

**CAMBRIDGE**  
Institute of Allied Health & Technology



## **ADDENDUM TO THE CATALOG**

### **INSTITUTIONAL CATALOG ADDENDUM**

**Altamonte Springs Campus  
March 2015**

## **FACULTY & ADMINISTRATION:**

### **CORPORATE ADMINISTRATION**

Dr. Terrence W. LaPier, Ph.D. - President  
 David Colozzi-Chief Operating Officer  
 Julie Orloff, M.Ed., CMA, RMA, CPC – Vice President of Compliance & Regulatory  
 Theresa Cowan – Corporate Director of Financial Aid  
 Dominique Werner – Corporate Registrar  
 Adrian Rorie, BBM – Controller

### **CAMPUS ADMINISTRATION**

Cynthia Abromitis, MAEd, RDMS, RVT, RT (R) - Interim Campus Director – Full Time  
 Gordon Hunt – Director of Admissions – Full Time  
 Daisy Tabachow - Financial Aid Manager – Full time  
 Katherine Miranda – Registrar – Full Time  
 Theresa McKenzie - Career Services Director – Full Time

### **EDUCATION**

#### **Dr. Jennifer L. Norton RT(R), DOM – Full Time**

Niagara County Community College  
 Sanborn, New York  
 Florida College of Integrative Medicine  
 Orlando, Florida  
 Advanced Medical Assistant Program Director

#### **Jenny Nerey-Machado, CMA – Full Time**

Institution de Medicina, C.J. Finlay de Camaguey, Cuba  
 Doctor of Medicine  
 Camaguey, Cuba  
 Medical Assistant Program Instructor

#### **Steve Mathis, CMA, BMO - adjunct**

Central Florida Institute---Orlando, FL  
 Medical Assistant and Electronic Medical Records Instructor

#### **Margaret Muni, LPN – adjunct**

Dorothy Aristone School of Nursing  
 Maple Shade, New Jersey  
 Patient Care Technician Instructor

#### **Carmen Brown, RN, BSN - adjunct**

Central Michigan University, Michigan  
 Medgar Evers College, New York  
 Nursing Assistant Instructor

**Marsha Pearce, LPN – Full Time**

Seminole Community College  
Sanford, Florida  
Patient Care Technician Instructor

**James Fields, LPN – adjunct**

VEEB LPN School—Nassau, NY  
Phlebotomy Instructor

**Carmen Stryzak, LPN -adjunct**

Traviss Technical Center—Lakeland, FL  
Patient Care Technician Instructor

**Rosalie Villecco, BSN, CARN – Full Time**

Daytona State College – Daytona Beach  
University of Central Florida - Orlando  
Program Director, Practical Nursing

**Julie Bavin, BSN – Full Time**

St. Petersburg College – St. Petersburg FL  
Health Administration – University of Central Florida  
Clinical Coordinator, Practical Nursing

**Sally Springman, RN – Full Time**

Indiana University, Gary, IN  
Practical Nursing Instructor

**Duane Carr, RN - adjunct**

Nursing – Valencia Community College – Orlando, FL  
Phlebotomy Instructor

**Robin Hobbs, RN - adjunct**

Nursing – Excelsior College – Albany, NY  
Practical Nursing Instructor

**Fiona Mackay, RN, MSN - adjunct**

Chamberlain College of Nursing, Online  
Practical Nursing Instructor

**Gary Wright, RN, BSN - adjunct**

Valencia Community College—Orlando, FL  
Mountain State University—West Virginia  
Practical Nursing Instructor

**Karen Schmitt, RN - adjunct**

Seminole State College—Sanford, FL  
Practical Nursing Instructor

**Skye Roberts, RN - adjunct**

Bethune-Cookman University—Daytona Beach, FL  
 Practical Nursing Instructor

**Linda Leigh Scott, RN - adjunct**

Keiser University—Melbourne, FL  
 Practical Nursing Instructor

**Samantha Paramesvaran, BSN, MSN - adjunct**

Johns Hopkins University—Baltimore, MD  
 University of Central Florida—Orlando, FL  
 Practical Nursing Instructor

**Gregory Atkins, RN - adjunct**

Herzing University—Winter Park, FL  
 Practical Nursing Instructor

**Program Start Dates**

	<u>PCT Day</u>	<u>PCT Eve</u>	<u>NA</u>	<u>PH Day</u>	<u>PH Eve</u>	<u>PN Day</u>	<u>PN Eve</u>	<u>AMA</u>	<u>EMR</u>
<b>October</b>	<b>10/16/14</b>	<b>10/14/14</b>	<b>10/20/14</b>	<b>N/A</b>	<b>N/A</b>	<b>10/13/14</b>	<b>10/13/14</b>	<b>N/A</b>	<b>N/A</b>
<b>November</b>	<b>11/17/14</b>	<b>11/12/14</b>	<b>11/24/14</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>11/3/14</b>	<b>11/3/14</b>
<b>December</b>	<b>N/A</b>	<b>12/8/14</b>	<b>N/A</b>	<b>12/8/14</b>	<b>12/1/14</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>January</b>	<b>1/13/15</b>	<b>1/27/15</b>	<b>1/12/14</b>	<b>N/A</b>	<b>N/A</b>	<b>1/12/15</b>	<b>N/A</b>	<b>TBD (?)</b>	<b>N/A</b>

**Breaks**

Spring Break – March 17-21, 2014

Summer Break – June 30 – July 4, 2014

Winter Break – December 22-January 2, 2015

## **Holiday Schedule**

*Students do not attend class on the following holidays:*

New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Independence Day (Observed)  
Labor Day  
Veterans Day  
Thanksgiving Day & day after Thanksgiving Day  
Christmas Eve & Christmas Day

## **Hours of Operation**

Monday thru Friday 8:30am – 10:00pm

## **Update to the Catalog – Programs page 28**

Medical Assistant  
Diploma Program  
Method of Delivery: Residential  
46 weeks/ 1150 clock hours

### **Program Description**

More and more medical offices desire to hire medical assistants who possess diverse skill sets. Graduates of the program who choose to take the Basic X-ray Machine Operator may do so, and if the exam is successfully passed, they may perform limited X rays in multiple healthcare settings. Other settings in which an Advanced Medical Assistant and Imaging Specialist can seek employment include physician's offices, outpatient medical facilities, hospital, imaging centers, clinics, mobile imaging units or other related health care setting. Specific course objectives relate to administrative procedures that include use of computerized practice management software, medical billing, and insurance codes, office supplies, collections, correspondence, knowledge and appointment scheduling. Course objectives relative to clinical procedures include: anatomy & physiology, medication administration, injections, EKG, assisting with minor surgical procedures, phlebotomy and lab procedures in a physician's office, outpatient medical facility, hospital and other related healthcare settings. Student must complete a 200 hour externship in an ambulatory care medical facility. Program graduates are eligible to take the following credentialing examinations: Registered Medical Assistant (RMA) through the American Medical Technologists (AMT) or Certified Medical Assistant exam (CMA through the American Association of Medical Assistants. The National Certification for Phlebotomy Technician examination may be taken (not required by the state) when the applicable number of venipuncture's and capillary sticks have been obtained and documented by an employer.

HC101	Health Core & Body Systems	100
XR101	Introduction to Radiography for the Medical Assistant	80
XR102	Radiography of the Chest, Upper Extremities, and Shoulder Girdle	70
XR103	Radiography of the Lower Extremities, Abdomen and Pelvis	70
XR104	Radiography of the Skull and Spine	70
MA 100	Introductions to Medical Assisting	20
MA101	Administrative Medical Office Procedures	80
MA103	Anatomy & Physiology/Related Diseases	80
MA104	Electrocardiography	80
MA105	Pharmacology/ Medication Administration	80
PH101	Phlebotomy	120
MA106	Clinical Procedures	100
MA107	Medical Assistant Externship	200

### Course Description

XR101 Introduction to radiography for the Medical Assistant 80 hours  
 This course instructs the student in basic physics of radiographic exposure, principles of radiation protection, and patient care management. This course also includes digital image receptors, the x-ray darkroom, film critique, standards of professionalism and ethics. Emphasis is placed on PACS (Picture Archiving and Communications Systems).

Prerequisites: None

XR102 Radiography of the Chest, Upper Extremities, and Shoulder Girdle 70 hours  
 This course includes radiological and positioning terminology for the chest, upper extremities, and shoulder girdle.

Prerequisites: None

XR103 Radiography of the Lower Extremities, Abdomen and Pelvis 70 hours  
 This course includes radiological and positioning terminology for the lower extremities, abdomen, and pelvis.

Prerequisites: None

XR104 Radiography of the Skull and Spine 70 hours  
 This course includes anatomy of the Skull and Spine with terminology and radiographic positioning, procedures, and techniques.

Prerequisites: None

HC101 Health Core and Body Systems 100 hours  
 This course includes health care delivery system, health occupations, communication, interpersonal skills, computer literacy, infection control, and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concepts. In addition, students receive instruction and certification in HIV/AIDS, Domestic Violence, and OSHA. Students in this course become familiar with Basic X Ray machine operations.

Prerequisites: None

MA 100 Introduction to Medical Assisting 20 hours  
This course is designed to introduce the student to the healthcare field of Medical Assisting.  
Prerequisites: None

MA101 Administrative Medical Office Procedures 80 hours  
This course is designed to introduce the student to office processes. Included is knowledge of insurance, preparing claims, billing, coding, basic bookkeeping, and accounting. Transcription and documentation are introduced. Computer software is introduced and used in the computer lab. It also introduces the student to the office environment and initial front office procedures. Ethical and legal issues are discussed. Principles of oral and written communications are introduced. The student is introduced to computerized practice management, electronic health records, and appointment scheduling system software as they learn about scheduling, referrals, and the office communications.  
Prerequisites: None

MA103 Anatomy & Physiology/Related Diseases 80 hours  
This course includes fundamental anatomy and physiology of the human body. The student is introduced to selected body systems as well as common diseases related to each, Included are nervous, senses, skin, skeletal, muscular, and immune system.  
Prerequisites: None

MA104 Electrocardiography 80 hours  
This course is designed to teach the student how to perform a 12-lead Electrocardiogram. Included are basic anatomy and electrophysiology of the heart. The student will be able to identify sinus rhythms as well as life-threatening dysrhythmias. Lab included.  
Prerequisites: None

MA105 Pharmacology/ Medication Administration 80 hours  
This introduces the student to basic pharmacology and medication administration. Included are drug classifications, calculations, abbreviations, and safety. The student is instructed in preparation and administration of medications including injections.  
Prerequisites: None

PH101 Phlebotomy 120 hours  
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.  
Prerequisites: None

MA106 Clinical Procedures 100 hours  
This course instructs the students in the following clinical duties and responsibilities, clinical duty preparation, medical database, exam preparation and related clinical procedures, laboratory & specimen collection, diagnostic tests and procedures, minor surgical procedures, acute illness, accidents, and emergencies.

Prerequisites: None

MA107 Medical Assisting Externship

200 hours

Required classes: All theory and lab classes

The medical assistant externship will be completed in a physician's office, outpatient medical facility, hospital, or other relative healthcare setting.

Prerequisites: None

## Updated Fee Schedule page 10 of the Catalog

Take out Advanced Medical Assistant and Add Medical Assistant

Program	Application Fee	Tuition	Other Fees not in Tuition
Medical Assistant	\$50.00	\$14,000.00	\$30.00 Grad Fee