



BROCHURE- DPMS

Diploma Program in Medical Scribing (DPMS) is an industry integrated job-oriented skill training program developed and provided by ScribeAccred Certifications India Private Limited (also abbreviated as “SCI” in many places of this document) registered under the Ministry of Corporate Affairs, Government of India, vides CIN-U85499KA2023PTC177584. This program has 2 Levels of Certifications.

About DPMS Certification Level 1 (CL1)

DPMS CL-1 with a tentative duration of 714 hours is intended to impart knowledge and training towards most of the skills required to be employable / trainable in the vast and varied industry of Medical Scribing.

Procedure for Admission

- Step 1 - Apply
- Step 2 - Attend the Online Assessment Test (OAT)
- Step 3 - Sign and submit the Brochure
- Step 3 - Registration

Trainees must have attended at least 86% of the classes, all Periodic Assessment Tests (PAT), which includes but is not limited to chapter-wise tests and/or a set of examinations held at the end of every 22 days of classes, and a Model Certification Test.

Before attending each PAT, trainees are required to provide syllabus acceptance to SCI to ensure that they were trained as per the syllabus. The students must also review the teaching faculties and the Allied Institute and submit that review to SCI to ensure that they are trained well. This will assist SCI in knowing if additional teachers, facilities, and or additional duration of training is required.

Following the Model Certification Test, the students are permitted to attend the final test of this level known as the C-Test (abbreviation of Certification Test). The evaluation of the C-Test follows the absolute marking system. The students shall be provided scanned copies of the evaluated answer sheets of the subject English Grammar and Americanism to identify the areas they need to improve for their next attempt and ensure transparency. Students are permitted a maximum of five C-Test attempts, which need to be completed within 365 days of the first attempt. A failure to achieve the C-Test score required to move to CL2 generally requires students to attempt all the subjects in the next shot.



Table-1			
	Subjects	Duration	Minimum Score in C-Test / LECT to qualify for CL-2
1	Language of Medicine	176 hours	80% marks
2	English Grammar & Americanism	176 hours	80% marks
3	Listening & Comprehension	44 hours	
4	Med.Scribe Essentials Foundation	28 hours	NA
5	Medical Coding	44 hours	80% marks
6	Typing	176 hours	50 WPM with 95% Accuracy
7	Communication Skills	70 hours	NA

About DPMS Certification Level 2 (CL2)

Those seeking lateral entry into CL2 are required to pass an examination called Lateral Entry Certification Test (LECT). In the event of a student not reporting for CL2 training within ten days of completion of all the below-mentioned procedures, SCI reserves the right to decide if the student needs to attend the LECT again to be eligible to get admission into CL2.

The students who complete the CL1 C-Test / LECT with scores equivalent to or above the scores mentioned in Table 1 are required to successfully clear the following procedures within 30 working days to be eligible to proceed to the CL2 training:

- The recruiting partner/s shall initiate background verification, including health, mental health, and criminal background verification of the students.
- All students are required to provide all documents, including but not limited to PAN Card copy, address proof, identity proof, previous employment, educational certificates, etc., to complete the background verification process.
- All students are required to sign a non-disclosure agreement (NDA) on a stamp paper before proceeding to Level 2 training. The NDA will include a penalty of up to USD 5,000 for a breach or violation of HIPAA laws.
- Since the expenses for the training provided during CL2 are not borne by the students, you may be required to sign a contract mentioning financial obligation, assuring that you shall not quit from the training and the following job opportunity provided by the program provider/s for a minimum period of 30 months.

The training for CL2 will be at a facility located in Bengaluru. During this tuition-fee-free period, which is tentatively six months, the students are generally paid non-mandatory monthly stipends of up to INR 15000/-. This level requires the students to be successfully trained in various subjects, including but not limited to Medical Scribing Essentials, Medical Charts Preparation, Shadowing, etc. Since this level is industry-integrated, the curriculum shall regularly update and change according to industry requirements.

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Placement Terms

Every student who successfully completes CL2 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. In the rare event of failing to provide the placement, SCI shall refund 100% of the tuition fee.

Terms and Conditions

1. Every effort has been made to ensure the accuracy of the information contained in this document, and it is issued on the express condition that all matters in it are subject to change from time to time without notice. While SCI will make all reasonable endeavors to deliver the program as set out in this brochure, circumstances may change, prompting the company to reserve the right to vary the content and delivery of the program, to combine classes, and or to take any such decision as may be deemed appropriate.
2. The subject titles, descriptions, and contents are subject to change based on the Company guidelines.
3. Ensuring that all forms of fees and costs towards SCI are paid on time is the sole responsibility of the student.
4. Policy regarding the refund of the different and unique components of the course fee:
 - a. The Application Fee, Registration Cost, and LECT cost are nonrefundable.
 - b. The refund of the Tuition Fee is subject to the following criteria:
 - i. If the student withdraws from the program before the commencement of the classes, there shall be a refund of up to 50%.
 - ii. If the student withdraws from the program within five days of commencement of the classes, there shall be a refund of up to 25%.
 - iii. If any other case, there shall be no refund.
5. Non-payment of prescribed fees within due dates may result in one or more of the points mentioned below:
 - i. Cancellation of registration to the program
 - ii. Denial of access to website login
 - iii. Denial from attending the classes and/or assessment tests
 - iv. Progression to the subsequent levels
 - v. All the points mentioned above.
6. Cost towards travel, food, medicine, health, and accommodation will be to the account of the student.
7. SCI may withdraw or amend its offer of admission or terminate the registration if it is found that either a false or misleading statement has been made or that significant information has either been omitted or withheld in a candidate's application form.



8. Students are strictly prohibited from entering the training facility during any level of this program carrying and/or under the influence of alcohol/illegal/abusive drugs. Students found to do so shall be terminated with immediate effect and shall not have the right to claim any compensation in any form.
9. SCI does not accept responsibility and expressly excludes all liability that may result from any loss, damage, or injury caused to a student or to the student's property at any point in time.
10. The Allied Institutes do not play any role in the making of the curriculum, examination, evaluation, and certification processes of DPMS.
11. Students are encouraged to inform SCI regarding any illegal activities carried out by any students, faculties, Allied Institutes, etc.
12. The Allied Institutes are not allowed to charge any form of fee other than what is mentioned in the expenditure certificate issued during the registration process. However, they have the right to charge fines or penalties for any violation of conduct by the students.
13. Students shall not initiate or indulge in any defamatory activities against SCI or its Allied Institutes in any form, including but not limited to social media activities.
14. In the occurrence of Force Majeure Event:
SCI, Allied Institutes, and their recruiting partner/s shall not be deemed in breach of their obligations under the terms of this document.
“Force Majeure Event” shall encompass and not be limited to:
 - a) Acts of nature, such as fire, flood, earthquake, explosion, or any other natural catastrophe or calamity;
 - b) Labor-related issues, including lockouts, strikes, labor disputes, epidemics, accidents, equipment breakdowns, technical failures, equipment malfunctions, or transmission difficulties;
 - c) Emergency situations or restraining actions imposed by Parliament or any legally constituted public authority, riots, public unrest, civil disturbances, embargoes, or any events arising from or attributable to war or acts of terrorism;
 - d) Any other unforeseeable cause or event beyond the control of the Parties referenced in this document, including but not limited to SCI, Allied Institutes, Students, teaching faculties, and other stakeholders.



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 CL1.

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.

1. Preferred Allied Institute Name: _____

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

3. Date: ____ / ____ / ____ 4. 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.

Name: _____

Institute Seal & Signature: