



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.

(**CIN:** U74999KA2018PTC111767 / **GSTIN:** 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com/ **Website:** www.cpmsindiaonline.com

About CPMS®

Certificate Program in Medical Scribing (CPMS®) is an industry integrated job-oriented skill training program developed and provided by New Generation Jobs Private Limited (also abbreviated as “NGJ” in many places of this document) registered under the Ministry of Corporate Affairs, Government of India, vide CIN U74999KA2018PTC111767.

The content of this program is meticulously designed, updated, and upgraded regularly over 5 years of extensive and intensive research and practice since 2014 by professionals.

The primary objective of this program is to create an internationally accepted Doctor-Ready and Doctor-Approved medical scribing specialist/medical scribe.

This program has 3 Stages. Students are required to pass the certification test and or pass the criteria of each level if they wish to progress to the next level.

STAGE 01: CPMS Foundation Level

The training in this level imparts the general foundation skills required to be employable in any of the office executive level jobs. The training for this level shall be at the “Member Institute” of NGJ opted by the student. The subjects trained in CPMS Foundation Level, and duration is as mentioned below:

NO	SUBJECTS	DURATION	PASSING SCORES
01	English Grammar + Written English skills	44 Hours	50%
02	Typing	30 Hours	35WPM with 95% accuracy
03	NGJ Business PRO	12 Hours	N/A
04	Introduction to Medical Scribing & CPMS®	01 Hours	N/A
05	Introduction to AI enabled Scribing	01 Hours	N/A
	TOTAL	88 Hours	

Note: If an aspiring candidate expresses a desire to join CPMS Level 01 directly, and if a Member Institute/NGJ deems it unnecessary for them to undergo the Foundation level training based on NGJ screening and acceptance, then these candidates will be required to take a separate CPMS aptitude examination for admission to CPMS Level 01. Such shortlisted students have to pay INR.5000+GST per exam.



Last updated on 15th April 2024

Parant/ Guardian

Name & Signature: _____



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.

(**CIN:** U74999KA2018PTC111767 / **GSTIN:** 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com/ **Website:** www.cpmsindiaonline.com

Certifications and other features of CPMS Foundation Level:

- “CPMS Foundation Level Certificate” for those who register for CPMS (Stage 02).
- “Executive Scribe” Certificate (Participation or PASS Certificate).

STAGE 02: CPMS Level 01

This level of CPMS is considered the most important, since it imparts knowledge and training for many of the basic skills required to be employable/trainable in the vast and varied industry of Medical Scribing, like:

- | | |
|--|-------------------------------------|
| 1. Electronic Health Records Officer | 11. Remote Medical Scribe |
| 2. Medical Records Manager | 12. Medical Records Summarizer |
| 3. Virtual Scribe | 13. Health Information Analyst |
| 4. Electronic Medical Records Summarizer | 14. Doctor's Assistant |
| 5. Medical Records Reviewer | 15. Medical Note Reviewer |
| 6. Medical Records Technician | 16. Documentation Specialist |
| 7. Medical Doc. Technician | 17. Medical Note Formatter |
| 8. Electronic Medical Records Officer | 18. Medical Note Analyst |
| 9. Ward Secretary | 19. Clinical Note Reviewer |
| 10. Medical Assistant | 20. Medical Scribe Specialist, etc. |

This level which can aptly be considered the “Fundamentals of Medical Scribing” requires students to complete a minimum of 616 hours of training. The training for this level shall be at any “Facility/ Member Institute” Certified by NGJ opted by the student. In the event of a failure in completing 616 study hours in 4 calendar months, the duration of this level shall extend accordingly.

In the rare event of failing to complete the prescribed syllabus within 616 hours, NGJ shall provide additional hours of training and the students need not pay any additional tuition fee other than the prescribed tuition fee mentioned in the “Provisional Admission and Expenditure Certificate” provided by the Facility/ Member Institute during the admission selection process. Each academic month of this level requires 22 days of classroom training with 7 class hours per day and the required hours for assessment tests.

Students are compulsorily required to have a minimum of 80% attendance in training and attend 4 Monthly Assessment Tests also known as Monthly Tests and a Pre-FLC Test (a model exam before attending the First Level Certification Test i.e., FLC Test). The results of monthly assessment tests may be a combination of various periodic tests (including but not limited to chapter-wise tests) and/or a set of examinations held at the end of every 22 days of classes.



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.
(**CIN:** U74999KA2018PTC111767 / **GSTIN:** 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com / **Website:** www.cpmsindiaonline.com

Before attending each Monthly Assessment Test, every student is required to individually provide syllabus acceptance to NGJ, so that NGJ is assured that the student was trained in all the required chapters of all the subjects as per the syllabus. The students are also required to individually review the teaching faculty and member institute and submit that review to NGJ, before attending the first, second, and third monthly tests. This is to make sure that students were trained well and or if additional teachers, facilities, and or duration of training is required for the students. NGJ shall guide the students post 1st attempt of the FLC Test and there shall be no additional fee charged by NGJ for up to 4 attempts post the first attempt of the FLC Test for up to 365 days post the first attempt.

The subjects trained in Level 1, duration, and marks required in FLC Test to PASS are as mentioned below:

SL NO	SUBJECTS	DURATION	PASSING SCORES
01	Medical Scribing English (Grammar and Americanism)	215 Hours	85%
02	Language of Medicine (Human Anatomy)	176 Hours	80%
03	Medical Coding (ICD)	44 Hours	80%
04	Typing + Documentation Skill Essentials	176 Hours	50WPM with 95% accuracy
05	Future of Artificial Intelligence enabled Scribing & AI tools for Medical Scribing.	05 Hours	N/A
	TOTAL	616 Hours	

The FLC Test evaluation follows an absolute marking system and requires a minimum of 14 working days. The students shall be provided scanned copies of the evaluated answer sheets of the subject Medical Scribing English (Grammar & Americanism) without any fee within 7 working days of declaring the results of the Pre-FLC Test and FLC Test. This is to help the students identify the areas they need to improve for their next attempt and ensures transparency in the evaluation process. In the event of finding any discrepancy in the results, students are requested to inform the teaching faculty and mail us at ao@cpmsindiaonline.com, pointing out the errors within 14 days of receiving the copies of their evaluated answer sheets. NGJ shall conduct re-evaluation and or re-counting of those papers, depending on the complaint, without charging any fee.



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.

(**CIN:** U74999KA2018PTC111767 / **GSTIN:** 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com / **Website:** www.cpmsindiaonline.com

Note: Students who pay INR 3000+GST shall be provided a transcript of the evaluated answer sheet of online examinations.

In the event of a failure to achieve the FLC Test score required to move to Level 2, students are generally required to attempt all the subjects in the next attempt. Such students shall be provided a minimum of 4 additional attempts without any additional charges and are required to complete all the attempts within 365 days of the first attempt. As per our knowledge, an average Indian student requires around 3 attempts to pass an International English Test with 80% marks. At any point in time, if the student decides to quit the training program, post attending their first attempt at the First Level Certification Test, he/she shall be provided a Certificate of Participation and consolidated marks card upon request by the student.

Certifications and other features:

- CPMS Level 01 Participation Certificate
- CPMS Level 01 PASS Certificate.
- CPMS Level 01 PASS students are eligible to apply for monthly stipends during CPMS Level 02.

STAGE 03: CPMS Level 02 and Level 03

CPMS Level 02 and Level 03: The training for the CPMS Level 02 & 03 will be at a facility located in Bengaluru. The training during this level prepares students to be employable into more serious medical scribing roles. Hence both this levels can be considered as advanced medical scribe training program. During this tuition-fee-free level the students to successfully complete training majorly in the skills to prepare medical charts from audio files, and video files along with Medical Scribing essentials and shadowing the real time Medical scribing job...etc. Currently the training is provided for free and eligible students are paid monthly stipends upto INR.15,000/- from 2nd month of level 02. The duration of this level collectively take upto 6 months generally. The CPMS second and third levels are more criteria oriented, and hence shall be customized and varied based on individual students. In the unlikely circumstance where the student fails to meet the criteria or performance standards set by recruiting partner company in CPMS Level 2 or Level 03, the student will be duly notified and required to withdraw from the program.

Students who are successfully complete CPMS Level 03 placed with a Medical Scribing Job and they are known as Doctor Ready Medical Scribes. Please refer the placement guarantee terms and conditions carefully.

Note: Since CPMS® is an industry-integrated job-oriented training program, the syllabus and structure of the program require shall be updated as and when required.



Last updated on 15th April 2024

Parant/ Guardian

Name & Signature: _____



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.

(**CIN:** U74999KA2018PTC111767 / **GSTIN:** 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com / **Website:** www.cpmsindiaonline.com

CPMS Placement Terms and Conditions

This Placement Terms applies only to those students who have submitted a duly signed copy of the latest CPMS® Course brochure mentioning this Placement Terms, provided at www.cpmsindiaonline.com before paying the CPMS Level 01 registration cost towards New Generation Jobs Pvt Ltd. Every such student **who successfully completes CPMS Level 03 of Stage 03 shall be provided placement as Doctor Ready MS (probationary period)**, and thereon, after the successful completion of the probationary period, as employees in the designation of Doctor- Approved Medical Scribe Specialist/ Medical Scribe working for US Doctors in US work shifts/timings with starting salary of up to Rs.40,000/- per month. In the rare event of failing to provide the placement, New Generation Jobs Pvt Ltd shall refund, 100% of the CPMS® Level 01 tuition fee.

The Placement Terms is based on the terms and conditions mentioned below:

- 1.The recruiting partner shall initiate background verification including health and criminal background verification for the students who successfully complete the CPMS® Level 01 of Stage 02 training program.
- 2.All students are required to provide all documents including but not limited to address proof, identity proof, previous employment, educational certificates, etc. to complete the background verification process.
- 3.All students are required to sign a non-disclosure agreement (NDA) on a stamp paper during their training/advanced training and subsequent employment with the recruiting partner. The NDA will include a penalty of up to USD 5,000 for breach or violation of HIPAA laws.

Admission Procedure

The aspirants need to follow the following step-by-step procedure to get admission. If you need assistance in applying, send an SMS/ WhatsApp to +91 9900800232 or send an email to info@cpmsindiaonline.com

STEP 01 : Apply

- Make sure you provide accurate details.
- Make sure that the mobile number and email address mentioned in the application form is correct and accessible.
- Once you have successfully applied, a Temporary Registration Number (TRN), Auto-generated Password, and CPMS® Course Catalogue shall be sent to your email. Kindly check the spam folder of your email if you do not find the mail in your inbox within 15 minutes of applying.



Last updated on 15th April 2024

Parant/ Guardian

Name & Signature: _____



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.

(**CIN:** U74999KA2018PTC111767 / **GSTIN:** 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com / **Website:** www.cpmsindiaonline.com

- Click on the “LOGIN” button provided in www.cpmsindiaonline.com
- Click on the box mentioned “Student” and then “SIGN IN” using the Temporary Registration Number (TRN) and Password.
- Attend the online test known as ASAT (Admissions and Scholarship Assessment Test).
- Contact and/or walk-in to any of the NGJ approved facility/ Member Institute listed at www.cpmsindiaonline.com
- The aspirant is compulsorily required to attend the counselling session at the member institute of NGJ opted by the aspirant to understand in depth about the training program.
- If the Member Institute is willing to enroll you for CPMS® Foundation Level, a “Provisional Admission Letter and Expenditure Certificate,” needs to be provided to you failing which send an SMS to 9900800232.
- The aspirant is required to submit a duly signed copy of the latest CPMS® Course Catalogue at the Member Institute of NGJ within 15 days of accepting the “CPMS Provisional Admission Letter and Expenditure Certificate.”

Note: Aspirants are required to apply again, in the event of failing to submit the duly signed copy of this Course Catalogue, within 15 days of receiving the “CPMS® Provisional Admission Letter and Expenditure Certificate” from the member institute.

STEP 02 : Registration

Stage 01: CPMS® Foundation Level: After completion of all the procedures mentioned as Step 1, you are permitted to enroll for the program “CPMS® Foundation Level” by paying the registration cost and the Member Institute is required to provide you a tax invoice. If you do not receive the Tax Invoice, within one hour inform NGJ by sending an SMS to 9900800232.

After successful completion of CPMS Foundation level student can decide on Joining with the CPMS Level 01. CPMS Foundation level considered as one among the major screening/ eligibility criteria for CPMS Level 01 admission to save time and money of aspirants/ Students.

Stage 02: CPMS® Level 01: After successful completion of CPMS foundation Level and Passing personal round interview, you are permitted to enroll for the program CPMS® with the TRN by paying the registration cost and the Member Institute is required to provide you a tax invoice. If you do not receive the Tax Invoice, within one hour inform NGJ by sending an SMS to 9900800232.



www.cpmsindiaonline.com

Last updated on 15th April 2024

Parant/ Guardian

Name & Signature: _____



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.

(**CIN:** U74999KA2018PTC111767 / **GSTIN:** 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com / **Website:** www.cpmsindiaonline.com

- Upon successful payment of registration cost, you shall receive a username (USID – Unique Student Identity) and password in your registered email. Kindly check the spam folder of your email if you do not find the mail in your inbox within 24 hours of receiving the Tax Invoice. If you do not find the mail within this period, you have to inform the institute by email mentioning your TRN. If the institute fails to respond and/or rectify the issue within 48 hours, send an email to info@cpmsindiaonline.com mentioning your TRN.
- Once you have received the USID and Password, click on the LOGIN button provided in www.cpmsindiaonline.com and SIGN IN by clicking on the box mentioned “Student”.
- A dialogue box shall appear asking you to confirm if you did submit a duly signed copy of the latest Course Catalogue, before paying the registration cost. If you did not submit the same before paying the registration cost towards CPMS®, click on the button that says DENY.
- If you did submit a copy of the latest Course Catalogue duly signed before paying the registration cost towards CPMS®, click on the button that says ACCEPT. Now you shall receive an OTP (One Time Password) in your registered mobile number. Only when the aspirant confirms with NGJ about submitting the duly signed copy of this Course Catalogue before paying the registration cost, by submitting the OTP, the admission process gets completed successfully.

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 New Generation Jobs will make all reasonable endeavours to deliver the courses of study and other educational services as set out in this brochure, circumstances may change prompting the company to reserve the right to vary the content and delivery of courses and programs; to either discontinue or combine courses and programs or to take any such decision as may be deemed appropriate.
2. The students shall submit all forms of additional documents as per the guidelines of the governmental authorities including those related to the COVID-19 or any such situation related parameters.
3. The subject titles, descriptions, and contents are subject to change based on the Company guidelines.
4. Ensuring that all forms of fees and costs towards NGJ are paid on time is the sole responsibility of the student.
5. Policy regarding the refund of the different and unique components of the course fee:



Last updated on 15th April 2024

Parant/ Guardian

Name & Signature: _____



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.

(**CIN:** U74999KA2018PTC111767 / **GSTIN:** 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com / **Website:** www.cpmsindiaonline.com

- a) The Application Fee, Registration Cost, and FLC Test cost are nonrefundable.
- b) The refund of the TuitionFee is subject to the following criteria:
- If the student withdraws from the course by sending a mail to ao@cpmsindiaonline.com from the email address mentioned in the application form, before the commencement of the batch he has applied for, there shall be a refund of 50% of the TuitionFee after deducting taxes.
 - If the student withdraws from the course by sending a mail to ao@cpmsindiaonline.com from the email address mentioned in the application form, within 5 days of commencement of the course, there shall be a refund of 25% of the Tuition Fee.
 - If the student withdraws from the course any time after 7 days from the date of commencement of the course, there shall be absolutely no Tuition Fee refund.

6. Non-payment of prescribed fees within due dates may result in one or more of the points mentioned below:

- Cancellation of registration to the program
- Denial of access to website login
- Denial from attending the classes and/or assessment tests
- Progression to the subsequent levels
- All the points mentioned above.

7. Cost towards travel, food, medicine, health, and accommodation will be to the account of the student.

8. NGJ may withdraw or amend its offer of admission or terminate the registration if it is found that either a false or a misleading statement has been made or that significant information has either been omitted or withheld in a candidate's application form.

9. 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.

10. NGJ 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.

11. CPMS® is a registered trademark owned by NGJ.

12. NGJ does not have any branches or franchises and does not own any Member Institute or hold a share in any of its Member Institutes.

13. Any brochure, marketing tools, documents, etc. provided by any other party including member institutes are not supervised by NGJ and hence is not accountable for the



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.

(**CIN:** U74999KA2018PTC111767 / **GSTIN:** 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com / **Website:** www.cpmsindiaonline.com

contents in any of those documents.

14. The Member Institutes do not play any role in the making of the curriculum, examination, evaluation, and certification processes of CPMS®.

15. Students are encouraged to inform NGJ by emailing the Legal Officer at legal@cpmsindiaonline.com regarding any illegal activities carried out by any students, faculties, member institutes, etc. NGJ shall initiate an investigation and take necessary actions if any.

16. It shall be the responsibility of the applicant to make sure that the hardcopy of the Brochure duly signed and submitted at the time of registration is the latest as mentioned under "Procedure for Admission into CPMS®"

17. It shall be the responsibility of the student to make sure that NGJ is informed via ao@cpmsindiaonline.com in the event of the teaching faculties or member institute does not follow the promises made by NGJ in this document.

18. There may be scholarship programs by the Member Institutes which may be limited/unlimited period offers and the aspirants are required to confirm the same with them before paying the registration cost to CPMS®.

19. The member 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.

20. Students shall not initiate or indulge in any defamatory activities against NGJ or its Member Institutes in any form including but not limited to social media activities.

21. "Force Majeure Event" means and includes but not limited to (i) any act of God including but not limited to fire, flood, earthquake, explosion, and any other natural calamity or casualty; (ii) a lockout, strike, labor disputes, epidemic, accident, breakdown of equipment, technical failure, malfunction of equipment or transmission difficulties, (iii) any emergency or any restraining act of Parliament or of any other legally constituted public authority, a riot, public unrest, civil disturbance, embargo, or any cause or event arising out of or attributable to war, or act of terrorism; (iv) any other cause or event which cannot be foreseen by persons of ordinary prudence, or are otherwise outside the control of the Parties mentioned in this document including but not limited to NGJ, Member Institutes, Students, teaching faculties and other stakeholders.

In such an event NGJ, Member Institutes, and its recruiting partner/s shall not be considered in default of the performance of their obligations under the terms of this document.



BROCHURE

Registered Address: New Generation Jobs Private Limited,
91 Springboard BusinessHub, 3rd Floor, #175 & #176, Dollars Colony,
Phase 4, Bannerghatta Road, Bangalore- 560076.

(CIN: U74999KA2018PTC111767 / GSTIN: 29AAGCN0036L1ZC)

Email: info@cpmsindiaonline.com/ **Website:** www.cpmsindiaonline.com

Select your CPMS Program Stage:

STAGE 01: **CPMS Foundation Level:** (YES/NO)

STAGE 02: **CPMS Level 01:** (YES/NO)

Understanding by Student & Guardian

(To be filled in by the parent/ guardian only)

I the parent/ guardian of _____ aged _____ residing
at _____

Pin Code: _____ Aadhar No: _____ have
read and clearly understood all the contents of this document from Page 01 to Page 10.

I am signing this document after reading it and, thereon with a clear understanding and knowledge of the terms, conditions, promises, and expectations of New Generation Jobs Pvt Ltd. The purpose of my reading and subsequently signing this document is to assure that I was not misled by New Generation Jobs Private Limited, its Member Institutes or any of its stakeholders in any manner whatsoever. I here by agree with all the terms and conditions mentioned in page 01 to page 10 of this document without any coercion or undue influence.

Parent/

Guardian Name & Signature: _____
(Mandatory)

Place & Date

of accepting this document: _____
(Mandatory)

To be filled in by the Member 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.

**Member Institute ID
& Date of Submission :** _____
(Mandatory)

**Name of Authorized
Personnel & Signature:** _____
(Mandatory)



Last updated on 15th April 2024

For more details visit our official website:
www.cpmsindiaonline.com