CAMBRIDGE
Institute of Allied Health & Technology

ADDENDUM TO THE CATALOG

INSTITUTIONAL CATALOG ADDENDUM

Altamonte Springs Campus

FACULTY & ADMINISTRATION:

CORPORATE ADMINISTRATION
Dr. Terrence W. LaPier, Ph.D. - President
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
Ellen Scalese, – Online Program Director/Librarian

CAMPUS ADMINISTRATION
Cynthia Abromitis, MAEd, RDMS, RVT, RT (R) - Interim Campus Director
Gordon Hunt – Director of Admissions
Donna Bruetto - Butler - Financial Aid Director
Salina Labrada, AA - Registrar
Theresa McKenzie - Career Services Director
Samantha Lantigua - Student Relations Coordinator

EDUCATION

Dr. Jennifer L. Norton RT(R), DOM
Niagara County Community College
Sanborn, New York
Florida College of Integrative Medicine
Orlando, Florida
Medical Assistant Instructor

Jenny Nerey-Machado, CMA
Institution de Medicina, C.J. Finlay de Camaguey, Cuba
Doctor of Medicine
Camaguey, Cuba
Medical Assistant Program Supervisor/Instructor

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

Carmen Brown, RN
Central Michigan University, Michigan
Medgar Evers College, New York
Nursing Assistant Instructor -

Marsha Pearce, LPN
Seminole Community College
Sanford, Florida
Patient Care Technician Instructor

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

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

Yajaira Torrealba, RN
Doctor of Ophthalmology – Venezuelan Association for Ophthalmology Advances,
Caracas, Venezuela
Practical Nursing Instructor

Sally Springman, RN
Indiana University, Gary, IN
Practical Nursing Instructor

Keron Reed, BSN
Nursing - Northwest Mississippi Community College
Nursing - University of Phoenix, Online
Practical Nursing Instructor

Alicia John Lewis
Diploma - Professional Career Development Institute – Medical Assistant
Phlebotomy Instructor

Christina Arroyo, BSN
Nursing – University of Central Florida

Duane Carr, RN
Nursing – Valencia Community College – Orlando, FL

Robin Hobbs, RN
Nursing – Excelsior College – Albany, NY

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Proof of High School Graduation
The requirements of High School Graduation (POG) consist of *one* of the following:
- Diploma from high school
- GED
- Official college transcript confirming associate, bachelor's or master's degree
- Evaluated and translated Foreign High School

Update to the Catalog- Distant Education/Hybrid Educational programs Page 29 of the catalog.

Effective September 28, 2013, the Distant Education/Hybrid Educational programs will cease educational activities. All courses will be taught residentially (at the campus).

Update to the Catalog – Fee Schedule Page 7 of the catalog

Program	Application Fee	Tuition	Other Fees not in Tuition
Practical Nursing	$50.00	$21,189.00	$30.00 Grad Fee
Patient Care Technician	$50.00	$11,840.00	$30.00 Grad Fee
Advanced Medical Assistant – I.S.	$50.00	$16,959.00	$30.00 Grad Fee
Phlebotomy	$50.00	$1,825.00	N/A
Nursing Assistant	$50.00	$960.00	N/A
Electronic Medical Records Management	$50.00	$14,300.00	$30.00 Grad Fee

Updated Cancellation Policy
(Addendum to the Catalog Page 7)

Cancellation Policy

- Cancellation must be made in writing within 3 business days of signing this enrollment agreement. In this case, all monies will be refunded and the application fee will be retained.

- If a student is not accepted to the school or does not meet admissions requirements,

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the student's enrollment will be cancelled and the application fee will be retained.

- If a student is unable to meet their tuition obligation prior to beginning the program, the student's enrollment will be cancelled and the application fee will be retained.

Update to Financial Aid Section
(Addendum to the Catalog Page 4)

Crossroads Scholarship

The purpose of this scholarship is to identify students who are having financial hardship. Financial Hardship as defined by this scholarship is an applicant who is having or had a downturn in employment or income due to current economic factors. The right candidate will show a passion in helping patients in the healthcare setting, but find they do not have the resources to make this transition.

Qualifications

Financial Hardship
- Examples are reduction in Income or lay off (as it relates to the household)

Meet Admission Standards
Valid High School Diploma

Amount of Scholarship
•$1,250 - $2,500*

The student will write an essay that describes their current situation and why you feel you qualify. Also, list why you chose this institution and program of study. This essay should be at a minimum of 250 words to qualify.

*The amount awarded depends on availability, Title IV eligibility, and the amount of applicants selected each year. All applications will be reviewed by a selection committee. Not all applications may be accepted, therefore, submitting the application does not guarantee scholarship funds will be awarded. The student will receive a notification as to the approval of the application and the amount of the award. The scholarship amount indicated on the notification is final. The scholarship is applied to the student's account, and cannot be used for cash or transferred to another individual.

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Page 43 of the Catalog – New Programs

Electronic Medical Records Management
900 Clock Hours
Diploma Program
37.5 Weeks
Method of Delivery: Residential

Program Objective: In a residential setting, the Electronic Medical Records Management program aims to provide an interactive, robust educational program that prepares graduates for entry level positions in the electronic medical records division of medical facilities.
Program Description: This course is designed to prepare students to perform all of the tasks required of a Electronic Medical Records Manager. This is accomplished in a residential setting through theory courses designed to prepare students with the knowledge and skill needed to perform EHR processes. The program provides theoretical and laboratory-based training in foundational skills, including medical terminology, anatomy and physiology, pathology, another health sciences, as well as computer sciences. The program builds upon this knowledge base with more advanced and specific processes and procedures in medical coding and billing, computerized practice management, electronic health records and systems management. Students will learn laws and codes of regulation pertaining to healthcare records privacy, archival requirements and privacy laws.

Program Outline

Course Number	Course Title	Clock Hours
HSC100	Health Science Core Fundamentals I	45
HSC120	Anatomy & Physiology I with Lab	60
HSC130	Anatomy & Physiology II & Pathophysiology	75
HSC140	Medical Terminology	45
HSC101	Health Science Core Fundamentals II	45
MCB110	Electronic Medical Office Procedures	75
COM100	Computer Applications	60
COM120	Computerized Practice Management	45
MCB120	CPT 4	60
MCB140	ICD 9/HCPCS	75
MCB180	ICD10	60
MCB200	Medicare & Medicaid	30
EMR120	Records Management Systems	60
EMR140	Electronic Medical Records I	75

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| EMR150 | Electronic Medical Records II | 75 |
| HSC160 | Professional Development and Career Preparation | 15 |

| Grand Total | | 900 |

Course Descriptions

COM100 Computer Applications   60 Clock Hours
This course is designed to prepare students to become proficient at using Microsoft Office software. Students will be familiar with and know how to use at least 75% of the features and capabilities of Microsoft Office Word & Excel 2010. They will also learn how to effectively utilize PowerPoint and Outlook for creating presentations and managing email.
Prerequisites: None

HSC120 Anatomy & Physiology I with Lab   60 Clock Hours
This course provides a strong foundation in principles of anatomy and physiology for medical professionals. Emphasis in this course is placed upon the organization of the body, structure and function, the origins of biomedical sciences, body systems, histology, general terminology and the contextual preface of the language of medicine.
Prerequisites: None

HSC130 Anatomy & Physiology II with Pathophysiology   75 Clock Hours
This course provides a strong foundation in principles of anatomy and physiology for medical professionals. Emphasis in this course is placed upon the structure and function of human physiology and anatomy, as well as special emphasis on the pathology of diseases.
Prerequisites: None

HSC140 Medical Terminology   45 Clock Hours
This course provides instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included. The student will possess the aptitude to comprehend and use information in both written and oral formats. The student will possess the ability to demonstrate critical thinking and problem solving appropriate to his/her program of study.
Prerequisites: None

HSC 100 Health Science Core Fundamentals I   45 Clock Hours
This course describes health care delivery system and 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 concept, CPR, 4 hours of HIV/AIDS education, Domestic Violence and OSHA are also included.
Prerequisites: None

HSC 101 Health Science Core Fundamentals II   45 Clock Hours

This course describes health care delivery system and 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, new healthcare regulation, and basic math and science.
Prerequisites: None

MCB110 Electronic Medical Office Procedures   75 Clock Hours
This course is a foundational and critical structure in the development of medical office professionals, and health information technicians. Emphasis in this course is placed upon the medical office tasks, customer service, limiting liability and the relationship of these tasks to revenue collection.
Prerequisites: None

COM120 Computerized Practice Management   45 Clock Hours
In this course, students develop knowledge of the revenue models for healthcare facilities, their respective cycles, report generation, medical office management software, patient appointment and scheduling management.
Prerequisites: None

MCB120 CPT 4   60 Clock Hours
This course provides students with the knowledge base, and skill to perform CPT-4 coding procedures. In an online environment this course will emphasize the rules and guidelines of the CPT – 4 manual. The course is designed to help the beginner coder learn and understand the concept of coding using the CPT-4 coding manual.
Prerequisites: None

MCB140 ICD-9/HCPCS   75 Clock Hours
This course provides an introduction for beginning coders to develop an understanding of ICD-9-CM characteristics, terminology, and conventions. The focus is to orient the student to the coding requirements of the prospective payment system in order to correctly code disorders to obtain reimbursement from insurance companies. Special emphasis is placed on level II (HCPCS).
Prerequisites: None

MCB180 ICD10   60 Clock Hours
Students will learn the procedures for conducting ICD 10 diagnosis coding and mapping. In an online environment, students will be able to adapt ICD-9 principles, and information to a ICD 10 universe. This course places special emphasis on CM and PCS systems, reimbursement mapping, applied conversion mechanisms, medical record coding, analytics, and interpretation.
Prerequisites: None

MCB200 Medicare & Medicaid   30 Clock Hours
This course provides students with an understanding of the publicly financed health insurance system in our country that impacts virtually all aspects of the rest of the American health care system. The history and growth of each program will be explored, with a particular emphasis on

political, social, and economic factors that have influenced this development. Students will learn present coding procedures of these programs under law.
Prerequisites: None

EMR120 Records Management Systems   60 Clock Hours
Students develop skill and knowledge of records management techniques, procedures and methodology for medical offices. Students will be able to create, develop, document and archive records using common systems and codifications.
Prerequisites: None

EMR140 Electronic Medical Records I   75 Clock Hours
This course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.
Prerequisites: None

EMR140 Electronic Medical Records II   75 Clock Hours
This course continues with skills practice of usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.
Prerequisites: None

HSC 160 Professional Development & Career Preparation   15 Clock Hours
This course is designed to prepare the students for career transition. Students in this course will be able to study career pathways, learn more about certifications, receive introductory information concerning professional societies, and the importance of achieving certifications and credentials. Students in this course learn more about the career pathway in terms of academic opportunities, and develop leadership skills and knowledge in order to learn the creation of value for employers.
Prerequisites: None