chapter 54. Draw a diagram indicating the angles of insertion for Subcutaneous and Intramuscular injections and send a picture of the diagram by text message or email to your instructor.	#3. What personal protective equipment is required for administering injections? #4. In what ways can Universal Precautions protect you in the workplace? #5. Why is it important to administer injections at specific angles?
Outside Homework	Complete all Outside Assignments listed on Syllabus and submit. Reading/homework: 1. PCMA, 4e, Chapters 13, 19 2. Career EDGE Homework: • Self-Evaluation: Attributes of Success 3. Terminology assignment 4. Review chapters and study for the exam 5. Medical research (WebMD) www.webmd.com • "How stress affects your health"	#6. Why should a medical office shred papers that contain patient information once those records have been entered? #7. Complete Chapter 13, page 105, Chapter 19, page 169, and Terminology Assignment.
Exams	Complete Theory Exam and send completed exam to instructor through email or text message.	#8. Self-Evaluation: Attributes of Success, My Self-image, My Personal Values, My Happiness, My Attitude #9. Ideally, all medical records should be retained for how long?
Terminology Exam	Complete Terminology Exam and send completed exam to instructor through email or text message.	#10. What does OSHA stand for?



When are the 10 Questions due?

Answers & responses are due on Friday!

This means you have a whole week to complete your work.



UEI

1 on 1 Attention From Instructor

Call from
Instructor
Once a
Week

Time
that
works
for you

Speak out
when you
help

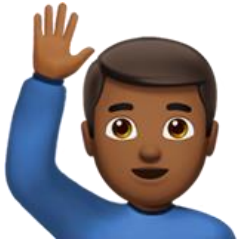


You'll
Receive
Personal
Attention

Time
to Get
Work
Done

Talk through
text, calls,
emails,
FaceTime,
Video
Conference

Virtual Class Meetings



Meet with
Classmates at
least once a
week!



You'll have video
conference calls
and face time
with your class!



What are my
requirements when I'm
on distance learning?





STUDENT:

DISTANCE LEARNING REQUIREMENTS

- ✓ Stay in Communication
- ✓ Check Your Email Often
- ✓ Follow the Weekly Obs and Q's
- ✓ Complete the Weekly Questions on the response link
- ✓ Ask Questions

What will I need?

- Email Address & Access
- Internet connection or data on your phone.
- The school provided Kindle with eBooks downloaded.
- A quiet spot to get work done.
- Phone to connect with your instructor.



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Will my instructor reach out to me?



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EDUCATION CONNECTION



Student Name _____

Memorize Your Student Number ID _____

Please visit www.uei.edu/welcome for Orientation Information.

MEET YOUR INSTRUCTOR

Instructor Name: _____

Instructor Phone Number: _____

Instructor Email Contact: _____

Instructor One on One Introduction Appointment Date: _____ Time: _____

FIRST VIRTUAL CLASS MEETING

Date: _____ Time: _____

Call in #: _____ Access Code #: _____

Special Instructions: _____

ECPP PROGRAM (cross out section if not applicable)

Facilitator Name: _____

Facilitator Contact Number: _____ Facilitator Email: _____

High School Name: _____

High School Website: _____

EDUCATION DEPARTMENT DIRECTORY

Director of Education

Name: _____ Direct Line: _____ Email: _____

Associate Director of Education

Name: _____ Direct Line: _____ Email: _____

Associate Director of Education

Name: _____ Direct Line: _____ Email: _____

Registrar

Name: _____ Direct Line: _____ Email: _____

Student Services Coordinator

Name: _____ Direct Line: _____ Email: _____

Student Helpline

Available 9:00AM – 5PM EST and 6:00AM – 8:00PM PST Toll Free Number (866) 591-8588 or Email help@ieccolleges.com

Who do I call If I need
more help?



OUR CAMPUS TEAM

Our caring and committed faculty and staff is here for you every day, at every step, to help you train for a career and life you can be proud of. You can expect our campus teams to play an important role in your journey here!



UEI

OUR CAMPUS TEAM

YOUR CAMPUS SUPPORT TEAM BY DEPARTMENT

Admissions Team (Director of Admissions):

Knowledgeable & experienced staff to answer any questions you may have throughout the admissions process.

Student Financial Services (Director of Financial Services):

Provide financial aid resources, eligibility requirements, scholarship information, and work study application.

Business Office (Business Office Manager):

Your go-to for books, kindles, supplies, and making in-school payments.

Education (Director Of Education):

Instructors to provide hands on instruction, academic advisements, program delivery, and your daily go-to in maintaining career goals.

Student Records (Registrar):

Provide support in scheduling courses, student files, grades, attendance and academic records.

Career Services (Director of Career Services):

Prepares you to be job ready, building professional portfolio and helping you with resume writing and job placement.

Administration & Student Services: (Campus President + Support Staff: IT, Front Desk, Customer Service Rep, Work Study Support, Facilities):

Access to local service and help with “life happens”

Refer to our campus directory and call to connect with your support team for anything...we mean anything. We care about your journey every step of the way.



A photograph of graduates in black caps and gowns, seated in rows. The graduates are looking towards the right side of the frame. The image is partially covered by a teal overlay on the right side, which contains white text.

Congratulations!

**You're one step closer to
graduation!**

QUESTIONS?

**Contact your Campus Support staff
which you can find on your student directory.**

For more information go to www.uei.edu/welcome