INSTITUTIONAL CATALOG ADDENDUM

Delray Beach Campus

Revised 10/15/2015
ADDENDUMS TO THE CATALOG

FACULTY & ADMINISTRATION:

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

CAMPUS ADMINISTRATION
Dominique Werner – Interim Campus Director
Dominique Werner – Registrar
Norlan Tolon - Admissions Director
Holly McFadden – Career Services Director
Nadia Beepath - Bursar
Brittney Freeman – Financial Aid Manager
Dr. Emry Somnarain – Online Program Director
Katherine Kremers - 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

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
Dwynn Neary, RDMS  
Instructor  
Ultrasound Diagnostic School  
Fort Lauderdale, FL, Diploma in Echocardiographic Sonography

Yarenys Soto, RDMS  
Instructor  
Miami Dade College  
ASN in Diagnostic Medical Sonography

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

George Ramsay, BS, R.T. (R)  
Clinical Coordinator  
Bachelor of Science in Occupational Education  
Southern Illinois University

Deon Durrent, RT (R) (MR)  
Instructor  
School of Medical Radiation and Technology  
University Hospital of West Indies Jamaica

RADIATION THERAPY PROGRAM

Jacqueline Mylan, RT (T)  
Program Director  
Ottawa University, MBA in Healthcare Management

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

Jasmine Feliciano, RT (T)  
Instructor  
Broward College  
AS in Radiologic Technology
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)

Stacey Williams, RN
Instructor
Broward College
AS in Nursing

Ketty Elizer, BSN, RN
Clinical Coordinator
Florida Risk Management Institute, Legal Nurse Consultant Diploma
Universite’ de Montreal, graduated with Bachelor of Science, Nursing (BSc)
St. Laurent College, Diploma- Nursing

Janique Stewart, MSN
Instructor
Nova Southeastern University, Nursing
Florida Intercontinental University, BSN

PHLEBOTOMY/AMA

Lucian Lazarut, CPT, AHI, RMA, CCMA, CET, CBS, CPCT
Lead Instructor
University of Medicine Tirgu-Mures, Romania MD

Medical Billing and Coding

Audrey Jiles, CCS
Lead Instructor
Columbus State Community College, AAS

GENERAL EDUCATION/Distant Education

Emry Somnarain, MD
Director of Online Education
Bachelor of Science in Chemistry, McMaster University
Medical Doctorate, St. Mary’s School of Medicine

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

## TUITION & FEES

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Fee</th>
<th>Tuition</th>
<th>Other Fees not in Tuition</th>
</tr>
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<tbody>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>$50.00</td>
<td>$47,113.00</td>
<td>$80.00 Grad Fee</td>
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<tr>
<td>Radiation Therapy</td>
<td>$50.00</td>
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<td>Radiologic Technology</td>
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<td>Practical Nursing</td>
<td>$50.00</td>
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<td>Patient Care Technician</td>
<td>$50.00</td>
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<td>Medical Billing and Coding</td>
<td>$50.00</td>
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<tr>
<td>Phlebotomy Technician</td>
<td>$50.00</td>
<td>$1,825.00</td>
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# ACADEMIC CALENDAR

## Associate Degree Programs:

<table>
<thead>
<tr>
<th>TERM DATES</th>
<th>Scheduled Breaks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/2015 – 05/01/2015</td>
<td>Spring 2015: 03/16/2015 – 03/20/2015</td>
</tr>
<tr>
<td>05/04/2015 – 08/28/2015</td>
<td>Summer 2015: 06/29/2015 – 07/03/2015</td>
</tr>
<tr>
<td>08/31/2015 – 12/18/2015</td>
<td>Winter 2015: 12/21/2015 – 01/01/2016</td>
</tr>
<tr>
<td>01/04/2016 – 04/29/2016</td>
<td>Spring 2016: To Be Determined</td>
</tr>
<tr>
<td>05/02/2016 – 08/26/2016</td>
<td>Summer 2016: 07/04/2016 – 07/08/2016</td>
</tr>
<tr>
<td>08/29/2016 – 12/17/2016</td>
<td>Winter 2016: 12/19/2016 – 01/06/2017</td>
</tr>
<tr>
<td>01/09/2017 – 05/05/2017</td>
<td>Spring 2017: To Be Determined</td>
</tr>
<tr>
<td>05/08/2017 – 09/01/2017</td>
<td>Summer 2017: 07/03/2017 – 07/07/2017</td>
</tr>
<tr>
<td>09/04/2017 – 12/22/2017</td>
<td>Winter 2017: 12/25/2017 – 01/05/2018</td>
</tr>
<tr>
<td>01/08/2018 – 05/04/2018</td>
<td>Spring 2018: To Be Determined</td>
</tr>
<tr>
<td>05/07/2018 – 08/31/2018</td>
<td>Summer 2018: 07/02/2018 – 07/06/2018</td>
</tr>
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</table>

## Diploma / Certificate Programs:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>START DATE</th>
<th>GRAD DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing (DAY)</td>
<td>01/05/2015</td>
<td>02/12/2016</td>
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<tr>
<td>Phlebotomy (EVE)</td>
<td>01/20/2015</td>
<td>04/14/2015</td>
</tr>
<tr>
<td>CT Review</td>
<td>01/20/2015</td>
<td>05/15/2015</td>
</tr>
<tr>
<td>EMR</td>
<td>01/22/2015</td>
<td>10/22/2015</td>
</tr>
<tr>
<td>Phlebotomy (DAY)</td>
<td>02/23/2015</td>
<td>05/15/2015</td>
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<td>05/20/2015</td>
<td>02/24/2016</td>
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</tr>
<tr>
<td>CT Review</td>
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<tr>
<td>Practical Nursing (EVE)</td>
<td>06/08/2015</td>
<td>03/17/2017</td>
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<tr>
<td>Practical Nursing (DAY)</td>
<td>07/13/2015</td>
<td>08/19/2017</td>
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<tr>
<td>Phlebotomy (EVE)</td>
<td>08/03/2015</td>
<td>10/16/2015</td>
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<tr>
<td>EMR</td>
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<td>10/26/2015</td>
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<td>11/16/2015</td>
<td>02/17/2016</td>
</tr>
<tr>
<td>Practical Nursing (EVE)</td>
<td>11/02/2015</td>
<td>08/18/2017</td>
</tr>
</tbody>
</table>
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 Thanksgiving
Christmas Day

Update to Catalog – Programs – Page 16
Patient Care Technician (PCT)
Diploma Program
Method of Delivery - Residential
36 weeks / 720 clock hours

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 NHA (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 NHA when the applicable number of human venipunctures 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HC101</td>
<td>Health Care and Body Systems</td>
<td>100</td>
</tr>
<tr>
<td>NA101</td>
<td>Nursing Assistant</td>
<td>80</td>
</tr>
<tr>
<td>NA102</td>
<td>Nursing Assistant Externship (prerequisite-NA101)</td>
<td>40</td>
</tr>
<tr>
<td>PC101</td>
<td>Home Health Aide</td>
<td>75</td>
</tr>
<tr>
<td>PC102</td>
<td>Patient Care Assistant</td>
<td>65</td>
</tr>
<tr>
<td>PH101</td>
<td>Phlebotomy</td>
<td>120</td>
</tr>
</tbody>
</table>
PC103 Electrocardiograph Aide 80
PC104 Allied Health Assistant 80
PC105 Patient Care Technician 80
Total Hours 720

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 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  
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  
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  
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, endotrachial tube and tracheotomy care.  
Prerequisites: None

Patient Care Technician $50.00 Application Fee, Tuition, $11,840.00, and $30.00 Grad Fee

**Medical Billing and Coding**

900 Clock Hours  
Diploma Program  
37.5 Weeks  
Method of Delivery: Residential

Program Objective: In a residential setting, the Medical Billing and Coding program aims to provide an interactive, robust educational program that prepares graduates for entry level positions in the medical billing and coding facilities.

Program Description: This course is designed to prepare students to perform all of the tasks required of a Medical Biller and Coder. This is accomplished in a residential setting through theory courses designed to prepare students with the knowledge and skill needed to perform billing and coding 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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC100</td>
<td>Health Science Core Fundamentals I</td>
<td>45</td>
</tr>
<tr>
<td>HSC120</td>
<td>Anatomy &amp; Physiology I with Lab</td>
<td>60</td>
</tr>
<tr>
<td>HSC130</td>
<td>Anatomy &amp; Physiology II &amp; Pathophysiology</td>
<td>75</td>
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</tbody>
</table>
HSC140  Medical Terminology  45
MCB100  Introduction to Medical Billing and Coding  45
MCB110  Electronic Medical Office Procedures  60
COM100  Computer Applications  60
COM120  Computerized Practice Management  45
MCB120  CPT 4  60
MCB140  ICD 9/HCPCS  75
MCB180  ICD10  60
MCB200  Medical Insurance  45
EMR140  Electronic Medical Records I  75
EMR150  Electronic Medical Records II  75
HSC160  Professional Development and Career Preparation  15
MCB160  Medical Office Procedures  60

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.

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.

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.

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.

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.

MCB100 Introduction to Medical Billing and Coding 45 Clock Hours
This course introduces the student to medical billing and coding within our health care delivery system. Health occupations, communication, interpersonal skills, and computer literacy will be discussed. This course also includes ethical and legal issues, HIPPA, employability skills, new healthcare regulation, and basic math and science.

MCB160 Medical Office Procedures 75 Clock Hours
This course is designed to introduce the student to the Medical office environment and responsibilities of the Medical Biller and Coder. The course is a foundational and critical structure in the development of medical office professionals. Emphasis in this course is placed upon the medical office tasks, customer service, limiting liability and the relationship of these tasks to revenue collection performed through the process of patient care and medical coding and billing.

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.

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.

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).

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 an ICD 10 universe. This course places special emphasis on CM and PCS systems, reimbursement mapping, applied conversion mechanisms, medical record coding, analytics, and interpretation.

MCB200 Medical Insurance 45 Clock Hours
This course provides students with an understanding of the various health insurance systems in our country. Detail information regarding the impact of these various plans as it affects 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.

EMR120 Medical Office Procedures 60 Clock Hours
Students develop skill and knowledge of the various medical office procedures to include management techniques, procedures and methodology for medical offices. Students will be able to create, develop, document and perform the various procedures used in the day to day practice of a medical office.

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.

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.

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.

Fee: Tuition $14,300.00 Application fee $50.00 Graduation fee $80.00
Total - $14,430.00
**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.

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

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 Heath 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

Fee: Tuition $14,000.00 Application fee $50.00 Graduation fee $80.00
Total - $14,430.00

Update to Catalog – Leave of Absence – Page 69

Leave of Absence
In the event of an emergency, Cambridge Institute of Allied Health & Technology may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

A leave of absence must be requested in writing on an official Leave of Absence Form obtainable from the administrative office of Cambridge Institute of Allied Health & Technology prior to the beginning of the proposed requested leave. A leave of absence must be approved by
the Program Director and/or the Academic Dean and may not exceed 180 days or the start of the next available class at the current location, whichever event shall first occur. Only one leave of absence per academic year is permitted.

Update to Catalog – Financial Assistance – Page 70-76

Updated changes to the parameters and awarding methods for FSEOG

Directions:
- The max award is **$750** for each campus per FAFSA award year.
- This is first come first awarded grant, with the lowest EFC starting at Zero and the student is Pell Grant eligible.
- The Processing Dates on the FAFSA is evaluated to see who applied first to the institution
- One Grant is awarded for the Award Year and per Academic Year
- The FSEOG is set up in two (2) disbursements
- The new awards start with every July class going forward
- Existing students are also eligible to receive the FSEOG based on need and under the following selection criteria:
  - Existing students must be at the beginning of a new academic year
  - New students are given first priority, then if funds are available, existing students can be reviewed for eligibility
  - Students must not be on Satisfactory Academic Progress (SAP) Warning or Probation
  - The student has not received a prior award in that same academic year (i.e. the student can only receive one full FSEOG grant per academic year and a full grant is defined as $750)
  - Processing dates on the ISIR apply if in a new award year, so students who complete their FAFSA early will be considered first for a FSEOG award

Withdraw Policy

Official withdrawal from the course, no credit earned. If a student's last date of attendance is at the 20% point of attendance of a course, they will receive a grade of F. If a student's last date of attendance is before the 20% point of attendance of course, they will receive a grade of W. Full refund of tuition applies when a student has withdrawn from courses after the add/drop, but less than 20% of each course.
The add/drop period for a course that is 16 weeks in length, is two weeks from the start of the course. The add/drop period for a course that is 8 (correction) weeks in length, is one week from the start of the course.

**Refund Policy for Non-Title IV Students**

The refund policy for students that are not Title IV Eligible will be 30 days from the last date of determination.