ADDENDUM TO THE CATALOG

INSTITUTIONAL CATALOG
ADDENDUM
Altamonte Springs Campus
March 2015

Revised March 10, 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

Revised March 10, 2015
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

Revised March 10, 2015
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

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<th>PCT Day</th>
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<th>NA</th>
<th>PH Day</th>
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**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 Medial 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.
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.

Revised March 10, 2015
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**

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<tr>
<th>Program</th>
<th>Application Fee</th>
<th>Tuition</th>
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