



2016 Catalog

**Medtech College
Lexington Campus
1648 McGrathiana Parkway
Lexington, KY 40511
859.410.2110**

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Institutional Information

Mission and Objectives

Mission Statement

The mission of Medtech College is to prepare students to be competent, caring, and wholesome individuals to serve in entry-level positions as members of inter-disciplinary teams in health care and human services settings.

Philosophy

Medtech College operates according to the belief that each person is unique, with the ability to think and to do. The Institute provides an atmosphere of mutual respect, student support, a learning environment, and a faculty and staff to assist and encourage students to develop to their maximum potential—intellectually, socially, physically, and spiritually. While emphasizing academic achievement and professional competence, Medtech College prepares students to be committed to life-long learning and selfless service.

Objectives

In the accomplishment of its primary mission, Medtech College actively directs its resources in achieving the following objectives:

- **Quality**
Sets standards of quality and plans to accomplish them in teaching and learning, in academic programs including core and general education course content, in student services, in all social functions, in facility appearance, and in workmanship.
- **Respect**
Attracts a diverse student population; makes professional and career training opportunities available to minorities, international and adult students; and provides an environment of mutual respect for ethnic, religious, economic, and social backgrounds practiced by welcoming and valuing all without regard to race, color, or gender.
- **Academic Scholarship**
Strives for high standards in teaching, research, and instructional presentations, and in the use of technologies commensurate with the scope and requirements of the programs offered.
- **Service**
Promotes service to our campus, to local and global communities.
- **Integrity**
Consciously integrates ethical values, openness, fairness, and transparency of actions into all courses and activities.
- **Safety**
Creates an atmosphere where all within the academic community feel safe physically, socially, philosophically, and psychologically.
- **Health**
Advocates clean and wholesome body, mind, and spirit.
- **Accountability**
Meticulously implements outcomes-based accountability measures to meet the expectations of the college's many stakeholders including accrediting, state, and federal agencies.

History

Since their inception, the schools that now comprise Medtech have been committed to providing the highest quality education to students seeking training in a variety of medical career fields. The organization known today as Medtech is a fusion of three school groups into a single ownership. There are campuses located in Indiana, Florida, Massachusetts, Virginia, Maryland, Washington, DC, Kentucky, and Massachusetts.

In 1939, Robert Sanz established Sanz College in Washington, DC in 1939. By 2000, he added two additional campuses in Falls Church, VA and Silver Spring, MD. In 2001, Javelin Technical Training Center founded its first campus in Tucker, GA and added the Marietta, GA campus by 2002. MedTech College opened its doors in Indianapolis, IN in 2004. By 2009, MedTech had three additional campuses in Greenwood, IN, Fort Wayne, IN, and Lexington, KY. In 2010, MedTech College, Sanz College, and Javelin Training Center transformed into a single school group becoming Medtech. In October 2011, Medtech purchased Radians College located in Washington, DC. The school group continued to grow by acquiring Camelot Healthcare Training Institute in February 2012. In July 2012, Camelot Healthcare Training Institute changed its name to Medtech Institute. In 2014, Medtech purchased National Medical Education & Training Center located in West Bridgewater, MA.

As stated in its mission, all Medtech campuses are dedicated to preparing students to be competent, caring, and wholesome individuals to serve as members of health-care teams in a variety of medical settings. All campuses seek to present students with the opportunity to develop their potential to the fullest in caring and nurturing environments.

Equipment

In keeping with the high educational standards of the institution, the equipment used in all programs affords students the opportunity to develop a practical, working knowledge of the equipment and materials they likely will be using on the job.

Institutional Facilities

The Lexington campus of Medtech College is located right off I-75 on Newtown Pike. Situated in a beautiful glass building, the location has five floors, the second one comprises of 18,519 feet, and this floor situates the college. The campus itself has four laboratory rooms and six lecture rooms, including a computer lab. The resource room houses books and computers for student research and use. There is a lounge where students can socialize and study. Ample parking is available on-site.

Learning Resource Center

The learning resource center serves the study and research needs of the students, faculty, and staff. The collection consists of a combination of hardcopy and on-line media types such as books, periodicals, databases, and electronic resources. Students are oriented to the resources available by appropriately trained support personnel. Relevant research assignments are made throughout each program of study, which requires students to utilize the resources to strengthen their research and analytical skills.

Accrediting Agencies, Approvals, and Memberships

The institution is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, Academic Associate's Degrees and Occupational Associate's Degrees. ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, telephone (202) 336-6780.

The institution is regulated by the Kentucky Commission on Proprietary Education, 500 Mero Street, Capital Plaza Tower, Room 302, Frankfort, Kentucky 40601, telephone 502-564-4185 and fax 502-564-4248.

The Kentucky State Board of Education license is granted under legislative authority of KRS 165.

The Health Information Technology Associate of Applied Science degree program is in Candidate Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800, telephone 312.233.1100. CAHIIM web address is www.cahiim.org.

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 River Road, Suite 720, Rosemont, Illinois 60018-5119, telephone 773-714-8880. NAACLS web address is <http://naacls.org>.

The Medical Assistant Associate of Applied Science Degree is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board. CAAHEP is located at 1361 Park Street, Clearwater, FL 33756 727-210-2350 and can be viewed online at www.caahep.org.

Licensing/Approvals

Medtech is approved for veteran's benefits by the Kentucky Department of Veteran Affairs (KDVA).

Administration, Staff, and Faculty

Mark Mann – Campus President
Jennifer Gripshover, Director of Education
Barbara Harnish – Director of Financial Aid
Angela Maynard – Director of Career Services
Hillary Parrish – Director of Admissions
Judy Meredith – Business Office Manager
Mark Mann – ADA Coordinator

A listing of staff and faculty members is included as a supplement to this catalog.

Ownership

Medtech College is owned and operated by Medtech College, LLC a subsidiary of JTC Education, Inc., which is wholly owned by JTC Education Holdings, Inc., a Delaware corporation. JTC Education Inc. has principal offices located at 6612 E. 75th Street, Suite 200, Indianapolis, IN 46250.

Catalog Certification

This catalog is current at the time of printing. At any time, it may be necessary or desirable for the institution to make changes to this catalog due to requirements and standards of the institution's accrediting body, state, licensing agency, U.S. Department of Education, market conditions, employer needs, or other reasons. The institution reserves the right to make changes to any portion of this catalog, including the amount of tuition and fees, academic programs and courses, program completion and graduation requirements, policies and procedures, faculty and administrative staff, the academic calendar and other dates, attendance policies, grievance and complaint procedures, and other provisions.

Board of Directors

David Kessenich
Gail Myers
Patrick O'Keefe

Corporate Officers

William Winkowski – Chief Executive Officer
Patrick O'Keefe – Vice President and Secretary

Admission Information

Admission Requirements and Conditions

Admissions Process for Degree and Diploma Programs

All students must comply with the following requirements for admission to Medtech:

1. All potential students are required to meet with an Admissions Representative to complete a commitment-based interview and campus tour. This serves as an introduction to the new student experience at Medtech.
2. All prospective students are required to complete an Enrollment Agreement.
3. A prospective student must be:
 - a. A high school graduate, or
 - b. Possess a General Education Development certificate, or
 - c. Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state, or
 - d. Possess an associate degree from an institution/college located in the United States and or associated territories, or
 - e. Successfully completed 60 semester or trimester credit hours or 72 quarter credit hours towards a bachelor's degree program from a college/university located in the United States and or associated territories.
 - i. Evidence of high school graduation or equivalent must be presented prior to the first day of class. Acceptable documentation would include a certified copy of an original high school diploma a copy of a high school transcript which indicates the date of graduation, a GED certificate or official notification it has been earned. Official transcripts from the institution/college awarding an associate degree or evidencing completion of required credits towards a bachelor's degree will be accepted as evidence.
 - ii. In some cases, extenuating circumstances may exist which prevent students from submitting evidence of high school graduation or GED prior to beginning classes. In these cases, applicants may provide a written attestation and provide documentation within 30 days that they graduated from high school or possess a GED. Under unusual circumstances, such as the receipt of foreign transcripts, etc., the 30-day period may be extended. The Campus President of the Campus must approve all exceptions.
4. Applicants wishing to enroll in a degree program are required to pass the Wonderlic Scholastic Level Exam (SLE) with a minimum acceptable score as follows.

Program	Score
Medical Assistant - AAS	14
Medical Billing and Coding - AAS	15
Health Information Technology - AAS	15
Medical Lab Technology - AAS	16
Medical Practice Administrator - AAS	15

5. Students enrolling in the Medical Lab Technology program must complete a criminal background check.
6. All applicants are required to attend an orientation prior to the start of classes.
7. During the admissions process or at any point during their training, students voluntarily indicating they wish to seek special accommodations under the Americans with Disabilities Act (ADA) are referred to the institute's Disabilities Coordinator. The Disabilities Coordinator will provide students with the procedures needing to be followed when requesting special accommodations.

Applicants for Continuing Education and Professional Development Programs

The school offers a variety of self-improvement and professional development programs. All applicants must complete the following admission requirements and conditions.

1. All applicants must complete an interview and campus tour with an admissions representative.
2. Applicants must be at least 16 years of age or have parental consent.
3. All applicants must complete an Enrollment Agreement and pay an enrollment fee. A parent or guardian must sign the enrollment agreement if the applicant is under 18 years of age.
4. Applicants must make financial arrangements to cover the cost of the course.

Self-improvement and professional development courses do not qualify for Title IV funds and are not recognized by the institute's accrediting body. Self-improvement and professional development programs are subject to availability and may not be offered each month. Certificates of attendance will be awarded only to those who attend a minimum of 75% of the class sessions. Proficiency or non-proficiency status will be denoted on the certificates of attendance. Students are required to master necessary skills to receive proficiency status. College credit is not awarded for self-improvement and professional development programs. These programs are designed for individuals seeking to add a skill set(s) to their resume.

Medical Lab Technology Handbook

Students are referred to the Medtech College Medical Lab Technology Student Handbook for additional policies and procedures that apply to the Medical Lab Technology (MLT) program. In addition to the policies stated within this catalog, students in the MLT program must comply with the policies stated in the handbook. Students receive a copy of the handbook during student orientation.

Re-Entry

Students who previously attended Medtech and are petitioning to re-enter are considered re-entering students. Re-entering students (those who have a last date of attendance of less than one year) are required to apply to re-enter and meet all current standards set forth in the catalog including the standards related to satisfactory academic progress. All students are required to meet with the Financial Aid Department to arrange for any balance that may still be owed to the institution. Students who have withdrawn from Medtech and have an outstanding balance may be required to pay the balance prior to re-entering classes. Students must re-enter into the current version of their program if modifications have been made. This may result in the students having to take additional courses.

Prior Learning Assessment

Academic credit may be awarded for credit by examination in a subject via a test-out procedure. A student must achieve a "C" or higher to successfully pass the test-out examination. A student can only attempt a test-out examination for a course one time and it must be accomplished prior to the start of the course. No test-out examinations will be granted for a course for which students are currently enrolled and attending. Credit by examination does not count towards grade point average. Students in degree programs cannot have more than 30% of their program credits awarded through the test-out examination procedure.

Test-out examinations may be arranged through the Director of Education on an appointment basis. The test-out examination will be a final exam for the course and it will be graded by a faculty member who has regularly, or is currently teaching the particular course. A grade of "CE" will be granted to a student who passes a test-out examination. All test-out results will be communicated to the effected student within 48 hours of taking the test. The grade will be posted in the student information system by the Registrar at the request of the Director of Education within 72 hours of taking the test. Test-out fees are listed in the supplement to this catalog.

Please see the Director of Education for a list of courses for which test-out examinations are available. Not all courses will have a test-out option. Test-out examinations are not available for externship or clinical courses.

Credit Transfer from Another Institution

Upon the analysis and approval of the Director of Education and/or Program Director, the institution will transfer credit for completed courses from other institutions accredited by agencies recognized by the United States Department of Education, if applicable to the program of study. To request transfer of credit, a student must inquire with the Registrar's office and provide an official transcript prepared for review of such credit; a copy of the transfer institution's catalog may also be required. Credits transferred into the institution by the student are counted as credits attempted and earned and will count towards the maximum time frame and pace of completion. Transfer credits are not included in the cumulative grade point average (CGPA).

The institution does not accept experiential learning credits. The institution only accepts transfer credits for non-core courses/general education courses that do not require an experiential component (e.g. externship or clinical rotation).

1. All transferable credit must have earned a grade of "C" or better and be at the college level of 100 or above.
2. A minimum of 50% of total program credits must be completed at the institution. Up to 50% of credits may be transfer of credit or credits earned through advanced standing tests. Students who may be using VA Veterans' Educational Assistance Benefits will receive a waiver of the 50% requirement. Students receiving VA Veterans' Educational Assistance Benefits will have records of previous post-secondary education and training evaluated for the granting of appropriate prior credit. The institution does not accept transfer credit for Core Courses nursing programs.

Campus or Course Transfer from another Medtech Campus or Program

Students transferring programs or campuses within the Medtech system are not required to repeat coursework unless the student received a "D" or "F" in the course. Additionally, courses providing similar academic preparation may be substituted according to the following criteria:

1. The Registrar will process all campus transfers, program transfers and course substitutions upon the student's approved transfer
2. All transferable credit must have earned a grade of "C" or better.
3. The course content of the material considered for transfer must match the course content of the course intended for transfer.
4. Courses transferred into another Medtech campus or Medtech program are counted as credits attempted and earned and will count towards the maximum time frame and pace of completion. Transfer credits are included in the cumulative grade point average (CGPA).

Program Transfers/Additional Credentials

Students interested in transferring programs or pursuing additional credentials may do so at the discretion of the Director of Education. The student must meet the minimum entrance requirements for the program to which he/she is transferring. Students must transfer all relevant courses, thereby shortening the maximum time frame in the program. Transfer courses are counted in the completion rate and calculated into the CGPA. Courses that are not relevant to the new program will not be transferred or calculated into the CGPA or completion rates according to satisfactory academic progress standards.

Transfer of Credit to Another Institution

It is always up to the receiving institute as to whether they will accept credits from another institute. Therefore, credits earned at Medtech are not necessarily transferable to other educational institutes. Medtech's programs are career focused and are not specifically designed for transfer to other institutes. It is unlikely that any credits earned at Medtech will be transferable to or accepted by any institution other than another Medtech location. Any student considering continuing his or her education at, or transferring to, any institution other than a Medtech campus must not assume that the receiving institution will accept any credits earned in any course taken at the school. It is the student's responsibility to contact the receiving institution to determine what credits earned at Medtech, if any, that institute will accept.

Policy of Nondiscrimination

The institution is committed to affirmative implementation of equal employment opportunity in education and employment. The institution does not discriminate against individuals on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status in the administration of admissions policies, educational policies, employment policies or any other programs or activities.

For additional assistance related to civil rights under Title IX, contact:

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202
1-800-USA-LEARN FAX (202) 401-0689
TDD 1-800-437-0833
E-mail: CustomerService@inet.ed.gov

Unlawful Harassment Policy

It is the policy of the institute that all students shall be provided an environment free of unlawful harassment (including sexual harassment), discrimination, and intimidation. All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating, or intimidating behavior or conduct. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including dismissal.

Reporting Offenses as described in the Violence Against Women's Act (VAWA):

This applies in the event of an accusation of a rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking offense.

The proceeding for all reported offences will:

- Have a prompt, fair and objective investigation and resolution
- Be conducted by campus officials who receive annual training on the issues related to the offenses
- Allow accuser and the accused the same opportunities to have other present during the disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice
- Inform both the accuser and the accused simultaneously in writing of the outcome
- Allow the accused and the victim the right to appeal the results using the General Student Compliant Procedure/Grievance Policy as outlined in the school catalog
- Provide notice to all parties once results become final

All reported offenses will be strictly confidential. The Campus President will maintain any document with the mention of the victim information in a secure location. If the alleged victim is deceased because of the crime or offense, the campus must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

All students are encouraged to report any act of offenses mentioned above by:

1. Notifying your Campus President
OR
2. Calling the HOTLINE: (866) 307-3527

Accommodation Policy

Information pertaining to an applicant's disability is voluntary and confidential. The institute is committed to providing reasonable accommodations to students with disabilities. In order for the institution to assist students with disabilities under the provisions of the Americans with Disabilities Act (ADA), students who request accommodations are required to provide documentation from a medical professional. Such documentation should be dated within the previous five years. No accommodation will be granted retroactively. To be considered for accommodation, a student must notify the institute's Disability Coordinator in writing of the request for accommodation and submit all required documentation.

Student Information and Services

Advising

Personal Advising

Students are encouraged to seek assistance from any member of the faculty or staff when problems of a personal nature arise that will have a negative impact on a student's ability to meet his/her educational goals. Staff or faculty can make referrals to outside agencies when appropriate. Neither staff nor faculty members serve as certified or licensed counselors. All advisement meetings between students and faculty or staff are confidential and impartial.

Academic Advising

The institute offers academic advising services to all students. The institute encourages students to seek academic advisement at any period throughout their program when questions arise. All academic advisement meetings between students and faculty or staff are confidential and impartial.

Student Professional Responsibilities

Courteous behavior and professional conduct, appropriate to a professional environment, is to be displayed at all times. Inappropriate conduct and/or communication will not be tolerated and may be a cause for sanctions or dismissal. Every student is subject to federal and state law and respective county and city ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the institute or which the administration feels would endanger members of the institute community the student may be subject to disciplinary action.

Student Code of Conduct Policy

Students will be held accountable for any breach of the following code of conduct. All students are expected to abide by the institute-wide honor system, which is based on high standards of academic, personal, and ethical conduct. Such conduct extends to language, behavior, and overall demeanor inside the facilities, on the campus grounds and in off-campus learning settings, whether professional or academic.

Academic

Academic misconduct includes, but is not limited to, the following:

1. Knowingly helping or assisting another person to engage in academic misconduct.
2. Any form of cheating including attempted use of unauthorized materials, copying the work of another student, unauthorized access to and use of computer files, or representing as one's own an examination or any other work submitted for a grade taken by another person.
3. Falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
5. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
6. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.
7. Obtaining teacher editions of textbooks, test banks, or other instructional materials that are only intended to be accessed by officials, administrators, or faculty members of the institute.

Non-academic

Non-academic misconduct includes, but is not limited to, the following:

1. Disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity), or distribution of obscene or libelous written or electronic material.
2. Mental or physical abuse of any person (including sex offenses) on institute or at institute-sponsored or institute-supervised functions, including verbal or physical actions, which threaten or endanger the health or safety of any such persons.
3. Any act, behavior, or clothing, which is of a sexually suggestive, harassing, offensive, or intimidating nature.
4. Stalking or behavior, which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment.
5. Intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other institute activities, including public service functions, and other duly authorized activities on institute premises or institute-sponsored activity sites.
6. Failure to comply with directions of institute officials and/or failure to identify oneself to these persons when requested to do so.
7. Theft of, misuse of, or harm to institute property, or theft of or damage to property of the institute community or a campus visitor on the institute premises or at an institute function.
8. Participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to institute facilities or that is harmful, obstructive, or disruptive to the educational process or functions of the institute.
9. Tampering with any fire safety equipment except with reasonable belief in the need for such alarm or equipment. Obstruction of the free flow of pedestrian or vehicular traffic on institute premises.
10. Gambling or holding a raffle or lottery at the institute without approval.
11. Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances.
12. Unauthorized use, possession, or storage of any weapon, dangerous chemical, or explosive element.
13. The theft of, misuse of, or harm to institute property. Including the destruction of or harm to equipment, software, or data belonging to the institute.
14. Unless otherwise permitted the use of electronic devices in classrooms, labs, and other instructional, event, or support facilities.
15. Students are not permitted to bring their children to class. Children cannot be in the student lounge or anywhere in the building where a student attends class.

Disciplinary action, up to and including expulsion, will be taken toward those who violate these standards.

Student Interaction

The majority of the institute's student body is non-traditional and represents a wide range of age groups, cultures, nationalities, and religions. The institution promotes an atmosphere of free and honest inquiry and expression on the part of students in their dealings with each other and faculty and staff.

Personal Appearance

All students of the institution are expected to wear full uniforms on campus and at their externship/clinical rotation unless otherwise indicated by the administration. Modesty, cleanliness and well-kept hair, nails and general appearance are important values that reflect personal dignity and integrity for students entering into a professional career. Additional requirements may apply for specific programs.

Intellectual Property Protection and Ownership

The Institution respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Copyright Protection

The Institution requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C. § 101, *et seq.*) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal criminal charges that may result in fines and imprisonment.

Use of Institutional Information Technology Resources

The Institution provides its students with access to computer equipment, e-mail accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other Institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials are also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any e-mail, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal from the Institution.

Any communications by students via e-mail, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, e-mail, voice mail, or Internet bookmarks to be either confidential or private. The Institution employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the Institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the Institution's premises, and saved voice mail messages are the sole property of the Institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The Institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the Institution's right to conduct such monitoring. The equipment is intended for educational purposes only and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the Institution.

General Student Complaint Procedure/Grievance Policy

The institution encourages students to bring all complaints or grievances to the Administration's attention. Many questions or concerns that students may have can be resolved simply through discussion.

A student may present a grievance through the following complaint and dispute resolution procedures. The campus will review all complaints or grievances fully and promptly.

Grievances may include misapplication of the campus's policies, rules, regulations, or procedures. Please follow these steps when filing a grievance:

STEP 1

A student should first bring the grievance to the attention of the appropriate instructor or staff member.

STEP 2

If the situation is not resolved, the student should next bring the grievance, in writing, to the attention of his or her Program Director or to a Campus Management Team member, such as the Director of Admissions, Director of Education, Director of Financial Aid or Director of Career Services, as applicable.

STEP 3

The student should next submit an appeal in writing to the Grievance Committee, if the complaint is unresolved, or if steps 1 and 2 are not possible since the complaint is related to an individual listed above.

STEP 4

The Grievance Committee will schedule a meeting with the student to hear the student's complaint and will rule within three business days, or as soon as possible.

STEP 5

The Grievance Committee will notify the student in writing of their decision.

STEP 6

The student may appeal the decision of the Grievance Committee to the following individuals:

All Concerns Vice President of Academics Regulatory@medtech.edu.

These individuals will review the appeal and issue a final determination.

STEP 7

If the student grievance cannot be resolved between the campus and the student directly, the student may contact:

1. Accrediting Council for Independent Colleges and Institutes (ACICS)
750 First Street NE, Suite 980
Washington, DC 20002
email: complaints@acics.org, or by fax at 202-336.6780.
ACICS requires that all student grievances are submitted in writing.
and/or
2. Filing a Complaint with the Kentucky Commission on Proprietary Education
 - a. To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at www.kcpe.ky.gov.
3. Student Protection Fund
 - a. KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund." This form can be found on the website at www.kcpe.ky.gov.

Career Services

The institution is dedicated to the success of its students and graduates; therefore, it provides career assistance from an experienced and enthusiastic career services team. The goal of career services is to assist all graduates to obtain in field or related field employment. The team is available to assist students throughout their training programs and continues to offer assistance beyond graduation. It should be understood the services offered are not a guarantee of employment.

Students are encouraged to get an early start on career development, and can begin working with the career services team as early as their first week. Career services offers assistance with career portfolio building, resume writing, interview skill development/grooming, networking skills and effective job search training. This is accomplished through one-on-one meetings, group sessions and in-class workshops and presentations, and is facilitated using handouts, audio and/or visual teaching aids and online tools.

Students seeking employment while enrolled can take advantage of these services and obtain guidance from the career services team. However, specific in-field and related field employment assistance typically begins towards the end of students' academic training when the knowledge, skills and/or certifications and licenses necessary for in-field job placement have been obtained.

If a graduate is unavailable for employment assistance, he/she should contact the career services team. Not all personal details surrounding an issue need be disclosed, but since it is our desire to assist all graduates in obtaining careers in their fields of study, a timeline for future contact/assistance can be established as per the graduate's request. This way, the team can continue to assist graduates who are presently available for assistance and check in with unavailable graduates as per established timelines.

A criminal background does not exclude a student or graduate from obtaining career services assistance, and details regarding the nature of a criminal record need not be disclosed. All students and graduates receive the same degree of assistance. However, many employers conduct background checks, which may affect the length of time between program completion and employment. Students with criminal backgrounds who have concerns about employability in their fields of study should meet with the Director of Career Services early on in their academic careers to discuss employment options.

In order to facilitate employment efforts, career services works closely with the employment community that may offer in field or related field employment opportunities to qualified graduates. This is accomplished by maintaining active involvement in the community, holding on-campus career fairs, scheduling on-campus graduate interviews, hosting guest lectures, scheduling opportunities for students and graduates' interaction with potential employers, and conducting routine visits to new and established employment partners. Students and graduates are encouraged to maintain consistent communication with career services so as not to miss out on excellent opportunities to network with potential employers.

Some programs of study require students to complete an externship, practicum, or clinical at an off-site facility prior to program completion. These activities are an excellent way for students to develop their new skills through hands-on, in-field training experiences and to network with potential employers. In some instances, students who successfully complete off-site training requirements are made offers of employment or are referred by site supervisors to other potential employers. Site assignment is not a guarantee of employment, and graduates who have not been hired at their sites will receive career services employment assistance as outlined above.

Student Activities

Student Health Services

The institute does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical services and agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Vaccinations

Documentation of health examinations, pathology tests, and immunizations may be required for certain programs. Information on any required health examinations, pathology tests, and immunizations including when they are due will be provided during the admissions process.

Student Housing

The Institution does not have dormitory facilities. It is the student's responsibility to find living accommodations.

Tutoring

Students may request tutoring in specific subject matters through their instructors, Program Director and the Director of Education during times allotted. There is no additional charge for tutoring services.

Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, The institution distributes an annual disclosure to all current students and employees informing them of the availability, location, and contents of the campus crime report.

All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents and instructions for requesting a copy. An electronic copy of the Annual Campus Security Report is located at <http://www.medtech.edu/campussecurityinformation>.

The Institute does not sponsor off-campus student activities or organizations, and therefore does not monitor any student activity at off-campus locations. Information on personal safety and crime prevention is available to all students and new associates during their respective orientations. In addition, Medtech offers information programs to all students and associates at least once a year in such areas as personal safety, self-defense, and crime prevention.

Reporting Crimes and Other Emergencies

Any individual who wishes to report a crime or other emergency should contact the Campus President, Director of Education, or the First Impressions Representative at the time of the incident. In addition, individuals may wish to call 911. Medtech encourages the prompt and accurate reporting of all crimes and other incidents to the Medtech staff listed above and to the proper authorities as warranted.

The Campus President maintains a log of all reported crimes occurring on campus, which is available for review by interested parties with 48 hours' notice. However, information from the log may be withheld if its release would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence.

Timely Warnings

Medtech will issue a timely warning to all students and associates of any on-campus crimes that are reported to campus staff and/or police and are considered a threat to students and associates by means of postings on bulletin boards, flyers, and announcements in classrooms.

Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Institutes and Communities Act of 1989, Medtech has established the following policy toward promoting a drug-free learning environment.

Institute Sanctions

Sanctions will be imposed on a student in violation of the policy regarding use, possession or being under the influence. For a first infraction, the student and Campus President will have an advising session that will be documented and become a part of the student's permanent record. The student will be advised to seek professional counseling. For a second infraction, the student will be administratively withdrawn from the Institution; the associate may be dismissed.

Sanctions will be imposed on a student in violation of the policy regarding the selling or trafficking of controlled substances. Upon the first infraction, the Institution will immediately administrative terminate for students, and will refer the matter to the appropriate authorities for prosecution.

The institution reserves the right, to dismiss any student in violation of this policy, the above outlined procedure notwithstanding. The institution further reserves the right to refer students to the proper legal authorities for prosecution.

Voluntary Treatment, Counseling or Rehabilitation

The institution encourages any student who feels that he or she may have a problem with drugs or alcohol to seek treatment, counseling, or rehabilitation. The student is encouraged to meet with the Campus President, in strictest confidence, for assistance in locating appropriate sources of help. The institution will make every effort to work with any individual who voluntarily seeks treatment.

Brochures and information on alcohol and drug use and abuse are located in the Learning Resource Center. Students and associates are encouraged to take this information and share it with others.

Educational Programming

The institution is committed to a drug- and alcohol-free environment, and periodically offers an educational program on substance abuse for the entire student body. Staff and instructors are strongly encouraged to attend.

Family Educational Rights and Privacy Act

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

1. The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the Campus President receives a written, dated request for access. The Institution does not permit students to inspect or review confidential student guidance notes maintained by the Institution, or financial records (including any information those records contain) of their parents or guardians.
2. The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written, dated request to the Campus President, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the Institution decides not to amend the record, the Institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the

parents or the eligible student, as applicable. The Institution may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.

4. One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the Institution is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

Directory of Information Public Notice

Directory Information may be disclosed without the specific authorization of the eligible student. Directory Information is defined as student's name, address, telephone number, e-mail, date, and place of birth, photographs/videos taken at events, honors and awards, and dates of attendance. The campus must notify students annually about their FERPA rights and the definition of Directory Information. This may be done by e-mail, by mail or in the catalog.

Personal Property

The institution is not responsible for loss or damage to the property of students.

Academic Information

Hours of Operation

The normal hours of operation for the Institution are as follows:

Monday – Thursday	8:00 a.m. to 11:00 p.m. (Administrative offices close at 8:00 pm)
Friday	8:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.

Class Hours

Monday – Thursday (Day)	8:30 a.m. to 5:30 p.m.
Monday – Thursday (Evening)	5:30 p.m. to 11:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

Academic Calendar

The academic calendar is included as a supplement to the catalog.

Definition of an Academic Year

An academic year consists of a minimum of 36 weeks of instruction in which a full-time student is expected to complete at least 36-quarter credits.

Definition of a Clock Hour

One clock hour is equivalent to 50 minutes of instruction.

Definition of a Unit of Credit

The institution awards quarter credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A quarter-credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. One academic quarter credit hour is based on 10 clock hours of lecture, 20 clock hours of lab work, and 30 clock hours of work-based learning.

Out-of-Class Learning Activities

The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 4-12 weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

Learning outcomes may vary based upon the instructor's method of delivery, student's academic background, assessable effort of student's and classroom size.

Out-of-class work/learning activities may include the following:

1. Reading and writing assignments
2. Projects
3. Clearly defined papers or reports
4. Practice or practical application of theory
5. Other learning experiences

Further details are provided per course and will be measured and reflected on each syllabus as a percentage of the overall course grade.

Attendance Policy

Students are expected to attend all classes. Attending class each period is crucial to the success of our students. Students attending class each day has a direct correlation to positive student learning outcomes. The clinical/practicum/externship experience provides the student with the culminating experience of application of theoretical learning to client care. Attendance during the clinical/practicum/externship experiences is crucial to ensuring student preparation for job placement.

1. Instructors at all campuses must record student attendance on a daily basis and maintain complete and accurate records of attendance and absences for all students.
2. The Campus Director of Education is responsible for enforcement and management of this policy.
3. At the discretion of the campus, students may make up work missed. Make-up work does not excuse or remove absences from the student's record.
4. The following applies to both in-classroom (didactic or lab), clinical, practicum and externship learning experiences. If a student is present, the instructor must mark the student Present (P); if the student does not attend class, the instructor must mark the student as Absent (A).

Maternity Related Leave Policy

In accordance with Title IX, the school will permit a student to take a leave from classes due to pregnancy or related conditions, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom for a period of time as is deemed medically necessary by the student's physician. Students should notify the Director of Education if a leave becomes necessary.

Students who leave for pregnancy must contact the Director of Education and provide an estimated date of return for planning of academic activities. Students who are out less than 14 days are allowed to complete and submit any work missed. Missed attendance and any class participation requirements will not negatively impact students' final grades.

Should students be out longer than 14 days, they will be allowed to return and retake the term at no additional cost. Students will be allowed additional time to complete their programs and continue at the same pace with an extended graduation date. Documentation from their physician showing that the student was on leave due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom must be provided to the school.

Involuntary and Unofficial Withdrawal

A campus must involuntarily and unofficially withdraw a student from school if the student misses 14 consecutive calendar days unless it is a scheduled holiday or break. The Registrar or his/her designee will send to the student's address of record a Notice of Involuntarily Withdraw to inform the student of his/her involuntary withdrawal. The Registrar will also update the student's academic record.

Official Withdrawal

Official notification from the student is any official notification that is provided in writing or orally to a designated campus official acting in his or her official capacity in the withdrawal process. Acceptable official notification includes notification by a student via telephone, through a designated Website or orally in person. The responsibility for documenting oral notifications is the schools; however, the school may request, but not require, the student to confirm his or her oral notification in writing. Official notification can be provided to any person at the school acting in their capacity (instructor, financial aid officer, registrar, student services, etc.).

If a student provides official notification of withdrawal to the institution by sending a letter to the designated office stating his or her intent to withdraw, the withdrawal date is the date that the institution receives the letter. Notification is not considered provided to an institute until the institute receives the notification. Note that an institution always has the option of using the date of a student's last participation in an academically related activity as long as that participation is documented by a campus official. Official notification can be provided to any person at the school acting in their capacity (instructor, financial aid officer, registrar, student services, etc.).

Intent to withdraw means that the student indicates he or she has either ceased to attend the school and does not plan to resume academic attendance, or believes at the time he or she provides notification that he or she will cease to attend the school. A student who contacts a school and only requests information on aspects of the withdrawal process, such as the potential consequences of withdrawal, would not be considered a student who is indicating that he or she plans to withdraw. However, if the student indicates that he or she is requesting the information because he or she plans to cease attendance, the student would be considered to have provided official notification of his or her intent to withdraw. Official notification can be provided to any person at the school acting in their capacity (instructor, financial aid officer, registrar, student services, etc.).

Dropping or Adding Classes

Classes may be added or dropped without penalty within the first three days of each academic term. Students should seek assistance from their Program Director for special schedule requests and adjustments. A grade of "W" is issued when a student withdraws from a course before midterm. A grade of "W" does not count toward a student's cumulative grade point average, but does count toward pace of completion. A grade of "F" is issued when a student withdraws from a course after midterm. A grade of "F" will count toward a student's cumulative grade point average and toward pace of completion. Dropping a class may impact a student's financial aid. Prior to dropping a class, the student should consult the financial aid office.

Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified in any way upon program completion, and even if a student obtains certification, the Institution does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, the Institution cannot guarantee students will pass these exams. The Institution makes a reasonable attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to pass these exams. In addition, a GED or high institute diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

Graduation Requirements

A graduate interview will be scheduled for each prospective graduate with the Program Director, Director of Education or Campus President. Upon completion of the graduate interview, the completion of all necessary paperwork, academic compliance and fulfillment of all financial obligations, the student will be granted graduate status. To become a graduate of the institution, students must meet the following requirements:

1. Meet all academic requirements set forth in this catalog under Satisfactory Academic Progress
2. Obtain an overall cumulative grade point average of 2.0 or higher
3. Meet all program-specific graduation requirements
4. Complete required externship/practicum or clinical experience successfully
5. Complete all coursework within the maximum program length
6. Satisfy all financial obligations to the institution

Students who satisfy all other requirements for graduation, but do not satisfy all financial obligations to the institute will be granted a completer status. All graduates are strongly encouraged to participate in graduation ceremonies to celebrate their accomplishments. Graduation from any program offered by Medtech College is not contingent upon passing an external certification, licensure, or registration exam.

Clinical, Practicum, or Externship

Many of Medtech College's programs require students to participate in a clinical, practicum, or externship experience. The clinical, practicum, or externship experience provides the student with actual on-the-job experience in his or her major field of study. The clinical, practicum, or externship is designed to be a continuation of the student's education. Students are placed in settings applicable to their major field of study. Students are not to receive pay while on a clinical, practicum, or externship. Each program may have specific policies and procedures, to include, but not limited to drug screenings, up-to-date criminal background checks, and/or additional immunizations.

Medtech cannot guarantee any student a clinical, practicum, or externship site during the evening hours in any of our majors. The most common work hours for medical facilities are Monday through Friday from 8:00 a.m. to 6:00 p.m. In certain situations, students may need to adjust their work schedules to accommodate their clinical, practicum, or externship requirements. Due to requirements contained in some affiliation agreements, a criminal history may exclude a student from being able to participate in a clinical, practicum, or externship. Students are encouraged to report immediately any changes in criminal history, including any pending charges, to their program director. Students in nursing programs are referred to the Nursing Handbook for additional information on clinical requirements.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the institution including the name and address where the transcript should be mailed. Transcript sent directly to the student will be marked to indicate they are unofficial copies. A fee will be charged for additional copies and must be paid in advance before they are processed. Neither official nor non-official transcripts will be released for students who have a past-due account with the institution.

Academic Standards

Grading System

The institution prepares for entry-level employment and success in a student's chosen career. Grading is administered to correlate the student's progress in terms related to employee proficiency expected by the healthcare field. Grading is based on daily performance in class and in the laboratory and the student's level of achievement on tests, laboratory projects, exercises, and final exams. The institution uses a 4.0 grading system. Furthermore, academic progress and achievement will be evaluated using both Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA.)

The Grade Point Average (GPA) is the weighted average of grade points received per credit hour attempted for a specified term. Cumulative Grade Point Average (CGPA) is the weighted average of grade points received per credit hour attempted for the entire academic period at the institution.

Medtech Grading Scale A – (General Education and Non-Core Courses - All Programs)			
Grading Scale	Grading Scale	Quality Points	Counts in POC
A	90-100 %	4.00 Pts	X
B	80-89%	3.00 Pts	X
C	70-79%	2.00 Pts	X
D	60-69%	1.00 Pts	X
F	0-59%	0.00 Pts	X
W	Withdrawn (does not calculate into CGPA)	0.00 Pts	X
TR	Credit Transfer (does not calculate into CGPA)	0.00 Pts	X
CE	Credit by Examination (does not calculate into CGPA)	0.00 Pts	X
I	Incomplete (does no calculate into CGPA)	0.00 Pts	X
AU	Audit (does not calculate into CGPA or POC)	0.00 Pts	
**	Retaken Course (does not calculate into CGPA)	0.00 Pts	X
ML	Maternity Leave (does not calculate into CGPA and POG)	0.00 Pts	

Medtech Grading Scale B – (Core Courses - All Programs)			
Grading Scale	Grading Scale	Quality Points	Counts in POC
A	90-100 %	4.00 Pts	X
B	80-89%	3.00 Pts	X
C	70-79%	2.00 Pts	X
F	0-69%	0.00 Pts	X
W	Withdrawn (does not calculate into CGPA)	0.00 Pts	X
TR	Credit Transfer (does not calculate into CGPA)	0.00 Pts	X
CE	Credit by Examination (does not calculate into CGPA)	0.00 Pts	X
I	Incomplete (does not calculate into CGPA)	0.00 Pts	X
AU	Audit (does not calculate into CGPA or POC)	0.00 Pts	
**	Retaken Course (does not calculate into CGPA)	0.00 Pts	X
ML	Maternity Leave (does not calculate into CGAP and POG)		

Definition of Grade Designations

Withdrawal

A grade of (W) is issued when a student withdraws from a course before midterm. A grade of (W) does not count toward a student's cumulative grade point average, but does count toward pace of completion.

Credit Transfer

A grade of (TR) represents the transfer of credit from another institution. A grade of (TR) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Credit by Examination

A grade of (CE) represents credit awarded by examination. A grade of (CE) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Incomplete

A grade of (I) is issued when a student is unable to complete a course during an academic term due to unanticipated circumstances or events. A grade of (I) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Audit

Classes taken for audit (AU) do not qualify for a grade or credit, do not apply toward cumulative grade point average, pace of completion, or count as part of a student's full- or part-time course load for purposes of financial aid or loan deferments.

Retaken

Two asterisks (**) beside an assigned grade indicate the course has been retaken. Retaken courses count towards pace of completion, but do not calculate into a student's cumulative grade point average.

Maternity Leave

A grade of (ML) is issued when a student is placed on maternity leave. A grade of (ML) does not calculate into a student's cumulative grade point average or pace of completion.

Guidelines of Incomplete Courses

The granting of an incomplete is at the discretion of the Director of Education. The Director of Education will make the determination whether the circumstances warrant an incomplete. The incomplete period will be determined on a case-by-case basis as established by the Director of Education.

For an incomplete grade to be considered, the student must complete the following steps.

1. Submit a request for an incomplete in writing. The request must be received prior to taking the final exam or prior to the course end date.
2. If the incomplete is approved, the student and instructor enter into a written agreement, which includes a course completion plan and established deadline for completion.

Upon completion of the incomplete period, the student will be awarded the earned grade. All incompletes will be cleared within the pre-established timeframe as outlined in the incomplete agreement. Unresolved incompletes will revert to the otherwise earned grade if not resolved by the established date, which includes a zero for the incomplete work.

Mitigating Circumstances

In unusual situations, such as students' prolonged illness or accident, death in the family or other circumstances that make it impractical for students to complete their course of study, Medtech will determine a reasonable and fair resolution for both parties. Students shall meet with the Campus President and the determination will be made on a case-by-case basis. No refunds are made for books or other materials once they have been distributed.

Retaken Courses

Two asterisks (**) beside an assigned grade indicate the course has been retaken. Retaken courses count towards pace of completion, but do not calculate into a student's cumulative grade point average.

Students may retake a failed ("D" or "F" as applicable) course two times. Students wishing to retake a course for which they received a passing grade to improve their grade may only retake the course one time. Students in nursing programs who fail a core course will be allowed to retake it once. Should the retaken course result in a grade "F," the student will be dismissed from the program. In the event of course retakes, the latest grade received will replace any previous course grade when calculating grade point averages.

Grade Rounding Policy

Grades on course assignments and examinations, which are determined by percentages involving decimals, should be rounded up to the next whole number when equal to 0.5 or greater. When the decimal is equal or less than 0.4 the grade is to be rounded down. This policy also applies to final course grades where the final course grade is determined using percentages with decimals.

Satisfactory Academic Progress

The U.S. Department of Education, in conjunction with federal laws, as well as the Accrediting Council for Independent Colleges and Schools (ACICS) requires the institute to establish, define, and apply standards of satisfactory academic progress for all financial aid applicants, regardless of previous financial aid history. Satisfactory academic progress (SAP) standards apply to all students, except those enrolled in professional development courses, at the institute regardless of their financial arrangements.

Maximum Time Frame

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5×60) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 2.0 within the maximum time frame.

Required Evaluation Schedule (Quantitative and Qualitative)

The evaluation period for determining satisfactory academic progress for all students will be at the end of each term or payment period. A quantitative and qualitative evaluation that will occur at the end of each term or payment period will be based on all credit hours attempted and earned. The qualitative evaluation is determined by a student's CGPA. The CGPA is composed of all work attempted at the current academic level. The quantitative measurement is determined by overall completion rate percentage and maximum credits hours attempted.

The following credits are counted as credits attempted and will count toward the maximum timeframe and pace of completion. The institute does not include non-punitive grades in its grading system nor does it offer non-credit or remedial courses.

Withdrawal

A grade of (W) is issued when a student withdraws from a course before midterm. A grade of (W) does not count toward a student's cumulative grade point average, but does count toward pace of completion.

Credit Transfer

A grade of (TR) represents the transfer of credit from another institute. A grade of (TR) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Credit by Examination

A grade of (CE) represents credit awarded by examination. A grade of (CE) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Incomplete

A grade of (I) is issued when a student is unable to complete a course during an academic term due to unanticipated circumstances or events. A grade of (I) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Retaken Course

Two asterisks (**) beside an assigned grade indicate the course has been retaken. Retaken courses count towards pace of completion, but do not calculate into a student's cumulative grade point average.

Students may retake a failed ("D" or "F" as applicable) course two times. Students wishing to retake a course for which they received a passing grade to improve their grade may only retake the course one time. Students in nursing programs who fail a core course will be allowed to retake it once. Should the retaken course result in a grade "F," the student will be dismissed from the program. In the event of course retakes, the latest grade received will replace any previous course grade when calculating grade point averages.

Maternity Leave

A grade of (ML) is issued when a student is placed on maternity leave. A grade of (ML) does not calculate into a student's cumulative grade point average or pace of completion.

Audit

Classes taken for audit (AU) do not qualify for a grade or credit, do not apply toward cumulative grade point average, pace of completion, or count as part of a student's full- or part-time course load for purposes of financial aid or loan deferments.

Satisfactory Academic Progress Tables

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level. Term programs consist of an academic period of time of either three modules (organized into a term) or one standard quarter, semester or trimester. Non-term programs consist of an academic period of time, which is not organized into a term structure. Non-term students receive financial aid payments at both the beginning and midpoint of the academic year, once one-half of the credits for the academic year have been earned. SAP is measured according to the evaluation levels stated in the charts below which includes the end of each academic year for programs of one academic year in length or shorter. Students in programs that consist of two academic years will be evaluated at the end each academic year. Students evaluated at the end of the second academic year must have a CGPA of 2.0.

Associate Degree Programs of Study (Term Based)

Evaluation Levels	(Quantitative) Cumulative Credits Attempted	(Qualitative) Minimum Pace of Completion	Minimum CGPA
1	1 to 20	50%	1.50
2	20.1 to 35	60%	1.75
3	35.1 to 50	67%	1.85
4	50.1 & higher	67%	2.0

Diploma and Certificate Programs of Study (Term Based)

Evaluation Levels	(Quantitative) Cumulative Credits Attempted	(Qualitative) Minimum Pace of Completion	Minimum CGPA
1	1 to 20	50%	1.50
2	20.1 to 35	60%	1.75
3	35.1 & Higher	67%	2.00

Students who do not meet the minimum standards for credits attempted or cumulative grade point average in accordance with the appropriate evaluation level will receive written notification from the Director of Education or his designee in the form of an academic advising plan. The student will meet with the Director of Education or his designee to create and implement an academic plan to assist the student with meeting SAP by the next evaluation level. The plan will be signed by all parties with the original placed in the student's academic file and a copy provided to the student.

If, at any time, it is determined that it is impossible for a student to complete the program in the maximum timeframe of 150%, pace of completion or CGPA, the student will be dismissed and will not be permitted to reapply in the same program. When applicable, students who are not making satisfactory academic progress at the end of the second academic year are dismissed and not eligible to continue into the third academic year.

Financial Aid Warning

Students failing to meet the required SAP minimums will be placed on Financial Aid Warning. While on Financial Aid Warning, students will remain eligible for Title IV Federal Financial Aid. Students will receive academic advisement to assist them in improving their academic progress. Students may only remain on Financial Aid Warning for one term or payment period. Students who achieve the required SAP minimums at the end of the term or payment period will be placed back in good standing. Students who do not achieve the required SAP minimums at the end of the next term or payment period will be dismissed or otherwise must follow the appeals procedures stated within this policy to be placed on Financial Aid Probation.

Financial Aid Probation

Students who are granted a satisfactory academic progress appeal will be placed on Financial Aid Probation. Students on Financial Aid Probation will receive an academic advising plan to assist them in improving their academic progress. Students who successfully appeal due to mitigating circumstances and are placed on Financial Aid Probation will remain eligible for Title IV Federal Financial Aid.

Non-degree Students (Diploma and Certificate)

Non-degree students may only remain in Financial Aid Probation for one term or payment period. A non-degree student who achieves the required SAP minimums at the end of the term or payment period where he or she is on Financial Aid Probation will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the term or payment period where he or she is on Financial Aid Probation will be dismissed; however, he or she may appeal to remain enrolled although they will not be eligible for Title IV Federal Financial Aid.

Degree Students (Associate)

Degree students will be placed on Financial Aid Probation for one term or payment period. If a degree student cannot meet the required standards within one term or payment period, but can meet the standards within two payment periods, then, as part of the appeal process, an academic advising plan may be granted that documents that the institute has determined that the student should be able to meet the Institute's SAP standards by the conclusion of the second Financial Aid Probation period. Degree students who achieve the required SAP minimums at the end of the specified term or payment period that they are in Financial Aid Probation will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified term or payment period that they are on Financial Aid Probation will be dismissed; however, they may appeal to remain enrolled although they will not be eligible for Title IV Federal Financial Aid.

Non-Title IV Eligible

Students must appeal to be placed in Non-Title IV Eligible if they fail to meet the minimum SAP standards while on Financial Aid Probation. Students in Non-Title IV Eligible are not eligible for Title IV Federal Financial Aid. Students in Non-Title IV Eligible will receive academic advisement and an academic advising plan to assist them in improving their academic progress. All credits attempted during Non-Title IV Eligible count toward the maximum timeframe.

Non-degree Students (Diploma and Certificate)

Non-degree students may only remain in Non-Title IV Eligible for one term or payment period. A non-degree student who achieves the required SAP minimums at the end of the term or payment period that he or she is in Non-Title IV Eligible will be placed back into good standing. A non-degree student who does not achieve the required SAP minimums at the end of the payment period or payment period that he or she is in Non-Title IV Eligible will be dismissed.

Degree Students (Associate)

Degree students will be placed on Non-Title IV Eligible for one term or payment period. If a degree student cannot meet the required standards within one term or payment period, but can meet the standards within two payment periods, this may be approved as part of the appeal process. Degree students who achieve the required SAP minimums at the end of the specified term or payment period that they are in Non-Title IV Eligible will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified term or payment period that they are in Non-Title IV Eligible will be dismissed.

SAP Appeal

Students who are on Financial Aid Warning (or Financial Aid Probation) and will not successfully meet the standards at the end of the term or payment period can appeal to be placed on Financial Aid Probation (or Non-Title IV Eligible). Students can begin the appeal process prior to the end of the term or payment period or the date listed on the academic

advising plan. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the term or payment period and submit to the Financial Aid Committee. The Financial Aid Committee consists of the Campus President, Financial Aid Director, and Director of Education, or their designees. Students who do not submit the appeal packet by the last day of the term or payment period can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed.

The criteria on which a student may file an appeal include death of a relative, an injury, or illness of the student, or other mitigating circumstances. The student must submit a signed and dated letter with specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the special circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information.

The appeal will also be reviewed by the Financial Aid Committee to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The Financial Aid Committee will determine as part of the appeals process whether it is necessary to create a customized academic advising plan for the student.

Students who have submitted their appeal prior to the end of the term or payment period, and whose appeal is granted, will be allowed to move to Financial Aid Probation (or Non-Title IV Eligible). Students will be notified in writing of the final appeal decision from the Financial Aid Committee or their designees. Students who have submitted their appeal prior to the end of the term or payment period, and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the term or payment period, and whose appeal is granted, will be informed by the Director of Education or his designee, when it is possible for them to return to school based on scheduling and course availability.

General Appeals Procedure

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Grievance Committee. Reference the Grievance Procedure outlined in the catalog. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Grievance Committee's final decision.

Program Transfers/Additional Credentials

Students interested in transferring programs or pursuing additional credentials may do so at the discretion of the Director of Education. The student must meet the minimum entrance requirements for the program to which he/she is transferring or pursuing as an additional credential. Students must transfer all relevant courses, thereby shortening the maximum time frame in the program. Transfer courses are counted in the completion rate and calculated into the CGPA. Courses that are not relevant to the new program or additional credential will not be transferred or calculated into the CGPA or pace of completion.

Financial Information

Financial Aid Programs

Federal Pell Grant

The Pell grant is gift assistance, which does not have to be repaid. Pell is awarded to students who have a financial need as determined by a standard federal formula, which takes into consideration family size, income and resources to determine need.

Effective for the 2012-13 award year, the aggregate limit is 12 semesters (or its equivalent) of the student's total Pell Grant eligibility. The calculation of the duration of a student's eligibility will include all years of the student's receipt of Federal Pell Grant funding. This change in the duration of students' Federal Pell Grant eligibility is not limited only to students who received their first Federal Pell Grant on or after the 2008-2009 award year, as the HEA previously provided when the duration of eligibility was 18 semesters; students can monitor their aggregate balance on the NSLDS website at <http://www.nsls.ed.gov/nsls>.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating institutes. Unlike loans, FSEOG funds do not have to be repaid.

Federal Direct Student Loans

Federal Direct Student loans are low-interest loans that are made available to the student. The loan must be used to pay for direct (tuition, fees, books and supplies) and indirect (room, board, transportation and personal expenses) educational expenses. Subsidized loans are based on family income and student need while unsubsidized loans are not. Students repay their loans beginning six months after they graduate, withdraw from the institution, or fall below half-time enrollment status.

Federal Direct Parent Loans (PLUS)

The William D. Ford Federal Direct PLUS Loan is a low-interest loan available to parents of dependent undergraduate students. These loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education. The U. S. Department of Education requires a credit check on the parent borrower. Either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. Parents may request deferment of payments while the student is attending at least halftime.

The loan programs available at the institution include the Federal Direct Subsidized Loan Program, the Federal Unsubsidized Loan Program and the Federal Direct PLUS Loan Program. Any awards from the federal loan programs must be repaid in accordance with the terms of the promissory note, which is signed by either the student or the parent.

The Direct Subsidized and Unsubsidized Loans are fixed-rate loans available for eligible students with a limit of \$9,500 for the first academic year and \$10,500 for the second academic year (loan amounts may be prorated based on academic program length). A maximum of \$3,500/\$4,500 can be subsidized, meaning that the federal government pays the interest on the loan while the student is enrolled in the institute and does not drop below half-time attendance. The additional \$6,000 unsubsidized loan amount is available only for eligible students.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending the institution. Positions may be on-campus, off-campus, or community-service related. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

Federal financial assistance is available to students who are enrolled in certain programs. To qualify for FWS, the student must be enrolled in a program that is approved for financial aid by the U.S. Department of Education. Students may contact the institution's Financial Aid Office for additional information.

Financial Clearance

Tuition and fee charges are due and payable in full at registration. Payment plans must be arranged through the Financial Aid Office.

Before final registration, all students must obtain financial clearance. Financial clearance is defined as:

1. Payment in full for the current term
2. A current, signed Financial Aid Award Letter on file showing how costs will be covered
3. All required forms on file as requested by the Financial Aid Office

Students with approved payment plans must maintain the payment schedule listed on their Financial Aid Award Letter. If the student misses a payment, the student's entire balance becomes due immediately.

Students enrolled and attending the institution agree to pay for tuition, books, and fees as detailed in their Enrollment Agreement. The obligation to pay for tuition, book, and fee charges is solely the responsibility of the student.

The institution, as a courtesy to the student, provides information and access to available third-party alternatives to help the student meet and satisfy financial obligations to the institute. Students are expected to approach their financial obligation to the institution in a proactive and responsible manner and fulfill payment obligations in a timely manner. Students who fail to meet their financial and payment obligations are subject to the disciplinary process as outlined in the Student Discipline policy. Students who are sixty (60) or more days late on financial obligations are subject to suspension or withdrawal from Medtech at the discretion of the Campus President.

Students may apply for financial assistance to assist in paying for their education. Students are encouraged to consider all available options for paying for their education. The following are sources that students have utilized to accomplish their educational goals:

1. Savings
2. Employer reimbursement
3. Scholarships
4. Relatives who will help them succeed
5. Credit cards (MasterCard, American Express, Visa, Discover accepted)
6. Cash down payment and interest-free monthly payments
7. Personal loans

Awarding Aid

Financial aid eligibility is awarded according to federal guidelines. Funds are awarded according to need, making it possible for the greatest number of students, regardless of their financial circumstances, to continue their education. The institution uses the federally mandated formula to determine financial need as follows: Cost of Attendance - Expected Family Contribution (EFC) = Financial Need. The Cost of Attendance is determined by the institution and includes both direct costs (tuition, fees, and books) and indirect costs (room and board, transportation, and personal expenses). The EFC is determined by the federal government using the data from the FAFSA. The student's need for financial aid is the difference between these two numbers, and aid is awarded to students in the following order:

Federal Pell Grant, Federal Direct Loans, and Federal Direct PLUS Loan. Assistance from other agencies is considered in determining a student's eligibility for financial aid and is considered after a student's Pell Grant eligibility is determined.

Students' Rights and Responsibilities in Receiving Aid

All students who apply for financial aid receive a copy of *The Student Guide*, an annual publication of the U.S. Department of Education. This booklet describes the types of federal aid programs, eligibility criteria, and the rights and responsibilities of student financial aid recipients. Any questions about the receipt or disbursement of financial aid should be addressed to the institution's Financial Aid Office.

When applying for loans, students receive all of the details, including the terms of the loan, sample repayment schedules and students' rights and responsibilities regarding the loan, along with the option to receive a copy of their promissory note from the U.S. Department. Additional information can be accessed through the Direct Loan website at www.studentloans.gov.

Students wishing to apply for student loans must access the www.studentloans.gov website to complete their Loan Entrance Interview and Master Promissory Note. Loan exit counseling will be completed in person during the student's last term on campus. Students who attend exit counseling in person receive a review of the loan programs, a discussion of the rights and responsibilities, the importance of repayment, and what to do if they are unable to repay. Students then complete the Exit Counseling form and receive information regarding National Student Loan Data Systems (NSLDS) and how to log into the student website to determine who their servicer is and the balance of their outstanding loans. Students are provided the *Exit Counseling Guide for Direct Loan Borrowers*, published by the U. S. Department of Education. Upon graduation or withdrawal, the institution will mail this information if the student does not attend in person. Students are highly encouraged to attend an exit counseling session with the Financial Aid Office.

Verification Policy

Verification is the process established by the U.S. Department of Education to check the accuracy of financial aid applications. If a student is selected for verification, he/she must submit all required documentation. In compliance with federal regulations, the institution will not disburse or deliver any federal funds until required verification is complete. Students must submit the necessary documentation in a timely manner.

Disbursements

All disbursements are made in accordance with federal guidelines. Funds are disbursed at the beginning of each term/payment period, and continuously throughout the term/payment period as a student becomes eligible. First-year, first-time borrowers' loan funds are not disbursed until they have been enrolled for at least 30 days.

Program Changes, Reinstatement & Re-enrollment

Students who participate in federal financial aid programs and are dismissed from institution for attendance violations will lose their eligibility for financial aid and may be required to reapply for admission to be reinstated.

Students who wish to reinstate, re-enroll, or change their program of study should submit a request to the campus' Director of Education. Credit may be given for any courses completed that qualify for credit in the new program. Additional tuition may be charged for additional training required to meet the new program's graduation criteria. Program transfers will be treated as a withdrawal and new start for the purposes of calculating a refund of tuition.

Tuition and Fees

A complete list of attendance costs is included in the supplement to this catalog.

Cancellation Policy

The institute will refund all payments made by the applicant, other than testing fees and background check fees, if the applicant requests cancellation to the institute's Business or Registrar's Office within **seven calendar days** after having signed an enrollment agreement. If the applicant chooses not to begin classes after the seven-day cancellation period, but before the first day of instruction, the institution reserves the right to retain the registration and application fee.

Cancellation Policy for Continuing Education and Professional Development Courses

The school will refund all payments made by the applicant, if the applicant requests cancellation to the school's Business or Registrar's Office within seven calendar days from the date of the enrollment agreement and does not attend any portion of the program.

Refund Policy

Students who withdraw will receive a pro-rata refund based on their last day of attendance. The tuition refund will be calculated per day, up to the 60% point of the term or payment period. . At the 60% point of the term, the entire tuition for the term is earned. The student fees will receive a pro-rata refund calculated per day, up to the 60% point of each term within the first academic year. At the 60% point of the third term within the first academic year, all student fees are earned.

Federal Return to Title IV (R2T4) Policy

The school is required by federal statute to recalculate federal financial aid eligibility for any student who withdraws, drops out, or is dismissed by the school. The school is required to perform the recalculation for any student who completes less than 60% of the term or payment period. Calculations are based on the following Federal Return of Title IV funds formula:

1. The school will calculate the percentage of the term that the student has completed up to the time of the student's withdrawal. The percentage of the term or payment period completed equals:
 - a. Credit hour programs:
 - i. The number of calendar days completed, based on the student's last date of attendance, in the term or payment period divided by the total number of days in the term or payment period.
 - ii. Any scheduled break of five consecutive days or more within the term or payment period are excluded from this calculation.
2. If the student completed more than 60% of the term or payment period, the student will have earned 100% of the federal financial aid for the term or payment period.
3. If the student completed 60% or less of the term or payment period, the institution will calculate the amount of aid earned by the student. The amount earned is determined by multiplying the total federal financial aid for the term or payment period times the percentage of aid earned by the student.

If a student plans to withdraw officially from the school, the student should notify the Registrar's Office. The student should meet with the Financial Aid and Business Office.

Federal funds must be allocated and returned in the following order:

1. Unsubsidized Direct Student Loan
2. Subsidized Direct Student Loan
3. Parent PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Refund Due Dates

All refunds due will be made within 45 days of the date that the student is determined to be withdrawn canceled or terminated from campus. For all students, the date of determination is the date that the institution officially determines the student to be withdrawn.

Academic Programs

Medical Assistant – Diploma

The Medical Assistant Diploma program is designed to provide the student with professional skills sets in clinical and administrative areas. With skills learned in the clinical concentration portion of the program, graduates should possess the knowledge to work under direct or indirect supervision of physicians, nurses, and other medical health professionals. Students also receive training and practical applications of the skills taught in such areas as assisting with measuring vital signs, administering medications, injections, venipuncture, physical exams, minor surgical procedures, and performing CLIA-waived laboratory tests. In addition, the program contains training in a variety of front office duties such as scheduling appointments, coding, medical records, and health insurance verification, which enables the medical assistant to become a flexible and valuable assets in the office or medical facility.

The curriculum reflects the skill development techniques and technology required for entry-level employment in a physician's office, clinic settings, pharmacy, hospital, or physician's laboratory. Upon completion of all programmatic courses, students are required to complete a comprehensive competency check-off of clinical skills and procedures before beginning their 160-hour externship. Graduates of this program receive a Medical Assistant diploma, which allows them to seek positions such as medical assistant, clinical technician, front-office associate, and phlebotomist.

Total Program Credit Hours: **58**

Core Course Requirements		
Course No.	Course Title	Credit Hours
CL201	Introduction to Clinical Duties	2.5
CL232	Clinical Laboratory Skills	6.0
HS101	Medical Terminology	5.0
HS215	Medical Insurance	3.5
CL215	Phlebotomy	2.5
HS204	Medical Administrative Procedures I	6.0
HS203	Pharmacology	4.0
CL231	Medical Assistant Specialty Practices	6.0
CL280	Clinical Externship	5.3
	Total Core Credit Hours	49
Non - Core Course Requirements		
IT110	Basic Computer Skills	2.0
HS150	Anatomy & Physiology I	4.5
HS151	Anatomy & Physiology II	4.5
HS200	Medical Ethics and Law	3.5
PR201	Professional Development	3.5
	Total Non-Core Credit Hours	9

Medical Assistant - Associate of Applied Science Degree

The Medical Assistant Associate of Applied Science program is designed to provide the student with professional skills sets in clinical and administrative areas. With skills learned in the clinical concentration portion of the program, graduates should possess the knowledge to work under direct or indirect supervision of physicians, nurses, and other medical health professionals. Students also receive training and practical applications of the skills taught in such areas as assisting with measuring vital signs, administering medications, injections, venipuncture, physical exams, minor surgical procedures, and performing CLIA-waived laboratory tests. In addition, the program contains training in a variety of front office duties such as scheduling appointments, coding, medical records, and health insurance verification, which enables the medical assistant to become a flexible and valuable assets in the office or medical facility.

The program also contains a variety of general education courses designed to balance the student's education and prepare them for life-long learning. These courses also help the student to think independently and to understand and critically evaluate information. Additional courses prepare student with computer and communication skills.

The curriculum reflects the skill development techniques and technology required for entry-level employment in a physician's office, clinic settings, pharmacy, hospital, or physician's laboratory. Upon completion of all programmatic courses, students are required to complete a comprehensive competency check-off of clinical skills and procedures before beginning their 160-hour externship. Graduates of this program receive an Associate of Applied Science degree, which allows them to seek positions such as medical assistant, clinical technician, front-office associate, and phlebotomist.

Total Program Credit Hours: 96

General Education Course Requirements		
Course No.	Course Title	Credit Hours
EN140	English Composition	4.5
PS101	Psychology	4.5
MA120	Math for Allied Health Professionals	4.5
HS210	Pathophysiology	4.0
	Total General Education Credit Hours	17
Core Course Requirements		
Course No.	Course Title	Credit Hours
HS150	Anatomy & Physiology I	4.5
HS151	Anatomy & Physiology II	4.5
CL201	Introduction to Clinical Duties	2.5
HS101	Medical Terminology	5.0
CL232	Clinical Laboratory Skills	6.0
HS215	Medical Insurance	3.5
CL215	Phlebotomy	2.5
HS204	Medical Administrative Procedures I	6.0
CL231	Medical Assistant Specialty Practices	6.0
HS221	Medical Administrative Procedures II	3.0
PH200	Dosage Calculations	3.5
HS203	Pharmacology	4.0
HS220	Electronic Health Records	3.0
CL275	Medical Assistant Capstone	4.0
CL280	Clinical Externship	5.3
	Total Core Credit Hours	63
Non - Core Course Requirements		
Course No.	Course Title	Credit Hours
IT110	Basic Computer Skills	2.0
HS200	Medical Ethics and Law	3.5
CO101	Communication	4.0
GE101	Academic Success	3.0
PR201	Professional Development	3.5
	Total Non - Core Credit Hours	16

Medical Billing and Coding – Diploma

The Medical Billing and Coding diploma program provides students with the opportunity to learn insurance coding, processing, medical administrative procedures, and regulatory requirements in the healthcare delivery system. Students in the Medical Billing and Coding program will develop an understanding of diagnosis and procedure coding systems, along with the fundamentals of the medical billing process, needed to seek career opportunities in the field. The program provides students with the skills to perform a variety of medical insurance-related functions in a medical and/or insurance office setting. These tasks include organizing, analyzing, and technically evaluating health insurance claim forms as well as coding diseases, surgeries, and other medical procedures for billing and collection. Upon completion of all programmatic courses, students are required to complete a 160-hour externship.

Upon completion of the program, graduates can seek entry-level career opportunities as medical billers and coders in such settings as hospitals, clinics, physician offices, health insurance companies, and third-party administrator companies. Graduates of the Medical Billing and Coding program will receive a diploma.

Total Program Credit Hours: **59**

Core Course Requirements		
Course No.	Course Title	Credit Hours
HC101	Introduction to Medical Billing and Coding	3.0
HS101	Medical Terminology	5.0
HS215	Medical Insurance	3.5
HC205	Basic CPT/HCPCS Coding	6.0
HC210	Basic ICD-9 CM Diagnostic Coding	6.0
HS221	Medical Administrative Procedures II	3.0
HC230	Physician Office Billing	3.0
HC273	Medical Billing and Coding Capstone	3.5
HC275-DIP	Medical Billing and Coding Externship	4.0
	Total Core Credit Hours	46

Non - Core Course Requirements		
Course No.	Course Title	Credit Hours
IT110	Basic Computer Skills	2.0
HS150	Anatomy & Physiology I	4.5
HS151	Anatomy & Physiology II	4.5
HS200	Medical Ethics and Law	3.5
HS210	Pathophysiology	4.0
PR201	Professional Development	3.5
	Total Non-Core Credit Hours	13

Medical Billing and Coding Specialist - Associate of Applied Science Degree

The Medical Billing and Coding Specialist Associate of Applied Science degree program provides students with the opportunity to learn insurance coding, processing, medical administrative procedures, and regulatory requirements in the healthcare delivery system. With the appropriate didactic and clinical skills, students in the Medical Billing and Coding Specialist program will develop an understanding of diagnosis and procedure coding systems, along with the fundamentals of the medical billing process, needed to seek career opportunities in the field. The program provides students with the skills to perform a variety of medical insurance-related functions in a medical and/or insurance office setting. These tasks include organizing, analyzing, and technically evaluating health insurance claim forms as well as coding diseases, surgeries, and other medical procedures for billing and collection. Upon completion of all programmatic courses, students are required to complete a 160-hour externship.

The program also contains a variety of general education courses designed to balance the student's education and prepare them for life-long learning. These courses also help the student to think independently and to understand and critically evaluate information. Additional courses prepare student with computer and ethics as they apply to the medical field.

Upon completion of the program, graduates can seek entry-level career opportunities as medical billers and coders in such settings as hospitals, clinics, physician offices, health insurance companies, and third-party administrator companies. Graduates of the Medical Billing and Coding Specialist program will receive an Associate of Applied Science degree.

Total Program Credit Hours: 96

General Education Course Requirements		
Course No.	Course Title	Credit Hours
EN140	English Composition	4.5
PS101	Psychology	4.5
MA120	Math for Allied Health Professionals	4.5
HS210	Pathophysiology	4.0
	Total General Education Credit Hours	17
Core Course Requirements		
Course No.	Course Title	Credit Hours
HS150	Anatomy & Physiology I	4.5
HS151	Anatomy & Physiology II	4.5
HC101	Introduction to Billing and Coding	3.0
HS215	Medical Insurance	3.5
HS101	Medical Terminology	5.0
HC205	Basic CPT/HCPCS Coding	6.0
HC210	Basic ICD-9 CM Diagnostic Coding	6.0
HC260	Coding From the Operative Report	3.0
HC255	Inpatient Coding Under Prospective Payment Schedule	3.0
HS221	Medical Administrative Procedures II	3.0
HC230	Physician Office Billing	3.0
HC265	Health Information Technology	4.0
HS220	Electronic Health Records	3.0
HC220	Advanced Clinical Coding	7.0
HC273	Medical Billing and Coding Capstone	3.5
HC275-AAS	Medical Billing and Coding Specialist Externship	5.3
	Total Core Credit Hours	67
Non - Core Course Requirements		
Course No.	Course Title	Credit Hours
IT110	Basic Computer Skills	2.0
HS200	Medical Ethics and Law	3.5
GE101	Academic Success	3.0
PR201	Professional Development	3.5
	Total Non-Core Credit Hours	12

Health Information Technology - Associate of Applied Science Degree

Although health information professionals do not provide direct patient care, they play a vital role on any healthcare team by serving as advocates for ensuring the quality of medical records. They serve the healthcare industry and the public by managing, analyzing, and utilizing data vital for patient care and making data accessible to healthcare providers. Health information professionals ensure patient health information is current, accurately recorded and properly maintained in a secure environment that protects patient privacy. The Health Information Technology Associate of Applied Science Degree program includes a variety of topics, which include health data collection, data abstraction, enhanced coding, healthcare laws and regulations, management strategies, storage and release of protected health information (PHI). Students will learn to complete and maintain all activities relating to medical records adhering to the highest standards of data integrity, confidentiality, and security.

The program also contains a variety of general education courses designed to balance the student's education and prepare them for life-long learning. These courses also help the student to think independently and to understand and critically evaluate information. Additional courses prepare student with computer and communication skills.

Graduates of the program will be prepared to seek a variety of entry-level positions in the field including clinical coder, coding manager, cancer/other disease registrar, data integrity specialist/Compliance Officer, documentation specialist, imaging specialist, financial services liaison, or EMR/EHR trainer. Upon completion of the program, students will be awarded an Associate of Applied Science Degree.

Total Program Credits: 98

General Education Course Requirements		
Course No.	Course Title	Credit Hours
EN140	English Composition	4.5
PS101	Psychology	4.5
HS150	Anatomy & Physiology I	4.5
HS151	Anatomy & Physiology II	4.5
HC270	Basic Healthcare Statistics	4.0
Total General Education Credit Hours		22
Core Course Requirements		
Course No.	Course Title	Credit Hours
HS215	Medical Insurance	3.5
HS101	Medical Terminology	5.0
HC205	Basic CPT/HCPCS Coding	6.0
HS210	Pathophysiology	4.0
HC210	Basic ICD-9 CM Diagnostic Coding	6.0
HC260	Coding From the Operative Report	3.0
HS203	Pharmacology	4.0
HS221	Medical Administrative Procedures II	3.0
HI244	Health Care Data Applications	3.0
HI241	Strategic Analysis and Management	3.0
HI242	Management of Health Information Resources	5.0
HI243	Electronic Health Records Management	5.0
HI249	HIT Capstone	3.0
HI240	Essentials of Health Information Technology	3.0
HS250	Medical Coding Internship	1.0
HI251	Health Information Technology Externship	4.0
Total Core Credit Hours		61.5
Non - Core Course Requirements		
Course No.	Course Title	Credit Hours
IT110	Basic Computer Skills	2.0
HS200	Medical Ethics and Law	3.5
PR201	Professional Development	3.5
GE101	Academic Success	3.0
CO101	Communication	3.0
Total Non-Core Credit Hours		15

Medical Lab Technology – Associates in Science Degree

The Medical Lab Technology program educates students in the areas of hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular and other emerging diagnostics. The medical lab technician is an analyst making specimen-oriented decisions on predetermined criteria, including a working knowledge of critical values and will hold diverse functions in areas of pre-analytical, analytical, and post-analytical processes. After completing the classroom portion of the program, students are required to complete a 320-hour externship at a laboratory in which they will apply the skills learned throughout the program under the direction of a laboratory professional. Career opportunities include entry-level employment in independent medical labs, hospitals, medical diagnostic companies, physician offices, and other medical sites where laboratory testing is performed. Possible job titles include medical laboratory technician or clinical laboratory technician. Upon graduation, students will be awarded an Associate of Science Degree.

Total Program Credit Hours: 124.5

General Education Course Requirements		
Course No.	Course Title	Credit Hours
EN140	English Composition	4.5
PS101	Psychology	4.5
MA141	College Mathematics	5.0
CHM103	Introduction to Chemistry	5.0
BIO105	Introduction to Biology	3.5
	Total General Education Credit Hours	23
Core Course Requirements		
Course No.	Course Title	Credit Hours
CL215	Phlebotomy	2.5
HS101	Medical Terminology	5.0
MLT221	Clinical Microbiology I	4.5
MLT222	Clinical Microbiology II	4.5
MLT100	Introduction to Laboratory Techniques	5.0
MLT235	Hematology Techniques & Applications I	4.5
MLT236	Hematology Techniques & Applications II	4.5
MLT210	Immunology/Serology Techniques and Applications	4.5
MLT205	Clinical Chemistry I	5.0
MLT207	Clinical Chemistry II	5.0
MLT225	Immunohematology I	4.5
MLT226	Immunohematology II	4.5
MLT217	Urinalysis and Body Fluids	4.5
MLT201	Parasitology	4.5
MLT280	Medical Lab Technology Capstone	5.0
MLT281	Medical Lab Technology Externship	10.0
MLT120	Introduction to Clinical Microbiology	3.0
	Total Core Credit Hours	80.5
Non - Core Course Requirements		
Course No.	Course Title	Credit Hours
IT110	Basic Computer Skills	2.0
GE101	Academic Success	3.0
HS150	Anatomy & Physiology I	4.5
HS151	Anatomy & Physiology II	4.5
HS200	Medical Ethics and Law	3.5
PR201	Professional Development	3.5
	Total Non-Core Credit Hours	21

In each clinical class (any class with an MLT prefix), the student must achieve an overall "C" in the class to achieve a passing grade. This is a composite score of all didactic and psychomotor objectives. The student must achieve a minimum of "C" competence in both the didactic (tests, final exam, and homework) portion AND achieve a minimum of "C" competence in the psychomotor (lab exercises and lab practicum) portion of the each course independently.

Medical Practice Administrator - Associate of Applied Science Degree

The Medical Practice Administrator program provides the training students need to work in supervisory positions in a medical office or facility. This program places great emphasis on the rules and regulations surrounding patient care and medical insurance as well as management of staff and the day-to-day operations of a medical practice. Students will use hands on programs, including computer software and textbook projects that will allow the students to create their own pretend practice. As students continue through the program and learn more about the duties of a medical practice manager, they will become more involved with the community as they network with fellow managers, other providers, hospitals, and agencies that are involved in the medical field such as Medicare in addition to practicing marketing techniques.

The program also contains a variety of general education courses designed to balance the student's education and prepare them for life-long learning. Additionally, the program contains courses that provide students with training on the importance of medical ethics and professionalism as they apply to the medical field.

This program is designed for students that are new to the field of the medical industry as well as those who have on the job experience in allied health. Upon completion of this program, students will be qualified to seek entry-level employment as a medical practice manager, medical office administrator, or medical administrative assistant. Graduates of the program receive an Associate of Applied Science degree.

Total Program Credit Hours: 100

General Education Course Requirements		
Course No.	Course Title	Credit Hours
EN140	English Composition	4.5
PS101	Psychology	4.5
CO101	Communication	4.0
HC270	Basic Healthcare Statistics	4.5
Total General Education Credit Hours		17.5
Core Course Requirements		
Course No.	Course Title	Credit Hours
HS101	Medical Terminology	5.0
HS204	Medical Administrative Procedures I	6.0
HS221	Medical Administrative Procedures II	3.0
HS220	Electronic Health Records	3.0
HI240	Essentials of Health Information Technology	3.0
IT130	Keyboarding with Word Processing	2.5
IT140	Automated Accounting (QuickBooks)	2.5
IT150	Electronic Spreadsheets	2.5
IT160	Office Database Management	2.5
MPA100	Introduction to Medical Practice Administration	3.0
MPA200	Human Resource: Medical Personnel and Supervision Principles	4.0
MPA220	Medical Practice Administration I	5.0
MPA240	Medical Practice Administration II	3.0
BU110	Introduction to Business	3.0
BU120	Business Communications	2.5
BU130	Basic Marketing Strategies	4.0
MPA270	Medical Practice Administrator Capstone	4.0
MPA275	Medical Practice Administrator Practicum	5.0
Total Core Credit Hours		63.5
Non - Core Course Requirements		
Course No.	Course Title	Credit Hours
HS150	Anatomy & Physiology I	4.5
HS151	Anatomy & Physiology II	4.5
HS200	Medical Ethics and Law	3.5
PR201	Professional Development	3.5
GE101	Academic Success	3.0
Total Non-Core Credit Hours		19

Course Descriptions

Course Numbering System

Course numbers are composed of a two or three letter alphabetic identifier of the subject area followed by a three-digit numeric course number. Numeric course numbers in the 100s identify basic courses typically taken in the first year of study. Numeric course numbers in the 200s identify more advanced courses typically taken after the completion of prerequisite courses in the first or second year of study.

***Course pre and co requisites may vary by program.**

BIO105 Introduction to Biology – (3.5 Credits)

Prerequisites: None

This course covers the fundamentals of biology related to the science of life ranging from the molecular and cellular level(s) to the complexity of ecosystems. Student will cover key biological concepts, utilize scientific methods, develop hypotheses, and interpret experimental results. This course will focus on the following topics: cellular structure and function, metabolism, genetics, principles of evolution, biodiversity, and ecology. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

BU110 Introduction to Business– (3.0 Credits)

Prerequisites: None

Introduction to Business is a foundational course that prepares students for entering the business world of the 21st century. The course provides students with a broad range of key business topics relevant to a constantly changing field. A general overview of the business world is augmented by extensive looks at entrepreneurship, business ethics, and social responsibility. Students are also introduced to the challenges and opportunities of management as well as to interaction with co-workers and customers. Product development is explored from the initial conceptualization of the product, through creation and marketing, to the final distribution and sale. The role of technology in the development of e-business is explored, while students also learn about the importance of managing personal finances and making appropriate career decisions.

BU120 Business Communications – (2.5 Credits)

Prerequisites: None

Students in this course study the principles, strategies, and techniques of effective written, oral, and digital business communication. Emphasis is placed on reviewing grammar and mechanics as students create successful written messages including e-mails, memos, letters, reports, and résumés. Students learn productive techniques for business meetings, presentations, and interviews, as well as communicating professionally in an increasingly global, digital workplace.

BU130 Basic Marketing Strategies – (4.0 Credits)

Prerequisites: BU110

Introduction to Marketing explores key marketing concepts and shows you how they apply to today's business practices. The course covers the essential knowledge and techniques managers need to compete successfully, whether in large companies or small businesses, profit-oriented firms or not-for-profit organizations. Topics include customer-oriented marketing strategies, buyers and markets, target market selection, and the marketing variables of products (and services), price, promotion, and distribution.

CHM103 Introduction to Chemistry – (5 Credits)

Prerequisites: NONE

In this course the student learns chemistry by focusing on problem solving, conceptual understanding, and visualizing molecular behavior. Main topics in this course of study include the basics of chemistry, atomic and molecular structure, states of matter, chemical reactions and nuclear chemistry. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

CL201 Introduction to Clinical Duties – (2.5 Credits)

Prerequisites: None

This course is designed to introduce the student to the essential and basic core of back office medical assisting skills. Skills mastered in this course include introduction to the medical assisting profession, infection control, patient assessment and education, vital signs, principles of pharmacology, administering medications, and assisting with primary physical examinations. Applied learning approaches to all skill development and performance objectives is emphasized. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

CL215 Phlebotomy – (2.5 Credits)

Prerequisites: HS101, HS150, HS151

The course is comprised of hands-on and theoretical training in the skilled technique of phlebotomy (blood drawing). Each major skill in phlebotomy, from hand washing, to venipuncture is shown and instructed with step-by-step procedures. Specimen processing, dermal puncture, professional issues, and point-of-care testing is also explored. The goal of the course is to prepare the student for proficiency in phlebotomy for medical assisting, phlebotomy, or any applicable allied health career. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

CL231 Medical Assistant Specialty Practices – (6.0 Credits)

Prerequisites: CL201, HS101, HS150, HS151

This course prepares the medical assisting student for skill mastery that is unique to various medical specialties in the health care field. The focus is also directed to the various diseases and conditions that accompany each medical specialty. Areas of specialty study include ophthalmology, otolaryngology, dermatology, gastroenterology, urology, obstetrics, gynecology, pediatrics, orthopedics, neurology, endocrinology, pulmonary, cardiology, and assisting with geriatrics. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

CL232 Clinical Laboratory Skills – (6.0 Credits)

Prerequisites: CL201, HS101, HS150, HS151

This course is designed to provide the basic principles for laboratory skills. The course presents medical and clinical laboratory procedures and techniques that are significant to medical and laboratory assistants as well as to other health care professionals. The course also familiarizes students with the various duties and responsibilities performed by laboratory professionals, such as physician's orders, appointment scheduling techniques, and continuing through sample collection and processing, quality control, testing, reporting, maintenance, and quality assurance. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

CL275 Medical Assistant Capstone – (4.0 Credits)

Co-requisites: CL201, CL231, CL232, CL215

This course was designed as a review course for the CMA or RMA examination as well as a review of all skills necessary to be successful as a Medical Assistant in a clinical or administrative setting. All medical assisting major content areas are covered throughout the course in the form of review lectures and hands-on performance of core competencies. The course is divided into three parts: general review, administrative review and clinical review. Professional development topics are also discussed. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

CL280 Clinical Externship – (5.3 Credits)

Prerequisites: All Core Courses

Students will engage in an externship training experience in a physician's office/clinic in their field of study or medical-specialty interest. Externs will be assigned to their extern site by the Medical Assistant Program Director or Externship Coordinator. The location of the extern site may be a consideration for the student, however, will not be contingent upon enrollment of this course. The extern's curriculum will consist of both the front office administrative area and the back office clinical area. Under no circumstances will the student extern receive pay for the externship hours worked. This experience is designed to provide student externs with actual on-the-job learning skills during the final quarter of instruction. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

CO101 Communication – (4.0 Credits)

Prerequisites: None

This course examines general concepts in communication, emphasizing competency in interpersonal, small group, and public organizational and intercultural settings. Students are expected to actively participate and practice communication skills in class projects and public speaking assignments. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

EN140 English Composition – (4.5 Credits)

Prerequisites: None

This course provides the student with knowledge of the writing process, emphasizing proofreading, language usage, organizing and connecting specific evidence, coherence, unity and APA style documentation. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

GE101 Academic Success – (3.0 Credits)

Prerequisites: None

The Medtech Academic Success course is designed to provide students entering the degree level programs instruction in basic skills required to be successful in the college environment. The course provides content surrounding "Harnessing the Medtech Values for Academic Success". Core values incorporated into each session include Integrity, Accountability, Excellence, Respect, Collaboration, Innovation, Straight talk and Fun. Students will also learn key concepts to include professional development, budgeting, time management and communication. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC101 Introduction to Medical Billing and Coding – (3.0 Credits)

Prerequisites: None

This course was designed to lay a strong foundation for the student entering the career field of insurance billing and coding. This course introduces concepts, definitions and general associations related to medical health insurance billing and coding, along with identifying different career avenues in the field. Students will discuss the personal and professional qualifications, responsibilities, and available employment opportunities of an insurance billing specialist. In addition, students will explore the legal and ethical aspects of health insurance billing, with emphasis on HIPAA and patient confidentiality. A basic overview of health insurance and the development of a health insurance claim are also discussed. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC205 Basic CPT/HCPCS Coding – (6.0 Credits)

Prerequisites: HS101, HS150, HS151. Prerequisites for the Health Information Technology Program: HS101, HS150, HS151, and HC210.

This course has been created for students who have no prior CPT coding knowledge or experience. The coding process involves a combination of skills that are developed throughout this course. These skills include basic introduction to CPT coding format and conventions, demonstrating different ways to locate CPT codes in the index, application of coding guidelines to ensure accurate code assignment, and identification of documentation necessary for code assignment. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC210 Basic ICD-9 CM Diagnostic Coding – (6.0 Credits)

Prerequisites: HC101, HS101, HS150, and HS151. Prerequisites for the Health Information Technology Program: HS210, HS150, and HS151

This course has been created for students who have no prior ICD-9 CM coding knowledge or experience. The coding process involves a combination of skills that are developed throughout this course. These skills include basic introduction to ICD-9 CM coding format and conventions, demonstrating different ways to locate ICD-9 CM codes in the index, application of coding guidelines to ensure accurate code assignment, and identification of documentation necessary for code assignment. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC220 Advanced Clinical Coding – (7.0 Credits)

Prerequisites: HC205, HC210

This course is designed to challenge coding students to develop expert skills in the assignment of clinical codes. The coding process requires a range of skills that combines knowledge and practice. The student with advanced coding skills analyzes complex health data and determines what needs to be reported to accurately reflect each patient's condition and treatment. With this course the student coder develops virtuosity step-by-step through systematic exercise. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC230 Physician Office Billing – (3.0 Credits)

Prerequisites: HS101, HS150, HS151

This introductory course explores administrative skills that help manage the business affairs of the medical practice by computerized software. This course will cover computerized appointment scheduling which sequentially moves through patient registration, procedure posting, medical billing with paper and electronic claims, payment posting, secondary insurance billing, patient billing, and patient collections. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC255 Inpatient Coding Under Prospective Payment System – (3.0 Credits)

Prerequisites: HC205, HC210

This course is designed to and emphasizes the importance of hospital coding and the regulatory environment in which health information management professional's work. The course introduces the methodology for development of official coding policy and the role organizations play in creating facility-based coding policies. Also, this course includes the introduction and study of ICD-9 CM coding for long-term care. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC260 Coding From the Operative Report – (3.0 Credits)

Prerequisites: HC205, HC210

This course has been developed to sharpen the skills for the advancing coder through the use of operative reports. Studied in this course will be documentation, applying diagnosis and procedure codes, reimbursement, fraud and abuse, and repetition in operative report coding in the ten body systems. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC265 Health Information Technology – (4.0 Credits)

Prerequisites: HC205, HC210

The purpose of this course is to introduce the student to health information technology both as a work-based, task-oriented function and as a part of a larger profession of health information management. The course is organized such that the student is taken from a broad view of the health care industry, to the basic elements of health information technology, through personal experience in a physician's office, and then on to acute care and other environments and a variety of technical issues. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC270 Basic Healthcare Statistics – (4.0 Credits)

Prerequisites: IT110

Health information management (HIM) practitioners have a broad knowledge of healthcare facilities as well as immediate access to wide range of clinical data, they are in the best position to collect, prepare, analyze, and interpret healthcare data. HIM practitioners must learn acceptable terminology, definitions, and computational methodology if they are to provide the basic and most frequent used health statistics. This course is designed to introduce the student to statistical computation at the introductory level for use in any health information based career.

HC273 Medical Billing and Coding Capstone – (3.5 Credits)

Prerequisites: HC205, HC210, HC220, HC230

This course was designed as a review course for the Medical Billing and Coding examination as well as a review of all skills necessary to be successful as a medical billing and coding specialist. All MBC major content areas are covered throughout the course in the form of review lectures and real world simulations. The course is divided into four parts: orientation and introduction, computer and coding orientation, office internship, and remote coding internship. At the end of this course, students can use the exercises completed to build a profile for prospective employers to demonstrate mastery of the competencies. Professional development topics are also discussed. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC275-DIP Medical Billing and Coding Externship (4.0 credits)

Prerequisites: All core courses

Students will engage in an on-the-job training experience in a hospital, physician's office/clinic, insurance company, Third Party Administrator in their field of study, or medical-specialty interest. Externs will be assigned to their externship site by the Medical Billing and Coding Program Director or Director of Career Services. The location of the extern site may be a consideration for the student, however, will not be contingent upon enrollment of this course. The extern's curriculum will consist of all the skill development objectives set forth on the program syllabi. Under no circumstances will the student extern receive pay for the externship hours worked. This experience is designed to provide student externs with actual on-the-job skills during the final term of instruction. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HC275 - AAS Medical Billing and Coding Externship (5.3 credits)

Pre-requisites: All core courses

Students will engage in an on-the-job training experience in a hospital, physician's office/clinic, insurance company, Third Party Administrator in their field of study, or medical-specialty interest. Externs will be assigned to their externship site by the Medical Billing and Coding Program Director or Director of Career Services. The location of the extern site may be a consideration for the student, however, will not be contingent upon enrollment of this course. The extern's curriculum will consist of all the skill development objectives set forth on the program syllabi. Under no circumstances will the student extern receive pay for the externship hours worked. This experience is designed to provide student externs with actual on-the-job skills during the final term of instruction. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HI240 Essentials of Health Information Technology – (3.0 Credits)

Pre-requisites: None

This course introduces the student to the history of the profession of the health information technician and the management of health information. Students learn about the organization of health care facilities, the members of the health care team who contribute to and use health information, and trends in the management of health care records. Students will learn about the format and content of medical records and develop a beginning knowledge of the organization and storage of health information.

HI241 Strategic Analysis and Management – (3.0 Credits)

Prerequisites: IT110

This course covers quality improvement in methodologies used in acute and long-term care, and the quality issue of health information services. This course includes data collection and compilation of health care statistics.

HI242 Management of Health Information Resources – (5.0 Credits)

Prerequisites: IT110

The study of management, supervision, and human resource principles with application to health information service departments in healthcare settings. Students will learn how to measure and manage productivity if HIM staff, and explore the HIM management role in relation to other hospital departments.

HI243 Electronic Health Records Management – (5.0 Credits)

Prerequisites: IT110

This course covers the elements of the electronic health record planning and implementation process as well as the ongoing management of systems. It provides a solid background about electronic health record (EHR) history, trends, and common challenges. Students will also explore technology and software applications in various health care disciplines.

HI244 Health Care Data Applications – (3.0 Credits)

Prerequisites: IT110

This course identifies and examines common health care data (data elements, data sets and databases) such as UHDDS, UACDS, MDS, HEDIS, OASIS, DEEDS, EMEDS, and ORYX Core Measures. The course focuses on the content and standards associated with secondary health data sources, including disease registries.

HI249 HIT Capstone – (3.0 Credits)

Prerequisites: HI240, HI244, HI241, HI242

This is a review course for the HIT examination. All HIM concepts are covered throughout the course, along with practical applications using case studies in Health Information Management. The structure of the exam is also delineated. This course is designed to ensure that the student has the knowledge and information necessary to pass the HIT Exam.

HI251 Health Information Technology Externship – (4.0 Credits)

Prerequisites: All Core Courses

Supervised practical experience in the health care settings, with a minimum of 120 hours field experience in health information technology under the direction of a practicing health information management professional. The field externship lets the student gain experience as a health information technician in an actual health care work setting, and is essential to training and certification.

HS101 Medical Terminology – (5.0 Credits)

Prerequisites: None

This comprehensive course provides the student with the core foundation for the language of health care. The course systematically guides the student through each body system and the related terminology. A solid framework is established for understanding the structure of medical terms that leads to the essential knowledge of the inner-workings of the medical record and medical documentation. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS150 Anatomy and Physiology I – (4.5 Credits)

Prerequisites: None

This course of study involves the structure and function of the systems in the human body. In this course Cells and Tissues, the Urinary System, the Musculoskeletal System, the Nervous System, the Senses, the Integumentary System, and Fluid and Electrolyte balance will be covered. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS151 Anatomy and Physiology II – (4.5 Credits)

Prerequisites: None

This course of study involves the structure and function of the systems in the human body. Systems of Circulation, Respiratory, Blood, Acid-Base Balance, Endocrinology, Lymphatics and Immunology, Digestion, Nutrition and Metabolism, Reproduction and Growth and Development are studied. The course is designed to help unify anatomy and physiology concepts, stimulate critical thinking, and motivate students to master new vocabulary as they learn about the connectedness of human structure and function. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS200 Medical Ethics and Law – (3.5 Credits)

Prerequisites: None

This course introduces the student to the history of medicine, the allied health care team, professionalism, medical law, ethics, and liability. The student will also explore current laws regulating the medical profession, as well as bioethical issues, ethical codes, and the impact they have on society. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS203 Pharmacology – (4.0 Credits)

Prerequisites: HS101, HS150, HS151

This course is designed for a variety of allied health programs requiring an understanding of pharmacology. It attempts to represent a basic rationale for understanding current drug therapy. This course presents drugs according to their therapeutic applications. Pertinent physiology and related diseases are reviewed before the pharmacology of the drug is discussed. The approach by body system in this course serves to provide the necessary background information and to refresh the student's memory of previously learned material through which the therapeutic action of the drugs can be clearly understood. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS204 Medical Administrative Procedures I (6.0 Credits)

Prerequisites: HS101, HS150, HS151

This course provides students with skillful execution of administrative tasks performed by the Medical Assistant. Performing administrative skills help manage the business affairs of the practice. Administrative skills mastered in this course are the scheduling of appointments, preparation of correspondence, telephone triage, insurance form completion, and obtaining clinical histories. It also includes developing a professional image, good interpersonal relationships with other office personnel and the right attitude for the professional medical office. This course also builds understanding and comfort with computerized medical records through practical experience using real-life software. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS210 Pathophysiology – (4.0 Credits)

Prerequisites: HS101, HS150, HS151

This course presents material that will progress through a basic review of anatomy and physiology before introducing the most common diseases relevant to the allied health care student. This course explores etiology, symptoms and treatments that accompany each disease and disorder. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS215 Medical Insurance – (3.5 Credits)

Prerequisites: None

This course is designed to teach the student how to properly submit and complete insurance claim forms. Identifying and assigning correct CPT and ICD-9 codes and understanding different health insurance programs, including government-sponsored programs will be essential to the course. The course will also familiarize the student with the adjudication of health claims, explanation of benefits, and medical terminology that is common to all insurance carriers. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS220 Electronic Health Records – (3.0 Credits)

Prerequisites: IT110

Electronic health records represent the future of Health Care Administration. In the medical field, the skill of knowing how to manipulate in a computerized health records system provides more employment opportunity to all who are interested in working in the medical field. This course builds understanding and comfort with computerized medical records through practical experience using actual software. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS221 Medical Administrative Procedures II – (3.0 Credits)

Prerequisites: IT110

This course is designed to familiarize the student with computerized account management and to help develop the confidence and skills necessary to become a successful user of medical account management software. The students will learn how to master tasks such as patient, charge, and payment entry, and then move on to setting up a new practice. After completion of this course, the student will be able to go into any medical office and perform computerized account management within a short period of time. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

HS250 Medical Coding Internship – (1.0 Credit)

Prerequisites: All Core Courses

This course offers supervised practical experience in a simulated campus setting, or a health care facility arranged by the student, with a minimum of 30 hours of practical experience as a medical coder using actual or simulated medical documentation, and is essential to training.

IT110 Basic Computer Skills – (2.0 Credits)

Prerequisites: None

The design of this course is to provide students with the basic fundamentals of software and hardware in today's office/business environment. The major applications included in this course are Microsoft Office Word 2010, a word processing program that is versatile, easy-to-use that helps the student create letters, memos, reports, and other types of documents. Microsoft Office Excel 2010, an electronic spreadsheet program that the student will learn to create professional reports that perform business calculations, list management tasks, and show charts. Using Microsoft Office 2010 PowerPoint the student will learn how to create professional presentations. At the completion of this course, the student will be well on their way to becoming a successful computer user. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

IT130 Keyboarding with Word Processing (2.5 Credits)

Prerequisites: None

This course provides skill development in the operation of the keyboard by touch and applying proper keyboarding techniques. Further emphasis is on the development of acceptable speed and accuracy levels and formatting basic documents.

IT140 Automated Accounting (QuickBooks) (2.5 Credits)

Prerequisites: IT130

This course is designed for the first-time computer user as well as the expert. First-time computer users are introduced to QuickBooks' basic features, including navigating QuickBooks, setting up accounts, working with lists, payment processing, working with bank accounts, entering and paying bills, and using online banking. Students will also learn to customize forms, use other QuickBooks accounts, create advanced reports, track and pay sales tax, perform payroll functions, use time tracking and job costing, write letters and synchronize with contact management software.

IT150 Electronic Spreadsheets (2.5 Credits)

Prerequisites: IT130

This course introduces the necessary skills for productive development of workbooks. It includes tasks to explore Excel, use basic workbook skills, work with ranges, create simple formulas, and copy and move data. Students will also learn how to use Office Assistant and page setup and how to print worksheets. This module also covers basic techniques for managing large or multiple worksheets and outlines, using HTML files, pasting special range names, and performing various other functions.

IT160 Office Database Management (2.5 Credits)

Prerequisites: IT130, IT150

This course introduces the basic skills necessary for using Access. It includes tasks to get started, work with the basic Office Assistant, and create, work with and edit tables. Students will also learn how to find, filter and print data, and how to modify tables, set field properties, use operators in queries, design advanced queries, and create action queries.

MA120 Math for Allied Health Professionals (4.5 Credits)

Prerequisites: None

This course serves as an introduction to mathematics skills used in allied health fields. Topics include operations with whole numbers, fractions and decimals, measurement systems, ratio and proportion, percent, business applications, basic statistics, rational numbers, and solving algebraic equations. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA141 College Mathematics – (5.0 Credits)

Prerequisites: None

This course covers topics of algebra, including linear functions, equations and inequalities, systems of equations in two variables, polynomial functions, rational and radical equations, inequalities, exponential and logarithmic functions, ratios, proportions, and variation and graphing. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT100 Introduction to Laboratory Techniques – (5.0 Credits)

Prerequisites: MA141

This is a performance-based course, where the student will gain a foundation of theory and skill for understanding, and apply techniques when performing routine laboratory tests. The major areas of theory, skill, and technique studied during this course are: basic hematology, hemostasis, immunology, immunohematology, urinalysis, clinical chemistry, clinical microbiology, and parasitology. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT120 Introduction to Clinical Microbiology – (3 Credits)

Prerequisites: MLT100, BIO105

This course focuses on the basic foundations of clinical microbiology. Course content includes basic bacterial taxonomy, bacterial structure, bacterial function, and interactions of bacteria with the human host and antibiotics. Basic information concerning specimen collection and processing, staining techniques, microscopy, and agar media is also included. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT201 Parasitology – (4.5 Credits)

Prerequisites: MLT100

This course presents basic descriptions of parasites commonly found to cause human disease. The focus of this course is to address parasitology in clinical laboratory science. Students will learn the pathogenesis of parasite infections and be able to diagnose these infections in the laboratory. Students will explore the reality of global approaches to diagnosis of “exotic” diseases, not commonly seen in the United States in years past. Students will apply microscopic methods, and discuss non-traditional methods of parasite detection, using cutting-edge immunological and molecular techniques. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT205 Clinical Chemistry I – (5.0 Credits)

Prerequisites: CHM103, MLT100, HS101, HS150, HS151

This course provides specific and detailed information on the principles of clinical chemistry in laboratory diagnosis as well as the pathophysiologic changes that occur in disease and affect testing outcomes. Clinical Chemistry Part I explores the various basic principles and practice of clinical chemistry, critical correlations and analytic procedures and quality assessment. This course includes the subject matter of diabetes, hemoglobin disorders, renal, and liver function. Clinical Chemistry part II will explore the chemical assessment of the organ system functions and address the specialty areas of clinical chemistry including fetal testing, malignancy testing, drug monitoring and toxicology. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT207 Clinical Chemistry II – (5.0 Credits)

Prerequisites: MLT205

This course provides specific and detailed information on the principles of clinical chemistry in laboratory diagnosis as well as the pathophysiologic changes that occur in disease and affect testing outcomes. Clinical Chemistry Part I explores the various basic principles and practice of clinical chemistry, critical correlations, analytic procedures and quality assessment. Also the subject matter of diabetes, hemoglobin disorders, renal and liver function are discussed. Clinical Chemistry Part II will explore the chemical assessment of the organ system functions and address the specialty areas of clinical chemistry including fetal testing, malignancy testing, drug monitoring and toxicology. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT210 Immunology/Serology Techniques & Applications – (4.5 Credits)

Prerequisites: MLT100, HS150, HS151

This course encompasses the theory, practice, and clinical applications in the field of immunology and serology. The student will gain a foundation of basic concepts of immunology, to elucidate the underlying theory of procedures performed in immunology and serology. The major areas explored during this course are: basic immunologic mechanisms, theory of immunologic and serologic procedures, immunologic manifestations of infectious diseases, and immunologically and serologically related disorders, and the students' application of procedures and techniques of each area. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT217 Urinalysis and Body Fluids – (4.5 Credits)

Prerequisites: MLT100

The course provides to the student the basic, hands-on instruction in the process of urinalysis and body fluid analysis. All aspects of urinalysis are covered, including specimen collection, physical observations, and chemical and microscopic analysis, including quality control. Also covered are the physiological functions of the nephron, use of lyophilized controls, calculating specific gravity, investigation of confirmatory tests and comparison of types of microscopy. In addition the analysis of other bodily fluids will include fecal, seminal, amniotic, cerebrospinal, synovial, pleural, pericardial, and peritoneal. Finally there will be an analysis of vaginal secretions. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT221 Clinical Microbiology I – (4.5 Credits)

Prerequisites: HS150, HS151, MLT120

This course focuses on the essentials of diagnostic microbiology. Technical procedures of microbial identification are discussed, including serology, nucleic acid methods, and immunochemical methods. Clinical principles and systematic identification procedures are introduced and discussed pertaining to Gram positive cocci, Gram positive bacilli, and Gram negative bacilli. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT222 Clinical Microbiology II – (4.5 Credits)

Prerequisites: MLT221

This course focuses on the essentials of diagnostic microbiology. Clinical principles and systematic identification procedures are introduced and discussed pertaining to Gram negative bacilli, Gram negative cocci, agents of bioterrorism, anaerobes, mycobacteria, mycology, and organisms with unusual growth requirements. A review of human body systems and the potential etiologic agents of infection within each body system are also presented. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT225 Immunohematology I – (4.5 Credits)

Prerequisites: MLT235

This course provides an overview of blood banking and transfusion medicine, including blood collection and processing issues, therapeutic apheresis, basic immunohematology, transfusion practices and related issues and regulatory concerns. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT226 Immunohematology II – (4.5 Credits)

Prerequisites: MLT225

This course provides an overview of blood banking and transfusion medicine, including therapeutic apheresis, applied immunohematology and transfusion practices, fetomaternal issues, quality control, regulatory concerns, advanced immunohematology problem solving, and blood donation, collection, and processing issues. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT235 Hematology Techniques & Applications I – (4.5 Credits)

Prerequisites: MLT100

The focus of this course is on basic clinical hematologic principles, techniques and applications. The student will examine hematopoiesis, hemoglobin function, and hemolysis. Red cell disorders and a complete overview of anemias are reviewed. In Hematology I, specific approaches to anemias caused by biochemical, membrane and hemoglobin abnormalities are detailed. Analysis is from both morphologic and pathophysiologic views. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT236 Hematology Techniques & Applications II – (4.5 Credits)

Prerequisites: MLT235

The focus of this course is a continuation of clinical hematologic principles, techniques and applications. Leukocyte disorders are examined, with areas of study including leukopoiesis and leukopoietic function. Hematologic neoplasia with its disorders and syndromes, including leukemias, myeloproliferative disorders, lymphoproliferative disorders and myelodysplastic syndromes are discussed. The process of hemostasis and disorders of coagulation are studied as well as anticoagulation therapy is examined. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT280 Medical Lab Technology Capstone – (5.0 Credits)

Prerequisites: MLT100, MLT120, MLT201, MLT205, MLT207, MLT210, MLT217, MLT221, MLT222, MLT225, MLT226, MLT235, MLT236

This is a review course for an MLT external certification examination. All MLT major content areas are covered throughout the 12-week course in the form of multiple choice questions. The questions are arranged in chapters which correspond to each content area as they would appear on the Board of Registry Study Guide for Clinical Laboratory Certification Examination. Within each chapter, the questions are further grouped by topic. Also included are short answer explanations and references for each practice question. Questions with images will appear as they would on the certification examination. This course is designed to ensure that the student has the knowledge and information necessary to pass the MLT certification examination. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MLT281 Medical Lab Technology Externship – (10.00 Credits)

Prerequisites: MLT100, MLT120, MLT201, MLT205, MLT207, MLT210, MLT217, MLT221, MLT222, MLT225, MLT226, MLT235, MLT236

This course consists of supervised practical experience in the health care setting and/or simulation labs on campus under the direction of a medical laboratory professional. The course requires a minimum of 320 hours of practical experience comprised of medical laboratory technology skills. The externship experience is designed so that students gain the required skills, competencies, and knowledge required to enter into the field as a medical laboratory technician.

MPA100 Introduction to Medical Practice Administration – (3.0 Credits)

Prerequisites: None

This course provides the foundation in medical office procedures. Students will understand medical office theory and methodology, focusing attention to systems theory, information theory, management concepts and systems methodologies.

MPA200 Human Resource: Medical Personnel and Supervision Principles – (4.0 Credits)

Prerequisites: MPA100

This course will focus on the many positions that exist in the medical facility as it relates to providers, medical staff and administrative staff. The information will outline the different qualifications of the staff as well as the duties they are allowed to perform. Each position will be outlined, including their education, licensure and certification required. The hiring process will be presented for health care employees, including the steps involved job searching, resume writing and interviewing for both the employee and the employer. All job requirements will be presented as they pertain to the human resource policies and procedures for all types of facilities in the medical field.

MPA220 Medical Practice Administration I – (5.0 Credits)

Prerequisites: None

This course provides specific detail on the medical office procedures as they relate to the revenue cycle, which is the process of taking in money to the facility. The discussion of insurance carriers as well as patient's collections will be reviewed as the means of collecting funds. The requirements for insurance carriers will be detailed as well as the different government insurance agencies that participate in the medical field. In addition the need for producing quality care and thorough medical records will be outlined. The medical record is the key to the success of a facility as they are maintained in the facility through paper and electronic methods. In relation to the medical record, the importance of audits will also be introduced as this will become a very important step as a medical practice manager due to the continually changing guidelines and compliance issues. The need for the medical facility to do more internal audits will be apparent as they witness today's society and the need to promote internal reviews to make sure external audits are successful.

MPA240 Medical Practice Administration II – (3.0 Credits)

Prerequisites: MPA220

This course is designed to introduce all the intricacies of the compliance world as it pertains to the medical office. The relationship between rules, regulations, compliance and auditing will be demonstrated. Information will be provided on how to get in contact and remain current with the compliance policies that exist with both government agencies and private sector. Details of the audit process will be outlined and steps will be given to conduct internal audits ahead of time so that actual audits will be successful. The importance of following compliance laws is discussed as it relates to audits and the revenue cycle in every type of medical environment.

MPA270 Medical Practice Administrator Capstone – (4.0 Credits)

Prerequisites: All Core Courses

This course was designed as a review of all skills necessary to be successful as a medical practice administrator. All medical practice administrator major content areas are covered throughout the course in the form of review lectures and real world simulations. At the end of this course, students can use the exercises completed to build a profile for prospective employers to demonstrate mastery of the competencies. Professional development topics are also discussed. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MPA275 Medical Practice Administrator Practicum – (5.0 Credits)

Prerequisites: All Core Courses

Supervised practical experience in the health care settings, with a minimum of 160 hours field experience in health information technology under the direction of a practicing health information management professional. The field externship lets the student gain experience as a health information technician in an actual health care work setting, and is essential to training and certification.

PH200 Dosage Calculations – (3.5 Credits)

Prerequisites: MA120

This course is designed to teach the skills and techniques students need to calculate the amount of medication they should administer to patients. It also teaches students to interpret both physician's orders and drug labels. Students learn to calculate orders based on body weight as well as body surface areas. This course is specifically designed for students preparing to be medical assistants, pharmacy technicians, and other medical healthcare workers. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

PR201 Professional Development – (3.5 Credits)

Prerequisites: None

This course focuses on the process of creating a professional portfolio for the near student graduate study in the Allied Health Sciences. Students learn to maximize professionalism in personal appearance, dress and speech. This course also focuses on job-search strategies and interviewing techniques. This course will prepare the student to assess his or her strengths, develop career objectives, find a job, develop a resume, compose a cover letter, correctly fill-out a job application, learn how to properly job interview, negotiate, how to be a good employee, be informed about performance appraisals and complete a professional portfolio. This course will also concentrate on building the student's self-esteem, developing communication goals and success, as well as effective ways to manage anger, resolving conflict personally and professionally, and professional image to include etiquette and ethics. It is advised that this course be taken in the last quarter of the student's program. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

PS101 Psychology – (4.5 Credits)

Prerequisites: None

This course provides students with an introduction to the fundamental concepts of psychology and the scientific research underlying the science. It also helps students understand how these concepts and principles affect their thought processes, behaviors, and relationships with others. In addition, this course encourages students to bring their own experience to bear on the concepts presented. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

Applicants for Continuing Education and Professional Development Programs

The school offers a variety of self-improvement and professional development courses. All applicants must complete the following admission requirements and conditions.

1. All applicants must complete an interview and campus tour with an admissions representative.
2. Applicants must be at least 16 years of age or have parental consent.
3. All applicants must complete an Enrollment Agreement and pay an enrollment fee. A parent or guardian must sign the enrollment agreement if the applicant is under 18 years of age.
4. Applicants must make financial arrangements to cover the cost of the course.

Self-improvement and professional development courses do not qualify for Title IV funds and are not recognized by the institute's accrediting body. Self-improvement and professional development programs are subject to availability and

may not be offered each month. Certificates of attendance will be awarded only to those who attend a minimum of 75% of the class sessions. Proficiency or non-proficiency status will be denoted on the certificates of attendance. Students are required to master necessary skills to receive proficiency status. College credit is not awarded for self-improvement and professional development programs. These programs are designed for individuals seeking to add a skill set(s) to their resume.

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Computerized Medical Office - Four Weeks - 24 Contact Hours

This introductory course explores administrative skills that help manage the business affairs of the medical practice by computerized software. This course will cover computerized appointment scheduling which sequentially moves through patient registration, procedure posting, medical billing with paper and electronic claims, payment posting, secondary insurance billing, patient billing, and patient collections. This course offers training for individuals interested in the administrative area of the medical field. Upon successful completion of the course, students will be awarded certificates of attendance.

Dental Front Office - Four Weeks - 24 Contact Hours

The Dental Front Office course focuses on the administrative area of dental field. Skills taught include clerical skills, software programs, dental insurance billing, dental terminology, dental regulatory and transcription. Additional topics covered include the day-to-day operations of fast-paced work environments and computerized billing and scheduling software, as well as OSHA and HIPPA compliance standards. The course also covers dental insurance coding, dental terminology, and patient relations. Upon successful completion of the course, students will be awarded certificates of attendance.

EKG Interpretation – Four Weeks 24 Contact Hours

This EKG interpretation course is designed to introduce the student to the essential skills necessary to learn and interpret basic electrocardiography. This course will provide the student with information and skills to interpret cardiac rhythms and 12-Lead EKGs. Coronary anatomy and physiology, electrophysiology, lead placement and morphology, and common cardiac rhythms & arrhythmias are also presented. In addition, the student will be introduced to advanced concepts including fundamental 12 Lead interpretation, electrocardiographic changes due to myocardial infarction, artificial pacemakers, and cardiac medications. Upon successful completion of the course, students will be awarded certificates of attendance.

Electronic Health Records Specialist - Four Weeks - 80 Contact Hours

Electronic health records represent the future of Health Care Administration. In the medical field, the skill of knowing how to manipulate in a computerized health records system provides more employment opportunity to all who are interested in working in the medical field. This course will enable students to assemble a patient's health record and ensure all information is complete, properly identified and authenticated. Upon successful completion of the course, students will be awarded certificates of attendance.

Pharmacy Assistant - Four Weeks - 24 Contact Hours

The pharmacy assisting program is designed to introduce the student to the techniques and procedures necessary to prepare and dispense medications in both the institutional and community pharmacy setting. Preparing medications involves using sterile and non-sterile techniques to count, and measure drugs. This program covers reading the order/prescription; procedures for preparing, packaging, and labeling the medication, learning the top drugs; and information regarding maintaining the patients profile. This is an excellent program for those individuals that want to break into the medical field. Common job titles include pharmacy technician and pharmacy aide.

Phlebotomy Technician - Four or Six Weeks - 80 Contact Hours

The Phlebotomy program is a Certificate program that is designed to prepare the student with the opportunity to acquire the necessary entry level skills to obtain employment as a phlebotomist working under the supervision of a clinical supervisor. The Phlebotomist is responsible for the collection, processing, and waive testing of blood specimens and various patient excretions in accordance with OSHA safety regulations and standards. Upon successful completion of this program, the graduate is eligible for application to take the National Health career Association Phlebotomy Certification Exam. Common job titles for graduates of this program are lab technician, phlebotomist, and phlebotomist technician. Work is performed in an interior medical/clinical environment. There is moderate physical activity. May require physical effort including lifting up to 25 pounds and some extended periods of standing or walking. Will work with blood or blood-borne pathogens and will require OSHA training.

Physical Therapy Aide - Four Weeks - 24 Contact Hours

The physical therapy aide is generally responsible for carrying out the non-technical duties of physical therapy under the direct supervision of the Physical Therapist. This program will explore the duties of the physical therapy aide such as preparing treatment areas, ordering devices and supplies, transporting patients, assisting with ambulation and gait training, assisting with therapeutic exercise, assisting with physical therapy agents and modalities. Physical therapy aides work with home health agencies, nursing homes, hospitals, fitness centers and orthopedic offices.