2016 Catalog

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Published January 5, 2016

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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 Institute 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, 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 Institute prepares students to be committed to life-long learning and selfless service.

Objectives
In the accomplishment of its primary mission, Medtech Institute 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 institute'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. Computer labs are equipped with IBM computers which are MP3, CD, and DVD compatible. Each computer lab has its own designated printers. Medical equipment such as autoclaves and centrifuges are available in medical labs. Overhead projectors and a laptop computer with projector are available for classroom presentations.

Institutional Facilities
The Silver Spring Campus is located at 1100 Wayne Avenue, Suite 100, Silver Spring, Maryland. The 20,000 square foot facility houses a reception area, restrooms, a conference room, nine lecture classrooms, two medical assisting labs, and eleven multipurpose rooms. Easy access to public transportation by both Metro and bus is available. A Learning Resource Center and lounge are available for students. Appropriate work space is available to faculty and administrative staff.

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 that requires students to utilize the resources so as to strengthen their research and analytical skills.

Accrediting Agencies, Approvals, and Memberships

Accrediting Agencies

The institution is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Roswell, GA 30350, telephone (770) 396-3898. The website address is www.council.org .

Medtech Institute, Silver Spring, MD is accredited as a branch campus of the main campus, Medtech College, 6182 Arlington Boulevard, Falls Church, VA 22044 (703) 237-6200.

Licenses and Approvals

The Medical Assisting and Medical Billing and Coding Specialist programs are licensed by the Maryland Higher Education Commission (MHEC), Secretary of Higher Education. MHEC is located at 6 N. Liberty St., 10th Floor, Baltimore, MD 21201, (410) 767-3300. The website address is www.mhec.state.md.us/.

Disclosure of Performance

Current and prospective students may obtain information regarding the each program's performance related to enrollment, completion rate and placement rates through the Maryland Higher Education Commission (www.mhec.state.md.us).

Administration, Staff, and Faculty

Campus President – Mark Millen
Director of Education – Katherine Zawitkowski
Director of Financial Aid – Tracye Webb
Director of Career Services – Dynene Hunt
Director of Admissions – Kimberly Perry
Business Office Manager – Tanika Lewis
ADA Coordinator - Katherine Zawitkowski

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

Ownership

Medtech Institute 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

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. All students must comply with the following requirements for admission to Medtech:
    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. **For Diploma students only:** 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 President of the campus must approve all exceptions.
4. 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.
5. Potential students in the Allied Health diploma programs who took and passed the Wonderlic Basic Skills Test (WBST) and registered for classes in a Title IV eligible program prior to July 1, 2012 are eligible for admission as Ability-to-Benefit students. Students must provide proof of passing the Wonderlic Basic Skills Test. All other admissions requirements apply.
6. Students will be notified of their official acceptance within one week of completing the aforementioned steps. Students will receive an official letter of acceptance via mail.
7. After acceptance, students are required to attend an orientation prior to the start of classes. During this orientation, students in specific programs will receive a review of job responsibilities and health screens.

8. Americans with Disabilities Act (ADA): In order that Medtech may assist students with disabilities under the provisions of the ADA, prospective students are required to notify their admissions representative during the admissions interview regarding any requests for accommodations. Documentation of the disability is required.

English as a Second Language (ESL) Admissions Requirements
In addition to the requirements stated above, applicants to the 720 clock hour English as a Second Language (ESL) must meet take an English Proficiency evaluation in order to determine entry level into the program. Students must demonstrate they possess job skills as evidenced by documentation such as credentials, test scores, job experience, or verification of skill competencies by a third party.

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 make arrangements for any balance that may still be owed to the institute. 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 students currently enrolled and attending a course they wish to test out of. Credit by examination does not count towards grade point average. Students in degree programs cannot have more that 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.

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 as a result 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.

Academic Advising

The institute offers academic advising services to all students. The institution encourages students to seek academic advisement at any period throughout their program when questions arise.

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 shall 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   Chief Regulatory Officer   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. Commission of the Council on Occupational Education
   7840 Roswell Road

Building 300, Suite 325
Atlanta, GA 30350
(770) 369-3898
www.council.org
and/or
2. Maryland Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
410.528.8662/888.743.0823 Toll Free

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 successfully 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 career 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 through the use of 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. All personal details surrounding an issue need not be disclosed, but since it is our desire to successfully 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.

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.

Inclement Weather
Due to adverse weather conditions Medtech Institute may be required to close, have a delayed opening, or early dismissal. The institute recognizes the importance of students attending class and will make every effort to hold classes as long as the staff, faculty, and student safety is not compromised. If the institution is closed or delayed, the decision will be made two (2) Hours prior to each scheduled start time; for example, a determination will be made by 6:00 a.m. for the 8:30 AM class start time and announced on local TV stations, www.medtech.edu, and radio.

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 or associate in violation of the policy regarding use, possession or being under the influence. For a first infraction, the student or associate and Campus President will have a counseling session that will be documented and become a part of the student's permanent record or the associate's personnel file. The student or associate will be advised to voluntarily 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 or associate 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 or associates, and will refer the matter to the appropriate authorities for prosecution.

Voluntary Treatment, Counseling or Rehabilitation

The institution encourages any student or associate who feels that he or she may have a problem with drugs or alcohol to seek treatment, counseling or rehabilitation. Both students and associates are 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 Student Services Office. 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:

a. 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.

b. 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.

c. 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.

- 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.

d. 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

Class Size
The maximum student to teacher ratio for lecture classes is 32:1, clinical classes is 16:1, and clinical externship is 5:1.

Hours of Operation
The normal hours of operation for the institution is as follows:

Business Offices
MON-THU . . . . 8:00 a.m. to 8:00 p.m. FRI . . . . 8:00 a.m. to 5:00 p.m.
SAT   . . . . 9:00a.m. to 1:00p.m.
SUN   . . . . 9:00 a.m. to 1:00 p.m.

Classes
MON-FRI (Day). . . . . 8:30 a.m. to 5:20p.m. MON-THU (Evening) . . . 5:30 p.m. to 9:30 p.m.
SAT-SUN   . . . . 9:30a.m.-5:20p.m.

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

Definition of an Academic Year
An academic year for the Medical Assisting program consists of a minimum of 30 weeks of instruction for day students, 36 weeks of instruction for afternoon and evening students, and 48 weeks of instruction for weekend students in which a full-time student is expected to complete at least 36 quarter credits. An academic year for Medical Billing and Coding consists of minimum of 36 weeks of instruction, for morning afternoon and evening students and 48 weeks of instruction for weekend students in which a full time student is expected to complete at least 36 quarter credits. An academic year for the English as a Second Language consists of a minimum of 36 weeks of instruction in which a full-time student is expected to complete at least 36 credit hours.

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.   Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institution.

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:
   a. Attendance is reported as the number of minutes attended for each class period.
   b. Involuntary withdrawal
      1. A campus must involuntarily withdraw a student from school if the student misses   14 consecutive calendar days unless it is a scheduled Holiday or break.
      2. 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.

Students attending school in Maryland are required to adhere to standards dictated by The Maryland Higher Education Commission requiring students to maintain an overall attendance of 80% to qualify for graduation. Students are expected to attend all classes and should maintain a minimum attendance average of 85% attendance in each course or term. If a student falls below the 85% attendance in the course the Program Director or Director of Education will conduct an advising session with the student. During the advising session the Program Director or Director of Education will develop a written plan for the student's

continued success. If a student's cumulative attendance is evaluated to be below 85% at the midpoint of a student's program, the school will place the student on attendance warning, requiring improvement during the following course or term. Failure to maintain 80% attendance over the full length of the program will result in not qualifying for graduation.

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 financial aid office will send to the student's address of record a Notice of Involuntarily Withdraw to inform the student of his/her involuntary withdrawal. The financial aid office 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.).

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 successfully pass these exams. In addition, a GED or high school 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 program with a minimum of 80% attendance
5. Complete required externship/practicum or clinical experience successfully
6. Complete all coursework within the maximum program length
7. 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.

Externship

Some programs offered by the institute require the completion of an externship. The externship experience provides the student with actual on-the-job experience in his or her major field of study and 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 externship. Each program may have specific externship policies and procedures. All students, regardless of their program, must provide documentation of a negative tuberculosis test or chest-x ray if necessary and proof of a completed Hepatitis B and MMR

Vaccination or vaccination prior to being assigned to a site. Some sites may require additional immunizations and/or an up-to-date criminal background check.

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. Transcripts 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. Official transcripts will not 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 their chosen careers. 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 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 CGPA or 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 CGPA or POG)	0.00 Pts	

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.

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 Council for Occupational Education (COE), 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.

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.

Diploma and Certificate Programs of Study (Term Based)

English as a Second Language

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

Diploma and Certificate Programs of Study (Non-Term Based)

Medical Assistant, Medical Billing and Coding

Evaluation Levels	(Quantitative) Cumulative Credits Attempted	(Qualitative) Minimum Pace of Completion	Minimum CGPA
1	Midpoint	67%	2.00
2	Midpoint & 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 successfully 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.

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.

Non-Title IV Eligible (Extended Enrollment)
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.

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.

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 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.

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.   Annually, the U.S. Department of education determines student eligibility for this grant.

Effective for the 2012-13 award year, the aggregate limit is 12 semesters (or its equivalent) of the student[1]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.nslds.ed.gov/nslds.

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 Stafford 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 either 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.

Jack F. Tolbert Memorial Grant
Tolbert Grants are for Maryland residents who attend an approved private career school in Maryland. The Tolbert grant is a grant funded by the State of Maryland. You must have financial need. You and your parents (if you are a dependent) must be resident of Maryland. You must be enrolled in an approved Maryland private career school full-time (at least 18 clock hours per week). The program must be at least 100 clock hours in length. Tolbert grants are $500 per year. You may renew this grant one time if your program is longer than one year. You have to use the Grant for school tuition only. The number of awards at each school is determined each year by the size of the institution's enrollment. You need to apply to Medtech's financial aid office. You must also file a Free Application for Federal Student Aid (FAFSA). FAFSA's may be filed on-line through its website at www.fafsa.ed.gov. FAFSA's are also available from your high school guidance office, your local public library and college and private career school financial aid offices. The deadlines for the school to submit its candidate selection form to the Office of Student Financial Assistance are September 15, November 15, and March 15. The school will amount its deadlines for applying. Contact the Director of Financial Aid for more information.

Institutional Aid and Scholarships
For additional information with regard to institutional aid and scholarships, please contact your Financial Aid Office.

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:
   a.   Payment in full for the current term
   b.   A current, signed Financial Aid Award Letter on file showing how costs will be covered
   c.   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.

Refund/Cancellation Policy

In the event that Medtech closes[1] or discontinues a course or program, Medtech will refund to each currently enrolled student all monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

If a student cancels his/her enrollment within 7 days after signing the enrollment agreement, or if the school rejects the applicant, the student will receive a refund of 100 percent of all monies paid. The refund will be made within 30 days of notification of cancellation. If a student chooses not to enroll after the 7-day cancellation period, but before the first day of instruction, the school retains the registration fee not to exceed $100. The refund policy applies to all students who withdraw or are dismissed from all classes after the beginning of the program. The date used for refund computation is the last date of recorded attendance. Refunds will be made within 30 days of the date of determination of student withdrawal or dismissal.   Students are advised to notify the school when they plan to withdraw from school, and a student is withdrawn once written or verbal notification has been received stating so. In the absence of such notice, the student is dismissed within 14 calendar days of non-attendance from the last date of attendance. All refunds are calculated based on the student's last date of attendance.

Tuition charges are adjusted as follows, based on the student's last date of documented attendance. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds are based on the total price for the program and include all fees, except the registration fee and charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that the school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of Total Course or Program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

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.

Federal Return to Title IV (R2T4) Policy

The institution is required by federal statute to recalculate federal financial aid eligibility for any student who withdraws, drops out or is dismissed by the institution. The institution 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 institution 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:

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[1] "Course" means a portion of a program of study covering specific subject matter.

      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 5 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 officially withdraw from the institution, 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

The curriculum at the institute varies depending on the skills and knowledge required by employers in the medical industry. Current programs offered are:

Diploma Programs

Medical Billing and Coding Specialist Diploma Program

This program is designed to provide instruction in the specific skills necessary to begin entry-level work in the claims, billing and collections departments of a medical office, clinic, medical insurance department or company or hospital. Students gain practical experience in claims processing, collections and reimbursements, billing and coding along with hands on use of the Physician's Desk Reference (PDR), CPT Code books, ICD-9 codebooks, and industry standard coding software. **Upon successful completion of the program, graduates will be awarded a diploma**. Typical positions available to program graduates include: Medical Claims Processor, Medical Insurance Biller, Medical Records Clerk/Analyst, Insurance Billing and Coding Clerk/Analyst.

Total Program Credit Hours: **39**
Total Program Clock Hours: 600

Program Requirements						
Course No.	Course Title	Credit Hours	Lecture Hours	Lab Hours	Work-Based Activities	Total Clock Hours
MBC103	Medical Terminology I	2.00	20	0	0	20
MBC201	Claims Processing	3.25	15	35	0	50
MBC202	Fundamentals of Medical Billing 1 & 2	4.50	40	10	0	50
MBC203	Medical Terminology II	2.00	20	0	0	20
MBC301	Insurance CPT Coding	4.75	20	55	0	75
MBC303	Medical Terminology III	2.00	20	0	0	20
MBC320	Bookkeeping/Financial Management	1.50	05	20	0	25
MBC390	Collections and Reimbursements	2.25	20	05	0	25
MBC401	Insurance ICD-9 Coding	4.50	15	60	0	75
MBC403	Medical Terminology IV	2.00	20	0	0	20
MBC501	Computerized Medical Billing	4.50	15	60	0	75
HC275	Medical Billing & Coding Specialist Externship	4.00	0	0	120	120
MBC680	Professional Development	2.25	20	05	0	25
	Total	39	230	250	120	600

Medical Assisting Diploma

This course of study is designed to provide students with the entry-level skills necessary to accept the responsibility of and carry out the clinical duties associated with, assisting medical professionals in those procedures normally performed in a physician's office, hospital, or clinic. The six-module program includes human body, human reproduction, body metabolism, phlebotomy, and pharmacology. At the same time, students will learn key administrative skills needed to assist in the front office of a modern medical facility. Upon completion of the in-school component and before beginning their 160-hour externship, students are required to successfully complete a comprehensive written exam and check-off of clinical procedures.

Upon successful completion of the program, graduates will be awarded a diploma. Typical positions available to program graduates include: Medical Assistant, Clinical Technician, and Allied Support Staff.

Total Program Credit Hours: **50**
Total Program Clock Hours: **720**

Program Requirements						
Course No.	Course Title	Credit Hours	Lecture Hours	Lab Hours	Work-Based Activities	Total Clock Hours
MA310L	The Human Body Lecture	5.00	50	0	0	50
MA310C	The Human Body Lab	2.50	0	50	0	50
MA310A	The Human Body Administration	2.00	20	0	0	20
MA320L	Human Reproduction Lecture	5.00	50	0	0	50
MA320C	Human Reproduction Lab	2.50	0	50	0	50
MA320A	Human Reproduction Administration	2.00	20	0	0	20
MA330L	Body Metabolism Lecture	5.00	50	0	0	50
MA330C	Body Metabolism Lab	2.50	0	50	0	50
MA330A	Body Metabolism Administration	2.00	20	0	0	20
MA340L	Phlebotomy Lecture	5.00	50	0	0	50
MA340C	Phlebotomy Lab	2.50	0	50	0	50
MA340A	Phlebotomy Administration	2.00	20	0	0	20
MA350L	Pharmacology Lecture	3.00	30	0	0	30
MA350C	Pharmacology Lab	1.00	0	20	0	20
MA350A	Pharmacology Administration	3.00	30	0	0	30
MA900	Externship I	5.33	0	0	160	160
Total		**50**	**340**	**220**	**160**	**720**

English as a Second Language (ESL) Program

This program is designed for the needs of individuals who do not speak English or have limited skills. The course provides intensive practice of the four components of language learning — speaking, listening, reading, and writing. Students are evaluated weekly in each of these areas. Progress is determined by the student's ability to use language in meaningful, real-life situations.

This program focuses on using and understanding contemporary American English in order to bring the student's proficiency to the level necessary to enter the job market and to expand life skills. Upon successful completion of the program, graduates will be awarded a diploma.

Medtech offers incoming ESL students six levels of English from which all programs of study are constructed. The school's "ESL Basic Program" consists of any three sequential levels of the six available.

The entry level to a program of study will be based on the prospective student's current knowledge of English. Written and oral tests designed to determine the level of language proficiency are administered prior to registration. In addition, as a part of the student's orientation program, a team of instructors may interview the student orally.

Placement in the designated entry level of the ESL program is determined by the results of the written proficiency test and by the recommendations of the faculty team and/or admissions representative after oral interviews have been conducted. Under the authorization of the ESL Department Head, if a student's proficiency is above that of the determined initial course level, yet below that of the next level, the student can advance a half level and have the program adjusted accordingly.

Students may take ESL courses on a single level. A test for entry point English proficiency will be given prior to placement in a class in level 1B (Beginning 2) and above. Upon successful completion of the course, graduates will be awarded certificates.

Program Core Courses in Recommended Sequence						
Course No.	Course Title	Credit Hours	Lecture	Lab Hours	Work-Based Activities	Contact Hours
ESL170-172	Level 1 (Beginning A, B, C)	22	240	0	0	240
ESL173-175	Level 2 (Low Intermediate A, B, C)	22	240	0	0	240
ESL176-178	Level 3 (Intermediate A, B, C)	22	240	0	0	240
ESL179-181	Level 4 (High Intermediate A, B, C)	22	240	0	0	240
ESL182-184	Level 5 (Low Advanced A, B, C)	22	240	0	0	240
ESL185-187	Level 6 (Advanced A, B, C)	22	240	0	0	240
Total		**66***	**720***	**0**	**0**	**720***

**Students must pass (9) courses to be awarded the diploma

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.

ESL 170-172 - Level One (Beginning A, B, C) - 22 Credits

The Beginning Level introduces elementary conversation and basic principles of English spelling, pronunciation and grammatical structure. Students learn to identify and write the English alphabet, to understand basic spelling patterns and to participate in simple conversations. Listening comprehension is stressed, as students learn to identify key words and phrases from recorded or spoken passages and to follow simple spoken commands. Reading and writing skills are emphasized, as students learn to fill out basic forms, to find the main idea and details in short passages, and to answer questions demonstrating comprehension. Grammatical structures covered include the present continuous, simple present, simple past and simple future tenses.

ESL173-175 – Level Two (Low Intermediate A, B, C) - 22 Credits

Prerequisites: ESL170-172

The Low Intermediate Level expands on basic grammatical structures to complete the introduction of basic verb tenses (present, past, future) while reinforcing conversational skills and vocabulary. Students learn to understand and use all simple tenses as well as modal auxiliaries when expressing preferences, likes, dislikes, needs, obligations and abilities. Listening comprehension is stressed, as students learn to identify key words and phrases from recorded or spoken passages. Reading and writing skills are emphasized, as students learn to write complete simple sentences and short descriptive paragraphs and to identify the main idea and details of a 200-word reading. Skills taught include making appointments and conducting other transactions by phone.

ESL176-178 - Level Three (Intermediate A, B, C) - 22 Credits

Prerequisites: ESL173-175

The Intermediate Level introduces perfect and perfect continuous tenses and essential idiomatic expressions. Students learn to understand and use simple, progressive and perfect tenses when making suggestions, giving advice, inquiring about and expressing intention and expressing opinions. Listening comprehension is stressed. Reading and writing skills are further emphasized. Students express opinions, give reasons and explanations in writing and learn to identify the main idea and details of a 300-word reading. Students also learn to understand and use a variety of structures and phrases to make comparisons.

ESL179-181 - Level Four (High Intermediate A, B, C) - 22 Credits

Prerequisites: ESL176-178
The High Intermediate Level reinforces the use of simple, progressive and perfect tenses, and introduces the composition of complex paragraphs. Students learn to understand and use all simple tenses, all progressive tenses and all perfect tenses. Listening comprehension is stressed, with a focus on understanding spoken English in a variety of everyday situations. Reading and writing skills are developed as students learn to write complex paragraphs of different types that have clear topic sentences and supporting details. Students are taught to recognize the main idea and details from a 400+ word reading and to form and articulate logical conclusions upon hearing or reading a 400+ word passage. Grammatical structures covered include gerunds and infinitives, quoted and reported speech and conditionals.

ESL182-184 - Level Five (Low Advanced A, B, C) - 22 Credits

Prerequisites: ESL179-181
In the Low Advanced Level, students review how to form and apply all simple tenses, all progressive tenses and all perfect tenses as they express probability and possibility, make wishes and talk about consequences. Listening comprehension is stressed, with a focus on understanding spoken English in a variety of everyday situations. Reading and writing skills are developed as students are taught to write short compositions of various types that have clear thesis statements and supporting paragraphs. Students learn to recognize the main idea and details from a 500+ word reading and to form and articulate logical conclusions upon hearing or reading a 500+ word passage. Students learn to speak and write about abilities and obligations in the past, present, and future, and to use and understand a variety of common idiomatic expressions and phrasal verbs.

ESL185-187 - Level Six (Advanced A, B, C) - 22 Credits
Prerequisites: ESL182-184
This Advanced Level surveys the material covered in the previous levels. Students learn to form and apply all simple tenses, all progressive tenses, all perfect tenses, all conditionals and the active and passive voices. Listening comprehension is emphasized as students practice taking notes in an academic or business setting. Reading and writing skills are developed as students write compositions of various types. Students also are taught to differentiate between direct quotations and reported speech, and to use and understand a variety of common idiomatic expressions and phrasal verbs.

HC275 Medical Billing and Coding Specialist 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 extern site by the Medical Billing and Coding Specialist 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 learning skills during the final term of instruction.

MA310A - The Human Body Administration – (2.0 Credits)

Prerequisites: None
This course will provide an introduction to the history of the health care system. Emphasis will be placed on the character traits of a successful medical assistant, certifications obtained by a medical assistant, effective communication skills in a medical office, Maslow's Hierarchy, Ego defense mechanisms and the use of computers in the medical office. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA310C - The Human Body Lab – (2.5 Credits)

Prerequisites: None
This course is designed to teach students basic principles of infection control. Students are given an overview of examination techniques and positioning and draping. Students are also taught how to interview a patient effectively. The use of medical equipment is explained. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA310L– The Human Body Lecture – (5.0 Credits)

Prerequisites: None
This course is designed to introduce the parts of the human body. Students are given an overview of human anatomy and physiology, including: the systems, organs, bones, the brain and muscles of the body. Students will also receive a basic overview of the anatomy and function of the skin, hair, nails, glands on the skin, and pathophysiology of the integumentary system. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA320A – Human Reproduction Administration – (2.0 Credits)

Prerequisites: None
This course is designed to teach students the skills necessary to assist in running a modern medical office. Emphasis will be placed on medical record procedures and methods of filing. Students will also receive a basic overview of law and ethics in healthcare, parts of the medical record, medical record management, telephone techniques, and appointment scheduling. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA320C - Human Reproduction Lab – (2.5 Credits)

Prerequisites: None
This courses is designed to teach aseptic and sterilization techniques. Minor surgical procedures and use of office surgical instruments are demonstrated. Students are also taught the basics of medical microbiology and the process of tissue healing. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA320L - Human Reproduction Lecture (5.0 Credits)

Prerequisites: None
In this course the students acquire the essential concepts of human reproduction. The endocrine and reproductive systems, birth control and sexually transmitted diseases are discussed in detail. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA330A - BODY METABOLISM ADMINISTRATION – (2.0 Credits)

Prerequisites: None
This course focuses on health insurance and ICD-9 and CPT coding. The history of diagnostic coding is discussed. Emphasis is placed on the importance of accuracy during coding. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA330C- Body Metabolism Lab – (2.5 Credits)

Prerequisites: None
This course explains reasons why electrocardiography is performed. Diagnostic testing such as spirometry are discussed and demonstrated. Students learn proper procedures used when assisting physician during diagnostic testing. The usage of an EKG machine is mastered. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA330L - Body Metabolism Lecture – (5.0 Credits)

Prerequisites: None
This course focuses on the function of the lungs and the heart as they relate to the respiratory and circulatory systems. Emphasis is also placed on the anatomy and physiology of the urinary and digestive systems. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA340A – Phlebotomy Administration – (2.0 Credits)

Prerequisites: MA310, MA320, and MA330
Medical office accounting is introduced and the concepts of accounts payable and receivable are mastered. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA340C - Phlebotomy Lab – (2.5 Credits)

Prerequisites: MA310, MA320, and MA330
In this course the students will learn the methods of collecting blood and factors that determine which methods are used. Students will practice venipuncture and perform lab testing procedures. Emphasis will be placed on observing OSHA guidelines during all procedures. Students will also learn processing and accessioning of lab specimen.   Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA340L - Phlebotomy Lecture – (5.0 Credits)

Prerequisites: MA310, MA320, and MA330
This course offers a thorough study of the blood, lymphatic/immune system and sensory organs. Diseases of the blood, lymphatic and immune systems are discussed. Students will also learn considerations associated with the testing of AIDS patients. This course also offers an overview of the nervous system and special senses. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA350A - Pharmacology Administration – (3.0 Credits)

Prerequisites: MA310, MA320, and MA330
This course will ensure that students are thoroughly grounded in all aspects of professional development. Students will participate in resume workshops and mock interviews. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA350C - Pharmacology Lab – (1.00 Credit)

Prerequisites: MA310, MA320, and MA330
This course provides an overview of drugs, prescriptions and parenteral medicine. The students will obtain knowledge of the medications that they will administer. Emphasis is placed on learning the type of equipment used for parenteral administration of medication. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA350L - Pharmacology Lecture – (3.0 Credits)

Prerequisites: MA310, MA320, and MA330
This course provides an overview of dosage calculations, drug nomenclature, and the basic principles of nutrition. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MA900 –Externship I – (5.3 Credits)

Prerequisites: MA310, MA320, MA330, MA340 and MA350
Set at different sites in the metropolitan area, the 160-hour externship is designed to provide students with on-the job training under the guidance of the school administration, a facility supervisor, and the instructional staff. The purpose of the externship is to give students an opportunity to apply the knowledge gained in the classroom to real life situations, while receiving support from the school. Students perform administrative and clinical procedures as required by the facility during the operational hours of the facility. Students are evaluated during the externship to strengthen areas of weakness, build self-confidence, and gain a better understanding of the skills needed to be successful in the profession. Students must complete the full 160 hours in order to fulfill this course requirement. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC103 - Medical Terminology I – (2.0 Credits)

Prerequisites: None
This course provides the fundamentals of language used in medicine and gives a complete overview of basic word structure, organization of the body as a whole, pronunciation of terms, combining forms, suffixes and prefixes, abbreviations and symbols. This course outlines a clear connection between the nomenclature of diseases and each particular body system. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC201 - Claims Processing – (3.25 Credits)

Prerequisites: None
This course provides an overview of all major health insurance programs, including commercial carriers, Medicare, Medicaid, Blue Cross and Blue Shield and managed care. Emphasized are regulations governing claims processing, with special attention given to differing regulations among carriers. Students learn to process claims both manually and electronically, to respond to the electronic reporting of claims errors, to manage insurance company denials and to re-file claims. Also covered are guidelines for recognizing and responding to fraudulent claims with special attention given to differing regulations among carriers. Job-related health, safety, types of hazards, office ergonomics and fire prevention are also taught in this class. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC202A - Fundamentals of Medical Billing I – (2.25 Credits)

Pre/Corequisites: MBC103, MBC201
This course, rich in theory and practice, introduces students to the billing cycle and all elements thereof, with special emphasis on inpatient and outpatient services. Topics include: initial registration and gathering of demographic and financial information, various billing and statement types, manual billing, computerized billing, overpayments, financial disclosure letters and the use of outside billing services. Students gain hands-on, practical experience by actually following and participating in the billing cycle from beginning to end. Students learn to anticipate common glitches in the cycle and to become proactive problem solvers. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC202B - Fundamentals of Medical Billing II – (2.25 Credits)

Pre/Corequisites: MBC103, MBC201
This course, rich in theory and practice, introduces students to the billing cycle and all elements thereof, with special emphasis on inpatient and outpatient services. Topics include: initial registration and gathering of demographic and financial information, various billing and statement types, manual billing, computerized billing, overpayments, financial disclosure letters and the use of outside billing services. Students gain hands-on, practical experience by actually following and participating in the billing cycle from beginning to end. Students learn to anticipate common glitches in the cycle and to become proactive problem solvers. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC203 - Medical Terminology Ii – (2.0 Credits)

Prerequisites: None
This course provides an overview of the male & female reproductive, digestive, and urinary systems. The students learn terminology as they discover the relationships between these body systems and diseases that affect those systems. This course emphasizes diagnostic and laboratory tests as well as procedures. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC301 - Insurance CPT Coding – (4.75 Credits)

Prerequisites: MBC130, MBC201
This course introduces students to the CPT (Current Procedural Terminology) coding system, a coding system widely used within the medical field for the purposes of coding medical procedures for insurance claims and forms. Students are given a broad overview of the system and learn the various code configurations and categories with special focus on medical, office and hospital procedures, and corresponding codes, including codes most typically used when filing insurance claims. Special attention is given to those procedural codes corresponding to diseases of tissues and body systems, as well as procedural codes common to various medical specialties. The student becomes familiar with the configurations and structures of CPT codes and begins to match medical procedures with corresponding codes. Students demonstrate the ability to identify various code configurations and categories and accurately code various diagnoses, treatments and procedures.   Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC303 - Medical Terminology III – (2.0 Credits)

Prerequisites: None
This course provides an overview of the nervous, cardiovascular, respiratory, and blood system. The students learn terminology as they discover the relationships between these body systems and common diseases. The material in this course is presented in conjunction with the curricula of the ICD-9-CM coding courses. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC320 - Bookkeeping / Financial Management – (1.50 Credits)

Prerequisites: None
This course introduces the fundamentals of financial operations and procedures as carried out in a medical office environment. The students learn accounts payable, accounts receivable and banking procedures, including deposits, withdrawals and inquiries. Students also learn the fundamentals of banking, basic accounting system terminology, financial ratios and financial statements. Students perform cost analyses and prepare balance sheets, income/expense statements and office budget reports. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC390 - Collections and Reimbursements – (2.25 Credits)

Prerequisites: MBC130, MBC201
This course introduces techniques, methods and procedures used in the collection of money from patients. Students learn to apply these techniques in a variety of situations, including face-to-face encounters and telephone conversations. Students are introduced to credit and collection policies, the legal aspects of collecting from both insurance carriers and private patients and various methods of monthly billing. Also examined are small claims court, skip tracing and the statute of limitations. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC401 - Insurance ICD-9 Coding – (4.5 Credits)

Prerequisites: MBC130, MBC201
This course introduces students to the ICD-9 (International Classification of Diseases) coding system, a coding system widely used within the medical field for the purposes of coding medical diagnoses for insurance claims and forms. Students are given a broad overview of the system and learn the various code configurations and categories. Special attention is given to those diagnostic codes corresponding to diseases of tissues and body systems. Working with those codes corresponding to common diseases, the student is trained to become familiar with the configurations and structures of ICD-9 codes and to begin to match medical diagnoses with corresponding codes. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC403 - Medical Terminology IV – (2.0 Credits)

Prerequisites: None
This course is designed to teach the basic principles of pharmacology, oncology, and nuclear medicine. Regulatory functions of the Food and Drug Administration (FDA), patient education about drugs and the purpose of their use will be explained. Pharmacodynamics, toxicology, sensory organs, skin and psychiatry will be introduced. The material in this course is presented in conjunction with the curricula of the CPT coding courses. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC501 - Computerized Medical Billing – (4.5 Credits)

Prerequisites: None
This course introduces Medisoft an industry standard coding software system used in medical offices today. In this course, students become familiar with the system and with its capabilities. Students learn to use the system to enter patient data, including name, address, emergency contact person, name of physician and other personal information. Students build a patient database and a referring physician database. Emphasis is on accuracy and speed of entry. Students participate in authentic learning scenarios as they assess accounts receivable for individual patients applied to unique and complex medical situations. Students work with actual billing procedures as well as special procedures to accommodate instances of overpayment, reimbursement and delinquent accounts. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.

MBC680 – Professional Development – (2.25 Credits)

Prerequisites: None
In this advanced course, students learn to maximize professionalism in personal appearance, dress and speech. This course also focuses on job-search strategies and interviewing techniques. Students learn to prepare a professional resume and to compose a list of prospective employers. In addition, students learn to assess both their own skills and the requirements of employment in the field of medical office management. Satisfactory course grades and thorough understanding of course content are dependent upon consistent study and attendance.