

**CAMBRIDGE**  
Institute of Allied Health & Technology



**INSTITUTIONAL CATALOG  
ADDENDUM**

**Delray Beach Campus**

**Revised 7/15/2014**

# **ADDENDUMS TO THE** **CATALOG**

## **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** – Controller

**OPEN** – Corporate Director of Admissions

### **CAMPUS ADMINISTRATION**

**Dominique Werner** – Interim Campus Director

**Dominique Werner** – Registrar

**Norlan Tolon**- Admissions Director

**Holly McFadden** – Career Services Director

**Nadia Beepath** - Bursar

**Shakeica Benjamin** – Financial Aid Manager

**Dr. Emry Somnarain** – Online Program Director

**Ella Galbreath** - Librarian

### **EDUCATION**

#### **DIAGNOSTIC MEDICAL SONOGRAPHY**

**Cynthia Abromitis, MAED, RDMS, RVT**

Program Director

Diagnostic Medical Sonography

Virginia Polytechnic Institute and State University, MA Education

Virginia Commonwealth University, BS Radiography

Florida Institute of Ultrasound, Diploma Sonography

**Juan Zamora, RDCS, RCVT, CCI, RVT**

Diagnostic Medical Sonography

Concentration Coordinator/Instructor/Echo

National School of Technology, Diploma Sonography

**Debbie Gelatt, BS, RDMS**

Ultrasound Clinical Coordinator-General

Broward Community College, A.S. in Ultrasound

University of Florida, BS in Therapeutic Recreation

**Bianca Paz, RDCS**

Diagnostic Medical Sonography  
Ultrasound Clinical Coordinator - Echo  
IAMP Delray, Florida, Diploma Sonography

**Kathleen M Lewis LPN, RDMS (OB)**

Adjunct Instructor-OB  
Ultrasound Diagnostic School  
Fort Lauderdale, FL, Diploma Sonography  
LPN Schoharie Community Vo-Tec Practical Nursing

**Salvatore Musumeci, RDCS, RVT, RDMS, BBA**

Lead Instructor-Echo  
Diagnostic Medical Sonography  
New York University, Diploma Sonography  
Hofstra University, BBA

**RADIOLOGIC TECHNOLOGY PROGRAM**

**Stacy Kopso, M.Ed.,RT(R)(M)**

Program Director  
Radiologic Technology Program  
Quinnipiac University, Bachelors in Diagnostic Imaging  
Post University, Masters in Education

**Tometra Meadowss, MEd, R.T. (R)**

Radiology Instructor  
Nova Southeastern University, Master of Science in Education  
St. Thomas University, Miami, FL, Bachelors of Arts – Health Care Services  
Broward Community College, Pembroke Pines, FL  
UM/Jackson Memorial Hospital, Miami FL, School of Radiology

**Marie Hamilton, ARRT (R) (M)**

American Intercontinental University Online, Master of Science in Education  
Everglades University, Bachelor of Science in Applied Management  
New York City Technical College, Associate of Applied Science in Radiologic Technology

**RADIATION THERAPY PROGRAM**

**Christy Howe, MSHS, RT (T) (R)**

Program Director  
University of St. Francis, MS  
University of St. Francis, BS

**Greg Orasi, BA, RT(T)**

Clinical Coordinator  
Broward Community College, Bachelors of Science in Psychology

**Camelia Bunaciu, MS, CMD**

Adjunct Instructor  
Florida Atlantic University, Masters in Physics

**PRACTICAL NURSING**

**Nakia Blake, BSN, RN**

Program Director  
Florida Atlantic University, Bachelor of Science in Nursing (BSN)  
Broward Community College, Associate of Science in Nursing (ASN)  
Broward Community College, Associate of Arts (AA)

**Kettly Elizee, BSN, RN**

Adjunct Instructor  
Florida Risk Management Institute, Legal Nurse Consultant Diploma  
Universite` de Montreal, graduated with Bachelor of Science, Nursing (BSc)  
St. Laurent College, Diploma- Nursing

**Jamie Marcus, MSN, BSN, RN**

Adjunct Instructor  
Clara Maas Medical Center School of Nursing, Nursing Diploma  
University of Phoenix, Bachelor of Science, Nursing  
University of Phoenix, Masters of Science, Nursing

**GENERAL EDUCATION**

**Narendra Narayana, BA, MS, BE, MBA**

MBA in Entrepreneurship & Global Business Management Florida  
Atlantic University  
Certification in Accounting & Finance Broward Community College  
Bachelor of Engineering in  
Telecommunications, Bangalore University, India

**Gregory Cecere, AA, BA, MA**

Associate of Arts Broward College  
Bachelor in English Ed Florida International University  
Master of Arts Florida Atlanta University

**Christopher Aults, MA, BS**

Bachelor of Science in Psychology, Pennsylvania University  
Master of Arts Psychology, Florida Atlantic University

**Evelyn Strasfeld, BS**

Bachelor of Science in Education, Keene State College

**Emry Somnarain, MD**

Bachelor of Science in Chemistry, McMaster University  
Medical Doctorate, St. Mary's School of Medicine

# Admissions Policy Page 11

## **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, bachelors or master's degree
- Evaluated and translated Foreign High School

## **UPDATED ACCREDITATION Information (Addendum to Catalog Page 6)**

### **ACCREDITATION**

Cambridge Institute of Allied Health & Technology is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, P(703) 917-9503, F(703) 917-4109 a national accrediting agency recognized by the United States Department of Education under provisions of Chapter 33, Title 38, U.S. Code, and subsequent legislation.

\*The Computed Tomography Review does not fall under the grant of accreditation for the Accrediting Bureau of Health Education Schools (ABHES).

## **UPDATED ACCREDITATION Information (Addendum to Catalog Page 6)**

Effective May 5, 2014, the Radiation Therapy and Radiologic Technology programs voluntarily withdrew their programmatic accreditation with the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program will now fall under the institutional accreditation grant with the Accrediting Bureau of Health Education Schools (ABHES).

## **UPDATED CLASS SCHEDULES (Addendum to Catalog Page 8)**

- Residential Classes Meet Monday - Friday 8:00am – 6:30pm
- Distance Education taught through Blackboard®
- Course Syllabi outline attendance requirements
- Externship Hours S M T W TH F S 6:00am – 11:59pm

- *Actual times for externships vary by site and are approved by the program.*
- PN Evening Externship hours will be evening, All Day Saturday or Sunday

## **UPDATED ADMISSIONS PROCESS (Addendum to Catalog Page 11)**

Practical Nursing Applicants must complete and pass a TEAS assessment in order to be considered for the Practical Nursing Program. A passing score on the TEAS assessments is as follows:

- Reading, English and Math combined score of 45%

Radiologic Technology, Radiation Therapy, Diagnostic Ultrasonography, and Practical Nursing applicants must complete a program director interview assessment in order to be considered for the program.

Acceptance is based on applicants achieving a minimum score of 6 out of 13 for the interview and completion of all other admission requirements.

Criteria for the program director interview are based on:

- Appearance
- Articulation and communication skills
- Knowledge of profession
- Scheduling availability
- Transfer of credits

## **UPDATED TUITION & FEES (Addendum to Catalog Page 56)**

Program	Application Fee	Tuition	Other Fees not in Tuition
Diagnostic Medical Sonography	\$50.00	\$47,113.00	\$80.00 Grad Fee
Radiation Therapy	\$50.00	\$37,765.00	\$80.00 Grad Fee
Radiologic Technology	\$50.00	\$36,951.00	\$80.00 Grad Fee
Practical Nursing	\$50.00	\$21,189.00	\$80.00 Grad Fee
Advanced Medical Assistant	\$50.00	\$16,959.00	\$80.00 Grad Fee
Patient Care Technician	\$50.00	\$11,840.00	\$80.00 Grad Fee
Electronic Medical Records Management	\$50.00	\$14,300.00	\$80.00 Grad Fee
Phlebotomy Technician	\$50.00	\$1,825.00	N/A

## **UPDATED CANCELLATION POLICY**

**(Addendum to Catalog Page 69)**

**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, 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.

**NEW PROGRAMS  
(Addendum to Catalog Page 16)**

**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
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

### **Patient Care Technician**

**720 Clock Hours**

**Diploma Program**

**36 Weeks**

**Method of Delivery: Residential**

#### Program Objective:

The program is designed to prepare students for employment as entry level advanced cross-trained nursing assistants (Patient Care Technicians). This program offers a broad foundation of knowledge and skills expanding the traditional role of the nursing assistant for acute and long term care settings. All courses must be satisfactorily completed in order to graduate from the Patient Care Technician program. A Patient Care Technician is strongly encouraged to become a CNA to practice as a PCT. Graduates are eligible to take the Certified Patient Care Technician exam through NCCT (not a state requirement). Human venipunctures and capillary sticks are performed in the classroom. Phlebotomy procedures are practiced on training arms. The Certified Phlebotomy Technician examination may be taken through NCCT when the applicable number of human venipuncture's and capillary sticks have been obtained and documented by an instructor or employer. Phlebotomy certification is not a state requirement. Students that have completed the Nursing Assistant portion of the PCT program are eligible to make application to take the Florida Certified Nursing Assistant (CNA) Examination. A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student's ability to gain employment in the field of training.

Program Outline

Clock Hours

HC101 Health Care and Body Systems	100
NA101 Articulated Nursing Assistant	80
NA102 Nursing Assistant Externship (prerequisite-NA101)	40
PC101 Home Health Aide	75
PC102 Patient Care Assistant	65
PH101 Phlebotomy (skill practice on training-arm no human venipuncture)	120
PC103 Electrocardiograph Aide	80
PC104 Allied Health Assistant	80
PC105 Patient Care Technician	80
<b>Total Hours</b>	<b>720</b>

### Course Descriptions

HC101 Health Care and Body Systems 100 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, HIV/AIDS, Domestic Violence and OSHA are also included.

Prerequisites: None

NA101 Articulated Nursing Assistant 80 clock hours

This course instructs students in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

Prerequisites: None

NA102 Nursing Assistant Externship 40 Clock Hours

In this course students will practice skills learned in NA101 in a clinical acute care setting. Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

Prerequisites: NA101

PC101 Home Health Aide 75 clock hours

This course includes homemaking services, shopping and meal preparation, stages of human growth and development, safety and infection control, body systems and common disorders relative to home health care. In addition, this course teaches home health care for maternal and infant needs as well as care for the client with special needs.

Prerequisites: None

PC102 Patient Care Assistant 65 clock hours

This course instructs students in nursing assistant skills for pediatric patients, maternal and infant care and adult surgical patients related to the hospital setting.

Prerequisites: None

PH101 Phlebotomy 120 clock 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

PC103 Electrocardiograph Aide 80 clock hours

This course includes basic principles of the cardiovascular system, the normal electrocardiograms, and lead systems, identifying rhythms, performing the ECG, and quality assurance and continual quality improvement.

Prerequisites: None

PC104 Allied Health Assistant 80 clock hours

This course introduces the student to care of the patient with problems of the respiratory, muscular and skeletal systems. Included are restorative therapies and equipment used to enable the patient to regain optimal function.

Prerequisites: None

PC105 Patient Care Technician 80 clock hours

This course instructs the student in organizational and effective team skills, documentation, and record management. In addition students will learn advanced special care skills, such as colostomy care, wound care, endotracheal tube and tracheotomy care.

Prerequisites: None

### **Advanced Medical Assistant – Imaging Specialist Diploma Program**

**Method of Delivery: Residential**

**54 weeks/ 1440 clock hours/70.5 Semester Credits**

#### **Program Objective**

The program objective is to provide students with career training for employment as a Medical Assistant with additional skills sets in imaging, specifically Basic X Ray. More and more medical offices desire to hire medical assistants who possess diverse skill sets. Graduates of the program who choose to take the BXMO may do so, and if the successfully pass this program, they may perform limited x rays in multiple healthcare settings.(under their BXMO licenses).Other settings in which an Advanced Medical Assistant and Imaging Specialist can seek employment include physician's offices, outpatient medical facilities, hospital, clinics, and 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 140 hour externship in an ambulatory care medical facility. Students are required to present a negative TB report from a doctor before attending clinical externship. Phlebotomy procedures are practiced on training arms and injections

practiced on manikins, and once student demonstrates skill proficiency, skills are performed on humans. Evening students are encouraged to attend their 160 clock-hour externship during the day when most doctors' offices are available. 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. Students may also sit for the BXMO exam with the state of Florida, A criminal record may keep a student from obtaining a license or certification. A criminal record may affect the student's ability to gain employment in the field of training.

## PROGRAM OUTLINE

Course Code	Course Description	Credit Hours	Clock Hours
HC101	Health Care and Body Systems	5	100
XR101	Basics of Radiation Protection Principles and Practice	8	120
XR102	PACS (Picture Archiving Communication System) Processing	5	80
XR103	Term & Position for Chest & Upper Extremities; Basics of Radiographic Principles	7	120
XR104	Term & Positioning for Abdomen & Lower Extremities; Radiation Safety	7	120
XR105	Anatomy & Positioning of Spine and Skull	3	60
XR106	Radiology – Imaging Specialties	3	60
XR107	Pathology	2	30
XR108	BXMO Review	2	30
MA101	Medical Office Process	1.5	40
MA102	Insurance & Financial Office Process	2	60
MA103	Anatomy & Physiology	5	80
MA104	Electrocardiography	4	80
MA105	Pharmacology & Medication Administration	3.5	80
PH101	Phlebotomy	5	100
MA106	Clinical Procedures for Medical Assisting	4.0	120
MA107	Medical Assisting Externship	3.5	160
Total		70.5	1440

## COURSE DESCRIPTION

XR101 Basic Radiographic and Principals 120 Residential hours/ 8 Semester Credits

This course instructs students in basic radiographic exposure, principles of radiation projection, patient and self- protection, and patient care and management.

Prerequisites: None

XR102 PACS (Picture Archiving Communication System)/Processing 80 Residential hours/ 5 Semester Credits

This course includes image receptors, x-ray darkroom, film critique, standards of professionalism and ethics. Emphasis in this course is placed on PACS (Picture Archiving and Communications Systems)

Prerequisites: None

XR103 Terminology & Positioning 120 Residential hours/ 7 Semester Credits  
for Chest & Upper Body

This course includes radiological and positioning terminology for the chest and upper extremities, and includes anatomy of the chest, limbs, thorax, ribs and sternum.

Prerequisites: None

XR104 Terminology & Positioning 120 Residential hours/ 7 Semester Credits  
for Abdomen & Lower Body

This course includes radiological and positioning terminology for the abdomen and lower extremities.

Prerequisites: None

XR105 Anatomy & Positioning of the` 60 Residential hours/ 3 Semester Credits  
Spine & Skull

This course includes radiological and positioning terminology for the spine and skull segments.

Prerequisites: None

XR106 Radiology – Imaging Specialist 60 Residential hours/ 3 Semester Credits

This course includes radiological and positioning terminology for additional diagnostic procedures such as pediatrics, geriatrics and various modalities.

Prerequisites: None

XR107 Pathology 30 Residential Hours/2 Semester Credits

An overview of the disease process, common diseases, and their appearance on medical images.

Radiographic pathology is the study of disease processes visualized radiographically. The purpose of this course is to provide the student with a basic working knowledge of pathology as it pertains to diagnostic medical radiography. This course presents those pathologic conditions that are most commonly encountered in radiography and the medical terminology associated

with those pathologic conditions.

Prerequisites: None

XR108 BXMO Review 30 Residential Hours/2 Semester Credits

Provides a comprehensive review of limited radiography in preparation for the ARRT administered state examination.

Prerequisites: None

C101 Health Core and Body Systems 100 Residential Hours/5 Semester Credits

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

MA101 Medical Office Process 40 Residential Hours/1.5 Semester Credits

This course is designed to introduce the student to the Medical office environment and responsibilities of the Medical Assistant. Included are safety, office design, communication, personal characteristics, and professionalism. Computer entry of data and appointments will be introduced.

Prerequisites: None

MA102 Financial & Insurance Office Process 60 Residential Hours/ 2 Semester Credits

In an online and on campus mode of delivery, this course is designed to introduce the student to the patient's medical record. 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.

Prerequisites: None

MA103 Anatomy & Physiology 80 Residential Hours/4 Semester Credits

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 Residential hours/3 Semester Credits

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 Residential hours/ 3.5 Semester Credits

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 100 Residential/ 5 Semester Credits

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 for Medical Assisting 120 Residential/4 Semester Credits

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 160 externship hours/3.5 Semester Credits

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

## **Phlebotomy Technician**

**220 Clock Hours**

**Diploma Program**

**10 Weeks**

**Method of Delivery: Residential**

### **PROGRAM OBJECTIVE**

The program objective is to provide students with career training for employment as basic Phlebotomists in a physician's office, hospital, outpatient center, laboratory, or other healthcare facility. Phlebotomy procedures are practiced on a training arm. The national Phlebotomy Technician certification examination through NCCT 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.

### **PROGRAM OUTLINE**

<b>Course Code</b>	<b>Course Title</b>	<b>Clock hours</b>
HC 101	Health Care & Body Systems	100
PH101	Phlebotomy	120

HC101 Health Care and Body Systems 100 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, HIV/AIDS, Domestic Violence and OSHA are also included.

Prerequisites: None

PH101 Phlebotomy 120 clock 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

## **RADIOLOGIC TECHNOLOGY PROGRAM**

**(Addendum to Catalog Page 24)**

**Change to the credit hours of the program from 96 semester credits to 99 semester credits with the addition of the course:**

**RTE 1201 Introduction to Radiologic Sciences 3 Semester Credits 45 Lecture hours**

Content provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice. Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.