

CAMBRIDGE
COLLEGE OF HEALTHCARE & TECHNOLOGY



**INSTITUTIONAL CATALOG
ADDENDUM**

Atlanta Campus

Revised 11/7/2017

ADMINISTRATION

CORPORATE ADMINISTRATION

Dr. Terrence W. LaPier, President

Julie Orloff, Vice President of Compliance and Regulatory

Adrian Rorie, Controller

Margherite Powell, Corporate Director of Financial Aid

Dominique Werner – Corporate Registrar

Emry Somnarain, MD – Academic Dean/Online Program Director

CAMPUS ADMINISTRATION

Nicole Warren

Full Time

Campus Director

Bachelor of Science, Clayton State University

Wayne Flagg

Full Time

Admissions Director

Herzing University Atlanta, GA

Business Administration (Currently Enrolled)

Sheena Adams

Full Time

Admissions Representative

Dillard University, New Orleans

Anika Clark

Full Time

Registrar

William Stripling

Full Time

Financial Aid Officer

Bachelor of Arts, Georgia Southern University

Jacquelyne Jefferson

Full Time

Director of Career Services

Bachelor of Science, Southern New Hampshire University (Currently Enrolled)

Joellen O'Neil

Part Time

Librarian

Masters in Library and Information Science, University of South Carolina, Columbia, SC

DIAGNOSTIC MEDICAL SONOGRAPHY

Brian Dillmon, BS, RVT, RDMS (AB)

Full Time

Program Director

Bachelor of Science, Ball State University

Dr. Shahnaz Rajpari, MBBS, MCPS, RDMS (AB)(OB)

Full Time

Instructor / Concentration Coordinator - General

Fellowship, Thomas Jefferson University

Bachelor of Medicine & Surgery, Karachi University, Pakistan (Equivalent to MD w/evaluation)

Latina Duckett, BS, RT(R), RDMS (AB)(OB)

Full Time

Clinical Coordinator -General

Bachelor of Science, Georgia Southern University, Grady School of DMS and RX

Voncell Johnson, AS, RDCS

Full Time

Clinical Coordinator / Concentration Coordinator –Echocardiography

Associate of Science, Sanford-Brown College - Cardiac

Baldwin Dwight Gunter, BS, RDMS (AB)

Adjunct Instructor - General

Bachelor of Science, University of West Indies, Mona

Certificate of Completion, Ultrasound Diagnostic School

Kathy Johnson, BS, RDCS

Adjunct Instructor- Echocardiography

Bachelor of Science, Biology, Georgia State University

Certificate of Completion, Diagnostic Medical Sonography, Cambridge Institute

RADIATION THERAPY

Shawn L. Jackson, MHA, RT (T)

Full Time

Program Director

Master of Science Degree, Health Care Administration, Capella University

Bachelor of Science Degree, Radiation Therapy, University of Alabama at Birmingham

Cynthia Hill, RT(T)

Bachelor of Science, Management, Shorter University

Certification, Radiation Therapy- Montefiore School of Radiation Therapy

Peter Mondalek, PhD, DABR, DABMP

Adjunct Instructor

Master of Science, Medical Physics, Wayne State University

Bachelor of Science, Radiation Therapy, Wayne State University

GENERAL EDUCATION – ONLINE INSTRUCTORS**

Emry Somnarain, MD**

Director of Online Education/Academic Dean
McMaster University, BS in Chemistry
St. Mary's School of Medicine, Medical Doctorate

Christian DePaul, BS

Adjunct College Algebra, Physics Instructor
Bachelor of Science, Mathematics, University of Cape Coast

Carita Grimes, DOC

Adjunct, Anatomy & Physiology Instructor
Doctoral Degree, Life University
Bachelor of Science, Life University

Paul Johnson, MBA

Adjunct, Introduction to Computers Instructor
Master of Business Administration, Keller Graduate School of Management, DeVry University
Bachelor of Science Degree, Computer Information Systems, DeVry University

Kendrick McQueen**

Online Faculty
Doctorate Chiropractic, Life University
Master of Education, The Citadel-Military College
Bachelors in Biology, The Citadel-Military College

Stephen Luscher**

Online Faculty
Master of Arts Linguistics, Florida International University
Bachelors of Arts in English, University of Maryland

Gregory Cecere, AA, BA, MA**

Instructor
Broward College, AA
Florida International University, Bachelor in English Ed
Florida Atlantic University, Master of Arts

Christopher Aults, MA, BS**

Instructor
Pennsylvania University, BS in Psychology,
Florida Atlantic University, Master of Arts Psychology

Tyrell Kahan, DVM

Instructor
Doctor of Veterinary Medicine, University of Florida, Gainesville, FL
Masters in Development Practice, Emory University, Atlanta, GA

RADIOLOGIC TECHNOLOGY

Dennis (Terry) Benson, M.Ed, RT(R)(MR)(CT)

Interim Program Director
Master of Science, Education, University of Alabama at Birmingham
Bachelor of Science, Radiologic Science, University of Alabama at Birmingham

Kanika Mosley, BS, RT(R)

Interim Clinical Coordinator

Bachelor of Science, Medical Imaging, Emory University

Certificate, Radiology Technology, Cambridge Institute

Amanda Spossey, BS, RT(R)

Instructor

Bachelor of Science, Imaging Science, SUNY Upstate Medical University

Quincita Dennis, PhD, RT(R)

Adjunct Instructor

Doctor of Philosophy, Educational Leadership, Trident University

Master of Science, Public Health, Touro University

Bachelor of Science, Radiologic Technology, Touro University

Tracyon King-Hutchinson, BS, RT(R)(M)

Adjunct Instructor

Bachelor of Science, Adult Education and Training, Saint Joseph’s College of Maine

Certificate, Radiologic Technology, Clarendon College

Scottrian Corbin, BS RT(R)

Evening Instructor – PT

BS, Fine Arts, Southern Methodist University

Certificate, Radiologic Technology, Cambridge Institute

Medical Assistant

Armand Gabriel, BS, CMA

Lead Instructor

BS, Health Information Technology, Alpha University, Baton Rouge LA

AS, Health Science, Lincoln College, Marietta GA

Certificate, Nassau School for Medical and Dental Assistant, NY

Phlebotomy

Patrice Sumlin, CPT - Lead Instructor

Certificate, Phlebotomy, Delgado Community College, New Orleans, LA

UPDATED TUITION & FEES *Effective May 8, 2017*

Program	Application Fee	Tuition	Other Fees not in Tuition
Diagnostic Medical Sonography - AS	\$50.00	\$48,550.00	\$80.00 Grad Fee
Radiation Therapy – AS	\$50.00	\$41,000.00	\$80.00 Grad Fee
Radiologic Technology-AS	\$50.00	\$39,300.00	\$80.00 Grad Fee
Medical Assistant	\$50.00	\$12,200.00	\$80.00 Grad Fee

Medical Billing and Coding	\$50.00	\$14,800.00	\$80.00 Grad Fee
Phlebotomy Technician	\$50.00	\$1,980.00	N/A

ACADEMIC SCHEDULE

The following dates are potential start dates for each program of study and the expected completion date. These dates are subject to change, according to enrollment numbers and changes in a student's progression through the program.

TERM DATES	Scheduled Breaks & Holidays:
08/29/2016 – 12/17/2016	Winter 2016: 12/17/2016 – 01/08/2017 LAB 09/05, VET 11/11, THANK 11/24-25
01/09/2017 – 05/05/2017	Spring 2017: 04/03/2017 – 04/07/2017 MKL 01/16, PRES 02/20
05/08/2017 – 09/01/2017	Summer 2017: 07/01/2017 – 07/09/2017 MEM 05/29
09/04/2017 – 12/22/2017	Winter 2017: 12/23/2017 – 01/07/2018 LAB 09/04, THANK 11/23-24
01/08/2018 – 05/04/2018	Spring 2018: <i>To Be Determined</i> MLK 01/15, PRES 02/19
05/07/2018 – 08/31/2018	Summer 2018: 06/30/2018 – 07/08/2018 MEM 05/28
09/03/2018 – 12/21/2018	Winter 2018: 12/22/2018 – 01/06/2019 LAB 09/03, THANK 11/22-23

Certificate Program Start Dates			
Phlebotomy	Day/Evening	3/6/2017	5/25/2017
		5/30/2017	8/21/2017
		8/22/2017	11/8/2017
		11/9/2017	2/12/2018
Medical Billing and Coding	Online	08/07/2017	

SCHOOL CLOSINGS

Classes will not be held on the following days:

New Year's Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day & Day after
Christmas Day

Update to Ownership Page 3 in the Catalog

STATEMENT OF OWNERSHIP

IAMP, LLC is a wholly owned subsidiary of Cambridge Health Education I, LLC d/b/a/ Cambridge Institute of Allied Health & Technology, a Florida Corporation. The Managing Member of Cambridge Health Education I, LLC is Pierpont Group, Inc, which is 100% owned by Dr. Terrence LaPier. Dr. Terrence LaPier and Mr. Stephen Garchik are the co-managing members.

Updated Grievance Policy Page 11 of the Catalog

Grievance Procedures

Grievance Defined

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.

Appeals for Students & Academic Affairs

A student has the right to appeal all matters with respect to:

- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

GENERAL POLICY

The Academic Affairs Committee shall be responsible for evaluating and making a final decision for an appeal. The committee will decide whether the appeal will be approved or denied. The committee will consist of a combination of faculty & staff members.

Before the Student & Academic Affairs Committee meets for an appeal, due process must include:

Step 1: Any student with a grievance may request an individual conference with the instructor or administrative staff to address the matter.

Step 2: If unable to resolve the grievance, the student can request a conference with the Program Director or Department Manager.

Step 3: If still unable to resolve the grievance, the student is requested to schedule a conference with the Campus Director.

Step 4: If the Campus Director cannot reach an agreement with the student, the grievance is referred to the Academic Dean for review.

Step 5: If the Academic Dean cannot resolve the issue then the Registrar will facilitates the scheduling of a meeting with the Student & Academic Affairs Committee.

Each conference will be scheduled within a reasonable timeframe, not to exceed 7 business days.

Procedures for the Student & Academic Affairs Committee include:

Step 1: The Registrar will schedule the meeting with the Committee within 7 business days and the student will be notified via email or regular mail of the date and time.

Step 2: The meeting will be held on this day and time with or without your attendance unless the student requests to reschedule in writing a minimum of 24 business hours prior to the meeting.

Step 3: After the meeting, the student will receive the Committee's decision within 7 business days by mail or email.

The decision made by the Student & Academic Affairs Committee shall be final.

If, in the judgment of the student, there is no satisfactory resolution, the student may contact the Vice President of Compliance and Regulatory via email at jorloff@cambridgehealth.edu.

If, in the judgement of the student, there is still no satisfactory resolution, the student may contact:

Commission for Independent Education Florida Department of Education
325 West Gaines St., Ste. 1414
Tallahassee, Florida 32399-0400
888-224-6684

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike
Suite 314 N.
Falls Church, VA 22043 Phone (703) 917-9503

Update to Programs Catalog Page 13

Medical Assistant

Diploma Program

Method of Delivery: Residential

36 weeks/ 900 clock hours

Program Description

More and more medical offices desire to hire medical assistants who possess diverse skill sets.

A Medical Assistant can seek entry level employment in 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 220 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.

PROGRAM OUTLINE

Course Code	Course Description	Clock Hours
HC101	Health Care and Body Systems	100
MA101	Medical Office Process	60
MA102	Financial & Insurance Office	60
MA103	Anatomy/Physiology/Related Diseases	80
MA104	Electrocardiography	80
MA105	Pharmacology/ Medication	80
PH101	Phlebotomy	120
MA106	Clinical Procedures	100
MA107	Medical Assisting Externship	220
Total Hours		900

COURSE DESCRIPTIONS

HC101 Health Care and Body Systems

100 clock 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.

PREREQUISITES REQUIRED: None

MA101 Medical Office Process

60 clock hours

In an online and residential training setting, this course introduces the student to the characteristics, responsibilities, and job opportunities of the Medical Assistant. 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 office communications.

PREREQUISITES REQUIRED: None

MA102 Financial & Insurance Office Process

60 clock hours

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 REQUIRED: None

MA103 Anatomy & Physiology

80 clock 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, special senses, integumentary, skeletal and muscular, and respiratory systems.

PREREQUISITES REQUIRED: None

MA104 Electrocardiography

80 clock hours

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

PREREQUISITES REQUIRED: None

MA105 Pharmacology/ Medication Administration

80 clock hour

This course covers pharmacology, dosage calculations using the metric system and IV dosage calculations for the administration of prescription and non-prescription medications, injections and immunizations. Patient teaching and communication are emphasized.

PREREQUISITES REQUIRED: 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 REQUIRED: None

MA106 Clinical Procedures

100 clock 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 REQUIRED: None

MA107 Medical Assisting Externship

220 clock hours

The medical assisting externship will be completed in a physician's office, Outpatient medical facility, or other healthcare setting.

PREREQUISITES REQUIRED: All courses

Update to Radiation Therapy program Catalog Page 29

The following courses will be part of the Blended Component of the program Effective September 4, 2017.

RAD 1000A Orientation to Radiation Therapy & Medical Ethics

RAD 1002A Radiation Therapy Patient Care

RAD 1008A Sectional Anatomy & Imaging Principles

RAD 2002A Oncologic Pathology

Update to Retake Fees Catalog Page 54

Retake Course Policy and Fees:

- Each Course failed will have a Retake Fee assessed to the student's ledger card.
 - The Retake Fee for Degree programs will be \$150.00 per credit
 - The Retake Fee for Non Degree programs will be \$300.00 per course
- If a failed course is not offered to retake in the next semester the student will be dropped and re-entered at the appropriate time to retake the course.
- Retake fee is assessed when the student is scheduled and starts repeating the failed course

- For the semester credit programs the repeat course can be counted in the credits attempted in the semester for one repeat only (i.e.... the student has two attempts to pass a course)
- For clock hour programs the hours in the repeated course can only be counted for one repeat (i.e. ... the student has two attempts to pass a course)

Update to Catalog Page 71 - Anti-Hazing Policy

Cambridge College of Healthcare & Technology has an absolute prohibition on hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a student for the purposes of, including, but not limited to, initiation or admission into or affiliation with any organization operating within the Institution.

Hazing includes, but is not limited to:

Pressuring or coercing a student into violating the institutions rules or local, state or federal law

Brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements

Forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student

Any activity that would subject the student to extreme mental stress, such as sleep deprivation

Forced/encouraged exclusion from social contact

Forced/encouraged conduct that could result in extreme embarrassment

Forced/encouraged activity that could adversely affect the mental health or dignity of the student

Any other activity which is inconsistent with the regulations and policies of the Institution

It is not a defense to a charge of hazing that:

The consent of the alleged victim had been obtained

The conduct of activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization

The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization

The conduct or activity was not done to intentionally cause physical or emotional harm

To report any such intent of the Institutes Anti-Hazing Policy:

Contact the Academic Dean at 561-381-4990 or esomnarain@cambridgehealth.edu

Update to Catalog Distance Education Page 38

The blended programs (Diagnostic Medical Sonography, Radiation Therapy, and Radiologic Technology) at Cambridge College of Healthcare & Technology are ONLY offered in the state of Georgia and students must disclose if they leave the state during their enrollment which could affect their status in the program.