



BROCHURE  
**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, vides 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 Levels of Certifications. Students are required to pass the certification test and or passing criteria of each level if they wish to progress to the next level.

**Level 1: Duration tentatively 616 class hours**

This level of CPMS® is considered as 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 as “Fundamentals of Medical Scribing” requires students to complete a minimum of 616 hours of training. The training for this level shall be at the “Member Institute” of 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 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.

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The students are compulsorily required to 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 maybe 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.

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 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 provide guidance to students post 1<sup>st</sup> attempt of 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 proceed to Level 2 are as mentioned below:

	<b>Subjects</b>	<b>Duration</b>	<b>FLC Score to enter Level 2</b>
1	Language of Medicine	176 hours	80% marks
2	English Grammar & Americanism	220 hours	80% marks
3	Medical Coding	44 hours	80% marks
4	Typing	176 hours	50 WPM with 95% Accuracy

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 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 [lo@cpmsindia.com](mailto:lo@cpmsindia.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.

**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 failing 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.

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The students who successfully complete Level 1 training by clearing the passing criteria of the FLC Test are required to successfully clear the following procedures within 30 working days to be eligible to proceed to the Level 2 training:

- The recruiting partner/s shall initiate background verification including health, mental health and criminal background verification for the students who successfully complete the first level training program.
- 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 breach or violation of HIPAA laws.
- Since the expenses for the training provided post Level 1 is borne by the program provider/s, students are required to sign a contract mentioning financial obligation, assuring that they shall not quit from the training and the following job opportunity provided by the program provider/s for a minimum period of 30 months.

**Note:** There are multiple lateral entry options to Level 2 of CPMS®. Those seeking lateral entry into Level 2 are required to pass an examination called Lateral Entry Admission Selection Test (LEAST). In the event of a student not reporting for Level 2 training within 10 days of completion of all the above-mentioned procedures, NGJ reserves the right to decide if the student needs to attend the LEAST to be eligible to get admission into Level 2 training.

### Level 2: Duration tentatively 4 months

The training for this level will be at a facility located in Bengaluru. During this tuition-fee-free period, the students are generally paid monthly stipends of upto INR 10000/-. However, owing to the COVID-19 pandemic, we have cancelled the stipends till further notice. This level requires the students to successfully complete training in Medical Scribing Essentials, Audio + Typing, Video + Typing, Medical Charts, etc. Students who successfully complete the training of this level shall be permitted to proceed to the Level 3 training of CPMS®.

### Level 3: Duration tentatively 2 months

The training for this level shall be at a facility in Bengaluru. During this tuition-fee-free period, stipends paid to students are generally up to INR 10000/- per month. However, owing to the COVID-19 pandemic, we have cancelled the stipends till further notice.

In the event where the students are unable to meet the criteria required to progress ahead during any stage or level of the program and should there be no satisfactory improvement during the remedial training, they may be asked to discontinue the training program. The second and third levels are more criteria oriented, and hence shall be customized and varied based on individual students.

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

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### **Placement Terms**

This applies only to those students who have submitted a duly signed copy of this brochure, provided in [www.cpmsindia.com](http://www.cpmsindia.com) before paying the registration cost towards NGJ. Every such student who successfully completes Level 3 of CPMS® 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 with a starting salary of up to Rs.38,000/- per month. In the rare event of failing to provide the placement, NGJ shall refund, 100% of the tuition fee.

The placement guarantee is valid only to those who are found eligible after the following procedures:

- I. The recruiting partner shall initiate background verification including health and criminal background verification for the students who successfully complete the first level training program.
- II. 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.
- III. All students are required to sign a non-disclosure agreement (NDA) on a stamp paper during their training/advanced training and subsequent employment. The NDA will include a penalty of up to USD 5,000 for breach or violation of HIPAA laws.

### **Procedure for Admission into CPMS®**

The aspirants need to follow the following step-by-step procedure to get admission. If you need assistance in applying, send an email to [admissions@cpmsindia.com](mailto:admissions@cpmsindia.com).

#### **Step 1 – Apply**

1. Make sure that the mobile number and email address mentioned in the application form is accurate.
2. Once you have successfully applied, a Temporary Registration Number (TRN), Auto-generated Password, and brochure 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.
3. LOGIN into [www.cpmsindia.com](http://www.cpmsindia.com) by clicking on the box mentioned “Student” using the Temporary Registration Number (TRN) and Password.
4. Attend the online test known as ASAT (Admissions and Scholarship Assessment Test).
5. Contact and/or walk-in to any of the Member Institute listed in [www.cpmsindia.com](http://www.cpmsindia.com).
6. The aspirant is required to attend a 1-hour counseling session at the member institute of NGJ opted by the aspirant to understand in depth about the training program.
7. If the Member Institute is willing to enroll, a “Provisional Admission Letter and Expenditure Certificate,” needs to be provided to you.
8. The aspirant is required to submit a duly signed copy of the latest Brochure, at the Member Institute of NGJ within 10 days of accepting the “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 Brochure, within 10 days of receiving the “Provisional Admission Letter and Expenditure Certificate” from the member institute.

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### Step 2 – Registration

NOTE: The steps mentioned below may slightly differ for students opting for education loans as per the terms and conditions of the loan provider.

1. After completion of all the procedures mentioned as Step 1, you are permitted to enroll for the program by paying the CPMS® Registration cost and the Member Institute is required to provide you a tax invoice. If you do not receive the Tax Invoice, kindly inform by sending a mail to [lo@cpmsindia.com](mailto:lo@cpmsindia.com). Kindly note that, the institute registration charges, or any other form of charges are not to be considered as CPMS® Registration cost.
2. 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 [admissions@cpmsindia.com](mailto:admissions@cpmsindia.com) mentioning your TRN.
3. Once you have received the USID and Password, click on the LOGIN button provided in [www.cpmsindia.com](http://www.cpmsindia.com) and sign in by clicking on the box mentioned “Student”.
4. A dialogue box shall appear asking you to confirm if you did submit a duly signed copy of the latest Brochure, 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.
5. If you did submit a copy of the latest brochure 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 the latest Brochure 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 related parameters.
3. The subject titles, descriptions and contents are subject to change based on the Company guidelines.
4. Ensuring that all form 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:
  - a. The Application Fee, Registration Cost, and FLC Test cost are nonrefundable.
  - b. The refund of Tuition Fee is subject to the following criteria:

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- i. If the student withdraws from the course by sending a mail to lo@cpmsindia.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 Tuition Fee after deducting taxes.
  - ii. If the student withdraws from the course by sending a mail to lo@cpmsindia.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.
  - iii. 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 fee/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.
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 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 to the Listening Officer at lo@cpmsindia.com regarding any illegal activities carried out by any students, faculties, member institutes etc. NGJ shall initiate 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 lo@cpmsindia.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®.

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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 (i) any act of God including but not be 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.

### **A brief about Fast Track Program in Medical Scribing (FTPMS)**

FTPMS (Fast Track Program in Medical Scribing) is a crash course program that prepares students for a wide variety of medical scribing jobs. Students are permitted to request for add-on training options like Medical Coding, Add on hours of Typing, Documentation Processes, Health Information Management, etc. and it is highly recommended that they do so, since the number of job opportunities can increase substantially. Students who do not pass the typing test gets FTPMS certification while those who pass the typing test gets FTPMS+ certification. The examinations for this program shall be conducted at various member institutes as per the sole discretion of NGJ.

	<b>Subjects</b>	<b>Duration</b>	<b>FTPMS Passing Criteria</b>
1	Language of Medicine	88 hours	80% marks
2	English	88 hours	50% marks
4	Fundamentals of Typing	2 hours	30 WPM with 85% Accuracy

NOTE: Students passing FTPMS+ are allowed to apply for lateral entry into CPMS® Level 1's 3<sup>rd</sup> month.

FTPMS has a unique feature: The duration, syllabus and curriculum can be upgraded and customized as per the request of member institutes based on individual student capabilities and/or aspirations. NGJ shall do the necessary customizations after thoroughly studying individual requests and if found deserving. The certificates of such customized versions of the program may bear the details about the customizations and modifications made. Such certificates are called FTPMS-Flexi/FTPMS-Flexi+ depending on customizations.

**This document is also considered as a compulsory annexure for any and every Provisional Admission Letter & Expenditure Certificate issued by NGJ's member institutes.**

Select your program: CPMS®  FTPMS  FTPMS-Flexi

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**By referring to the “Last updated” date mentioned in the footer of this brochure available in [www.cpmsindia.com](http://www.cpmsindia.com), students are required to confirm that the duly signed copy submitted at any Member Institute of NGJ is not older than 15 days from the date of receiving USID from NGJ.**

### Understanding by Student & Guardian (To be filled in by the Student and Guardian only)

I have read and clearly understood all the contents of this document from Page 1 to Page 8. 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. 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.

<b>Student</b> (Mandatory)	Name in ENGLISH BLOCK Letters	Signature
<b>Guardian</b> (Optional)	Name in ENGLISH BLOCK Letters	Signature

Date of accepting this document and the Provisional Admission Letter and Expenditure Certificate from the Member Institute of NGJ: DD / MM / YYYY

Name of the Place of receiving this document: \_\_\_\_\_

### To be filled in by the Member Institute only

Member Institute USID: \_\_\_\_\_ Date of Submission: DD / MM / YYYY

Name of Authorized Personnel & Signature: \_\_\_\_\_

Name & Signature of the Authorised Education Consultant / Consulting Firm of the Member Institute (if any):  
\_\_\_\_\_

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