Lilburn Medical Institute

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January 1st, 2021 until December 31st 2021

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The mission of Lilburn Medical Institute is to provide affordable and accessible training programs for adults who wish to enter the healthcare profession by preparing students to perform competently as medical assistants.

It is Lilburn Medical Institute's goal to make our society a better place by instilling confidence in our students so they will become positive forces in the community and contribute to the health of others.

OBJECTIVES

In order to fulfill its mission Lilburn Medical Institute shall:

- offer programs via residential, hybrid and online learning methodologies that assist students to achieve their career, educational, and personal goals;
- provide clinical training using actual on-the-job situations;
- offer programs that lead to recognized certification;
- ensure only relevant equipment and materials are used in the training of students;
- hire highly professional qualified instructors;
- foster a love of life-long learning.

FACILITIES

Lilburn Medical Institute is located at 3370 Sugarloaf Parkway, Suite G6, Lawrenceville, GA 30044 on the first floor where all didactic class are held. Students will have hands-on training on modern medical equipment and computers with updated software.

Teaching labs for all medical programs contain workstations to augment the student's acclimation to patient care and other such needs that will be encountered in the professional setting. Students also have access to current study resources such as textbooks, handouts, flashcards to supplement their training.

The facilities have adequate lighting and are air-conditioned. Students receive instruction on institute-owned equipment, hardware and software. Our lab provides an EKG machine, mannequins and the latest in medical assistant technology. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

PROGRAMS OFFERED

Clinical Medical Assistant (residential)	740 Clock Hours	CCMA Certification
Medical Assistant (hybrid)	470 Clock Hours	CMA Certification
Medical Administrative Assistant (online)	230 Clock Hours	CMAA Certification
Phlebotomy Technician (residential)	88 Clock Hours	CPT Certification
ECG/EKG Technician (residential)	54 Clock Hours	CET Certification

CLASS LANGUAGE

All classes are taught in English. All learning material is in English.

LEARNING RESOURCES

Lilburn Medical Institute has a resource center consisting of textbooks and periodicals providing information in the various allied health disciplines offered by the institution. The institute subscribes to the several periodicals. The resource center provides students with access to current publications. Student may sign out books or periodicals for a period of 2 weeks. Books may be renewed only twice. Students are limited to two (2) books to be checked out at one time. Students are held responsible for any book checked out on a check out card maintain by the institute.

VIRTUAL CAMPUS

Lilburn Medical Institute provides online programs through virtual classrooms. These virtual classrooms are supported by the online platform system, Moodle, a Learning Management System. Moodle provides an easy-to-use forum for discussions, real-time chats, sharing documents, access to the latest updates to program materials, the ability to complete course assignments and exams, review grade books, and much more. Students can collaborate and share with fellow students and faculty. Moodle can be accessed by thousands of students and instructors worldwide, twenty-four hours a day, seven days a week. The maximum module capacity is 25 students per classroom.

VIRTUAL LIBRARY

Lilburn Medical Institute is a member of the Library and Information Resources Network (LIRN), Inc. LIRN is a consortium that maintains numerous resources and information services in allied health subject matters and medical-related topics. Accessible databases for Lilburn Medical Institute students include the E-Library and ProQuest. Information regarding LIRN for students is provided through the Moodle Learning Management System.

CALENDAR

The school calendar is subject to change without notice. All clock hours must be completed to receive a certificate. Please see the appendix for school holidays and academic schedules with start dates and scheduled completion dates.

HOURS OF OPERATION

The school staff is always prepared and willing to assist students during the following office hours:

Monday to Friday   9:30am – 5:00pm
Saturday and Sunday   Closed

ADMISSIONS REQUIREMENTS

To be eligible for admission to the school, a prospective applicant must meet the following requirements:

- All applicants are required to complete a potential-student questionnaire form.

- All applicants must attend an initial personal interview with School Director.

- All applicants must be at least 18 years of age to be considered for admission.

- All applicants must pay a $100 non-refundable application fee to apply.

- All applicants must be able to read, write, speak and understand English language;

- All applicants must provide proof of their High School Diploma or G.E.D; or pass the Wonderlic admissions test.

- All applicants must provide a health history and physical examination (performed within the past year). Immunization status must document either positive testing for or a history of having had the following diseases: rubella (measles), rubella (German measles), mumps, varicella (chickenpox). A current negative chest x-ray or negative tuberculin test is required. It is recommended that students received the Hepatitis B vaccination or a waiver declining the vaccine. *These items are required before externship in the Clinical Medical Assistant and the Medical Assistant program and by graduation in the Medical Administrative Assistant program.*

WONDERLIC TEST

Classes are taught in English. All learning material is in English. Instruction is in English, so all students are expected to speak English. An applicant without a High School Diploma or GED must pass an independently administrated Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.

For the programs offered online students must have possess a desktop or laptop computer with the following system specifications:

Minimum	Recommended
1.6 GHz Processor	2 GHz Processor
4 GB RAM (8 GB of RAM for the iOS course)	8 GB RAM
120 GB Hard Drive	256 GB Hard Drive (preferably solid-state)
Webcam	Webcam
Microphone	Microphone

Recommended operating systems: Windows 10, macOS, Ubuntu. For UX and iOS, macOS is heavily encouraged. For iOS, Mojave 10.14 is required. A prospective student must first take the Lilburn Medical Institute Challenge to demonstrate the ability to manage in an online environment. They must be able to download and use the requite software required to take the programs.

PROCEDURES FOR ADMISSIONS

RESIDENTIAL PROGRAMS

The application and enrollment process for the Clinical Medical Assistant, Phlebotomy Technician and ECG/EKG Technician programs begin with the completion of a general questionnaire and an interview with the Admission Officer. A prospective student is encouraged to call the school and make an appointment to discuss the program they are interested in and inspect the school's facilities. The interview usually lasts approximately an hour. During that time, the Admission Officer will discuss the various aspects of the program, tuition, entrance requirements and a payment plan. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll later. Applicants are encouraged to observe classes if they desire.

The Admission Officer will review the information of the required documents for admission and inform the applicant of acceptance. Applications require the written approval of the School Director. If an applicant is not accepted, all monies paid will be refunded.

DISTANCE EDUCATION PROGRAMS

Applications for the Medical Assistant and Medical Administrative Assistant Programs are accepted online at www.lilburnmedicalinstitute.com. A candidate must pass the Lilburn Medical Institute Challenge to demonstrate the ability to manage in an online environment.

After successfully completing the Lilburn Medical Institute Challenge, the prospective student must complete a phone interview with the Admission Officer to discuss which program best suits the candidate's career needs. The Admission Officer guides the prospective student through the application process and collects the required items (copy of a high school diploma or GED certificate and photo identification). The Admission Officer will assist the prospective student to fill in the online school enrollment agreement, at which point the registration fee of $100 is due. The Admission Officer will review the information of the required documents for admission and inform the applicant of acceptance. Applications require the written approval of the School Director.

If an applicant is not accepted, all monies paid will be refunded. Following satisfactory completion of the application process, the student will be notified of acceptance by email. Students will be issued a username and password and informed of the orientation and start date for their program.

Applicants who fail to qualify will be informed via email, refunded the registration fee and counseled. Applications are retained for three months from the date the application is received. Distance education offers a convenient and effective method of learning for motivated students via the Internet. Students may enroll in programs anytime throughout the year. The Admissions Representative will assist students in choosing the program that best meets their needs and career goals. The Admissions Representative and faculty are available to students by telephone, email, fax, and mail if needed. Upon enrollment, students receive a user ID and password that will allow them access to the virtual campus environment. Students can access their chosen program and its various modules, download materials, and communicate with faculty members and administrative office staff. In addition, students can enjoy the Virtual Library and virtual student forums.

TRANSFER OF CREDITS

The transferability and acceptance of credits you earn at Lilburn Medical Institute is at the complete discretion of the institution to which you may seek to transfer. A student will need to contact the schools to determine if the credits will transfer. If the credits that you earn at Lilburn Medical Institute are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

NON-DISCRIMINATION POLICY

Lilburn Medical Institute is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students.

PAYMENT POLICY

Lilburn Medical Institute is not approved to participate in the Federal or State Student Aid programs. The school does not participate in any state or federal financial aid programs. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, through direct payment. No interest is charged. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. Lilburn Medical Institute accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third-party checks.

SCHEDULE OF FEES

Program of Study	Registration	Tuition	Supplies/Books	Total Cost
Medical Administrative Assistant	$100.00	$2,570.00	$280.00	$2,950.00
Medical Assistant	$100.00	$4,450.00	$350.00	$4,900.00
Clinical Medical Assistant	$100.00	$7,450.00	$450.00	$8,000.00
Phlebotomy Technician	$100.00	$1,570.00	$280.00	$1,950.00
ECG/EKG Technician	$100.00	$875.00	$25.00	$1,000.00

CANCELLATION AND REFUND POLICY

Grounds for Cancellation/Termination: The school reserves the right to terminate the training of any student at any time, due to absences and/or not abiding by class rules and regulations. Any student placed on probation twice for the same reason (Ex. insufficient progress, nonpayment) will be terminated from their training program. Students who fail to maintain at least 70% GPA at the end of each academic period, have unexcused absences greater than 25% for each academic period, fail to meet their financial obligations to the school may be subject to termination by the Director. Lilburn Medical Institute reserves the right to cancel any scheduled training program due to insufficient enrollment.

Change in Schedule Start Date: The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class.

Graduation Conditions: Prior to receiving a certificate of completion or other program certificates, a student must fulfill all financial obligations. In addition, the student must have met the minimum attendance policy (80% completed hours) and a minimum GPA of 70%.

Cancellation/Termination by the Student: If a student wishes to terminate training the student should notify the school Director in writing. Notice may be hand delivered or mailed.

Refund Policy: Termination date for refund computational purposes is the last date of actual attendance by the student. Students who are rejected from training are entitled to a refund of all moneys paid.

A full refund will be issued to any student who makes the request within three days after signing enrollment agreement and making an initial payment.

Students, who do not visit the school prior to enrolling, may withdraw without penalty within three days following a scheduled orientation and tour of the facilities and equipment. Students who attend will receive a refund on a "pro rata" basis for up to 50% completion of the period.

If a student completes more than 50% of the period of enrollment, the entire contract price of the program may be retained. Pro Rata is based upon total hours attended in comparison to total program hours.

All money due to a student shall be refunded within thirty (30) days from the last date of attendance.

ACADEMIC POLICIES FOR RESIDENTIAL PROGRAM

ATTENDANCE POLICIES

Students must maintain 80% cumulative attendance for the Clinical Medical Assistant, Phlebotomy Technician and ECG/EKG Technician programs.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Satisfactory progress is defined as maintaining a 2.0 grade point average measured by passing examinations with a 70% or better accuracy, timely completion of assignments, and acceptable performance of required skills.

GRADING SYSTEM

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official school transcript.

A	=	90 – 100%	4.0	W	=	Withdrawal	.0
B	=	80 – 89%	3.0	I	=	Incomplete	.0
C	=	70 – 79%	2.0				
F	=	< 70%	1.0				

Course withdrawal will not affect a student's grade point average (GPA).

INCOMPLETE GRADES

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 14 calendar days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module or term.

CLINICAL GRADE

To receive credit in the clinical practicum, the student must have a satisfactory grade based on the skills checklist and must meet the guidelines for the objectives and the criteria in the student clinical practicum evaluation administered by their clinical supervisor/instructor.

ACADEMIC PROBATION

If a student fails to meet satisfactory academic progress standards, he/she will be placed on academic probation for next module. Students must meet the satisfactory academic progress standards by the end of the probationary period in order to remain in the program. If the student fails to meet the satisfactory academic progress standards (grade of 70% or better) by the end of the probationary period, the student will be terminated from the institute.

REPEATS COURSES

A student who fails a course will be required to repeat it. A course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript. Make-up work may be required for any absence.

MAKE-UP TIME

This policy applies to making up absences and module exams in all programs. Students are strongly advised not to miss class unless absolutely necessary, as make-up work cannot fully replace direct instruction and classroom participation. To sit for a module final exam for full credit, all required absences must be made up no later than the day before the exam. Therefore, students should make every effort to request a make-up log for time or assignment(s) as soon as possible. Missed quizzes cannot be made up; in such cases, a zero-point value will be applied to the grading criteria. In most instances, missed time will be made up by assignment, as a student cannot make up attendance by sitting in another class or module.

If class is missed, it is the student's responsibility to acquire any assignments issued. Any work assigned during a module (e.g., homework, projects, etc.) that is not completed and submitted to the instructor by the due date will be recorded as a zero and calculated accordingly in the student's final grade for the module. To make-up scheduled class hours by time or assignment, the student must submit the Petition Request form to the School Director for a makeup log.

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the institute premises. Make-up assignments and/or tests will be given for those who need to make up for academic grade. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the instructor.

TARDINESS

Students are expected to be on time for each class session. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled within the maximum time frame.

LEAVE OF ABSENCE

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an

approved leave of absence will not be included in the calculation of a student's maximum program length.

DRESS CODE

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for healthcare professionals will be dismissed from class and will not be allowed remain for clinical practice. The dress code is as follows:

- Lilburn Medical Institute students will wear the school-designated uniform/scrubs and a school-provided nametag to campus, clinical sites and externship sites.
- Students will use white, non-skid nursing or sport shoes. White shoes with color logos or color emblems are not acceptable.
- Hair should be tied and clear off the face.
- No facial or body piercings, studs, rings or jewelry (with the exception of small, non-dangling earrings and a wedding band).
- Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs
- Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out) and without nail polish (clear nail polish is acceptable).

SUSPENSION AND TERMINATION

The institute reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites;
- Manifests violent behavior;
- Fails to maintain satisfactory academic progress;
- Fails to meet satisfactory clinical standards;
- Fails to meet school's attendance policy or standards.

GRADUATION REQUIREMENTS

Upon successful completion of a program a student will earn a Certificate of Completion provided the student meets all of the following conditions:

- Complete each module with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent);
- Meet all applicable attendance standards;
- Meet all applicable clinical and laboratory skill-proficiency standards.

ACADEMIC CODE OF CONDUCT FOR THE DISTANCE EDUCATION STUDENT

As a student of a distance education institution, students must recognize that they have specific responsibilities toward their fellow distance learners, the school, and themselves in the pursuit of educational goals and aspirations. To fulfill these responsibilities, students are expected to adhere to this following Code of Conduct.

1. Present qualifications and background truthfully and accurately for admission to the institution.
2. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions, and conducting research (where applicable).
3. Never turn in work that is not their own or present another person's ideas or scholarship as their own.
4. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.
5. Never use outside books or papers that are unauthorized by the instructor's assignments or examinations.
6. Never divulge the content of or answers to quizzes or examinations to fellow students.
7. Never improperly use, destroy, forge or alter my institution's documents, transcripts, or other records.
8. Never divulge their online username or password (where applicable).

PROGRAM FORMAT

Each program comprises modules arranged in groups of subject matter such as Computer Applications, Health Care Foundations, Patient Care Technician, Medical Office, Clinical Skills, and Test Preparation Modules. Each module includes but is not limited to the following course materials:

- Orientation
- Policies and Guidelines
- Late Policy
- College Catalog
- Syllabus
- About Your Instructor
- A Note from Your Instructor
- Supplemental Materials
- Writing Help
- Course Guide

- Assignment Format
- Lessons
- Reading Assignments
- ProQuest Readings
- Lecture Notes
- Review Questions
- Threaded Discussion
- PowerPoint Presentations
- Textbooks

EXAMS AND ASSIGNMENTS

Assessments help students gauge their understanding of the program material through the grading process. There are two types of assessments: exams and assignments. The exams and assignments in a module vary in type and number. The types include multiple-choice, essay writing, and short answer. The assignments and exams cover all lessons' materials. Usually, there is one assessment per lesson; however, some exams may cover more than one lesson's material. Please read the module syllabus grade weight section before studying to understand the exam and assignment expectations for that module.

METHODOLOGY

The educational programs and the instructional materials are designed explicitly for guided independent study through distance learning. Online student educational programs and instructional materials are a combination of instructor-guided study and guided independent study. This self-paced approach requires constant effort on the student's part, encouraged by frequent evaluation from the instructor. Each program includes modules and instructional materials with clear directions for the learning assessments to be completed. The school provides electronic lesson books and supplements for most modules. In these cases, physical textbooks and supplements are available for student purchase.

Demonstration of mastery of the student's instruction is accomplished by self-study activities and required quizzes/assignments. Required quizzes/assignments are recorded by the school and form a part of the student's permanent record. Most students choose to submit quizzes through the student website; however, students may also email or mail quizzes to their instructor. Students are notified of their grades via the student website. In addition, if a student emails or mails a quiz, the graded assessment will be returned in a like manner. Correction and constructive criticism of submitted quizzes by the instructor reflect the measure of progress for each student and may point out areas needing special attention. Further assistance is provided to each student whenever necessary.

ATTENDANCE POLICIES

The Medical Assistant program is offered as a hybrid program via distance education and on site (40 hours Clinical Skills Modules) as well as an externship (60 hours). To meet educational outcomes and learning objectives, a student must apply online theory to clinical practice to demonstrate competency and safety in the workplace environment. Therefore, 100% attendance is required in the on-site clinical skills modules and the externship. Students who cannot attend externship must notify the instructor. Students who cannot attend externship must notify the administrative staff and must arrange to take the externship at the next possible opportunity with their instructor.

The Medical Assistant and the Medical Administrative Assistant is offered via distance education and the instructional materials are specifically designed for guided independent study. The programs are most efficiently completed in less than six months; however, the school allows up to twelve months after enrollment for a student to complete the program. Should a student need additional time, he/she should follow the leave of absence procedure outlined in this catalog.

TARDINESS

A student who is up to 15 minutes tardy will not be allowed into the on-site clinical skills modules or the externship and will have to arrange to take the externship at the next possible opportunity with their instructor.

LEAVE OF ABSENCE

The School Director may grant a leave of absence after determining that good cause is shown. A leave of absence may not exceed the lesser of 30 school days or 60 calendar days. The school will only grant one leave of absence per twelve (12) month calendar period.

MAKE-UP TIME

Make-up time is not offered.

RE-ADMISSION

A student who has canceled or has been terminated and desires to re-enter a program of study must notify the school and follow the required admission procedures. A student that was terminated for any reason must have an interview with the School Director and show why he/she should be re-instated. The School Director has the final decision. There is no charge associated with re-admission.

GRADING SYSTEM

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official school transcript.

A	=	90 – 100%	4.0	W	=	Withdrawal	.0
B	=	80 – 89%	3.0	I	=	Incomplete	.0
C	=	70 – 79%	2.0				
F	=	< 70%	1.0				

Course withdrawal will not affect a student's grade point average (GPA).

CREDIT FOR MODULE COMPLETION

Students who complete a module earn clock hours. The number of clock hours granted for each module appears in the curriculum plan.

INCOMPLETE GRADE

A faculty member may award a grade of incomplete (I) for work that the student cannot complete due to serious health or personal conditions upon the student's formal written request. The request must include documentation of the serious medical or personal reasons that necessities such a request. The incomplete will be granted only for the theoretical component of any module. An incomplete will not be awarded under any circumstances for the clinical/lab component of the program. The incomplete is only awarded when the majority of the module requirements and assignments have been completed. The student must request the incomplete before the date of the assignment. The incomplete will be converted to zero (0) if the work is not completed within the prescribed time, not to exceed four (4) weeks.

A student who is obligated for the full tuition may request a grade of incomplete if the student withdraws for an appropriate reason unrelated to the students' academic status. Under this policy, the student will be allowed to re-enroll on the program during the 12 months following the last date of attendance or log-in and complete those subjects without payment of additions tuition.

SATISFACTORY PROGRESS

A final grade of 70% in each module and satisfactory clinical performance (where applicable) is required. Failure to pass constitutes a failure in the module and necessitates the repetition of the module. A student must successfully complete each module to graduate.

Learning objectives and activities for clinical performance are presented in sequence. The faculty recognizes that students' progress at individual rates and, therefore, objectives and activities may or may not be achieved in sequential order. It is expected that each student meets the objectives required for each module.

A module may be repeated twice. If a module's successful completion is a prerequisite to advancement, the student will not be advanced until that module is successfully completed.

Satisfactory progress means attainting the minimum requirements in each of the following areas

- Students must pass each module with a minimum of 70%.
- Students must retain a minimum grade aggregate of 70%.

ACADEMIC PROBATION

Failure in two modules mandates academic probation from the program. The school shall place a student making unsatisfactory progress on academic probation for an evaluation period of one module. If the student on academic probation achieves satisfactory progress in the subsequent module, academic probation will be lifted. If the student on academic probation fails to achieve satisfactory progress in the subsequent module, student enrollment will be terminated.

WITHDRAW

A student desiring to withdraw must notify the School Director in writing and meet with the Director before approval to withdraw. Students who are no longer in the program must return the school identification badge.

PLACEMENT SERVICES

Lilburn Medical Institute does not guarantee employment for its graduates. The School Director assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.

GENERAL CONDUCT

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Lilburn Medical Institute defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion. The school reserves the right to postpone training in the event of an Act of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The institute reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

LIABILITY

Lilburn Medical Institute assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the school grounds or at a clinical site.

RETENTION OF RECORDS

Lilburn Medical Institute will maintain student records for five years, as required by state law. Student transcripts will be maintained <u>indefinitely</u>. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. Student academic records and transcripts of completed courses for Lilburn Medical Institute's certificate programs are electronically maintained (computer copy). Hard copies maintained in the student's file.

TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The Institute reserves the right

to withhold an official transcript, if the student's financial obligation to the Institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The Institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is $10.00 for the second copy. Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request. All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether or not completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintain indefinitely. Transcripts will be provided to students upon written request.

STUDENT GRIEVANCE PROCEDURE

This institution is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

1) An effort to define the problem;
2) An effort to identify acceptable options for resolution; and
3) An attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the School Director who will work to resolve the matter. The School Director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. School Director will notify the student of the decision reached within 10 business days.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the State of Georgia Nonpublic Postsecondary Education Commission. The student may contact the Commission for further details. Unresolved complaints may be directed to:

State of Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084-5305

Office: (770) 414-3300, Fax: (770) 414-3309

Office Hours: 8:30-4:30 (Monday to Friday).

http://gnpec.org/consumer-resources/

CLINICAL MEDICAL ASSISTANT

Program Description

The Clinical Medical Assistant Program is designed to prepare students for entry-level positions as Clinical medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims. This program is divided into eight learning units called modules. Each module stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, students participate in a 160-hour externship.

Program Length 740 Clock Hours

Program Learning Objectives

Upon completion of this program, the student will be able to:

- Demonstrate professionalism and ethical behavior.
- Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication and use appropriate communication techniques.
- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.

Program Outline

Module Number	Module Title	Clock Hrs
CMA 110	Administrative Medical Assisting Duties	80
CMA 120	Introduction to Anatomy and Physiology	80
CMA 130	Office Environment Safety Infection Control and Laboratory	80

CMA 140	Psychology and Special Senses	80
CMA 150	Medical Management	80
CMA 160	Clinical Medical Assisting Duties	80
CMA 170	Pharmacology and Office Emergencies	80
CMA 180	Externship	160
CMA 101	CMA Test Preparation Course	20
	Program Total	740

Methodology

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture and practicum.

Certification

Students will be prepared to sit for the Certified Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA). Upon completion of the 45 learning modules students may take an online CMA Certification Exam Preparation course before attempting the examination at a PSI Testing Center.

OR

Students who qualify may take the National Certified Medical Assistant (NCMA) The National Certified Medical Assistant (NCMA), which is offered through the National Center for Competency Testing (NCTT), is reserved for medical assistants who meet one of the following requirements and can take and pass the NCMA examination:

- Must be a foreign physician or RN with documented U.S. equivalency in the past 10 years
- Must have been a medical assistant instructor with 10 or more years of experience
- Must have completed a medical assistant training program in the U.S. military within the last 10 years
- Must possess at least two years of verifiable full-time experience as a medical assistant practitioner within the last 10 years

MEDICAL ASSISTANT

Program Description

The objective of the program is to develop in students the personal traits and professional skills needed to perform as competent entry-level medical assistants. The program provides students with knowledge of anatomy and physiology, routine laboratory procedures, and patient care procedures commonly performed in medical offices.

The program consists of 45 online modules of health care foundations and medical office Modules. Each module is delivered asynchronously via the academy's Learning Management System website utilizing online course materials developed by Applied Educational Systems for its HealthCenter21 digital curriculum. There is ample planned interaction between faculty and students and among students, including email, discussion boards, chat, and postings to the web.

The ten Clinical Skills Modules is followed by a hands-on externship in a health care setting. Students shall not be paid for their externship experience. Students will be prepared to sit for the Certified Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA). Upon completion of the 45 learning modules students take an online CCMA Certification Exam Preparation course before attempting the examination at a PSI Testing Center.

Program Length 470 Clock Hours

Program Learning Objectives

Upon completion of this program, the student will be able to:

- Communicate and establish interpersonal relationships with the patient, family, the physician and other office employees.
- Function in all areas of the physician's office under the direction of the physician and/or his or staff.
- Demonstrate principles of ethics, conduct, personal appearance applicable to the medical assistant.
- Perform clinical procedures.
- Pass the Certified Medical Assistant (CCMA) national certification exam.

Program Outline

Module Number	Module Title	Clock Hrs
Computer Application Modules		
CA 101	Digital Citizenship	10
CA 102	Computing Systems	10
CA 103	Microsoft Office	10
CA 104	Microsoft Word Fundamentals	10
CA 105	Microsoft Excel Fundamentals	10
Health Care Foundations Modules		
HCF 101	Communications	10
HCF 102	Legal and Ethical Responsibilities	10
HCF 103	Medical Terminology	10

HCF 104	Safety Precautions	10
HCF 105	Anatomy and Physiology	10
HCF 106	Body Mechanics	10
HCF 108	Health Information Technology	10
HCF 109	Behavioral Health	10
HCF 110	EHR Simulation	10
HCF 112	Healthcare Systems	10
HCF 113	Medical Records	10
HCF 114	Human Growth and Development	10
HCF 115	Infection Control	10
HCF 116	Office Equipment	10
HCF 117	Medical Assistant Pharmacology	10
HCF 118	Medical Mathematics	10
HCF 119	Nutrition and Elimination	10
HCF 120	Wellness and Nutrition	10
PCT 101	The Health Assistant	10
Soft Skills Modules		
SS 101	Critical Thinking	10
SS 102	Cultural, Social, and Ethnic Diversity	10
SS 104	Personal Qualities	10
SS 105	Professionalism	10
Medical Office Modules		
MO 101	Accounting	10
MO 102	Appointments	10
MO 103	Insurance and Coding	10
MO 104	Medical Office Assistant	10
MO 105	Office Environment	10
MO 106	Telephone Etiquette	10
MO 107	Written Communication	10
Clinical Skills Modules		
CS 101	Ambulatory Surgery	4
CS 102	Client Status	4
CS 103	CPR and Basic Life Support	4
CS 104	Electrocardiography	4
CS 105	Emergency Care	4
CS 106	Physical Exams	4
CS 107	Phlebotomy	4
CS 108	Specimen Collection and Testing	4

PCT 102	Special Populations	4
CS 109	The Surgical Patient	4
EXT MA	Externship	60
CCMA 101	CCMA Test Preparation Course	20
	Program Total	470

Technology Requirements

The following lists the minimum recommended hardware and software requirements a student will need to successfully access the online program: Audio: sound card and speakers or headphones for listening Internet connection: 56 Kbps for self-paced Modules (caution: if video is present, it may be poor at this speed) Screen resolution: at least 800 x 600 Internet browser: IE 7 or greater, Firefox 2 or greater, browser set to accept cookies and to show the newest version of a page Media Player such Windows Media Player or Camtasia (which can be downloaded for free at the respective websites). Pop-up blocker must be disabled **For optimal results the following is recommended: Internet connection: Cable modem, DSL or better (required for high-quality video) Screen resolution: 1024 x 768.

Methodology

The method by which these objectives and the mission of the institution fulfilled will be achieved through guided independent study through distance learning and practicum.

Certification

Students will be prepared to sit for the Certified Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA). Upon completion of the 45 learning modules students may take an online CCMA Certification Exam Preparation course before attempting the examination at a PSI Testing Center.

MEDICAL ADMINISTRATIVE ASSISTANT

Program Description

The program is designed to enable the students to receive sufficient training in medical terminology, medical correspondence, fundamentals of physical examination and vital signs, bookkeeping, computers and office practices so that graduate may find employment in offices of doctors, dentists, optometrists, and all types of medical clinics and facilities.

The program consists of 20 modules of computer applications, health care foundations and medical office Modules. Each module is delivered asynchronously online via the academy's Learning Management System website utilizing online course materials developed by Applied Educational Systems for its HealthCenter21 digital curriculum.

There is ample planned interaction between faculty and students and among students that includes email, discussion boards, chat, and postings to the web by students. Students will be prepared to sit for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA). Upon completion of the 20 learning modules students take an online CMAA Certification Exam Preparation course before attempting the examination at a PSI Testing Center.

Program Length 230 Clock Hours

Program Learning Objectives

Upon completion of this program, the student will be able to:

- Master multitasking as it relates to scheduling appointments, processing insurance requests, maintaining records and corresponding with patients
- Learn best financial practices for a medical center
- Master the fundamentals of medical terminology and ethical best practices
- Understand the basics of working with medical documents, medical billing, and coding processes
- Pass the Certified Medical Administrative Assistant (CMAA) national certification exam.

Program Outline

Module Number	Module Title	Clock Hrs
Computer Application Modules		
CA 104	Word: Fundamentals	10
CA 105	Excel: Fundamentals	10
Health Care Foundations Modules		
HCF 101	Communications	10
HCF 102	Legal and Ethical Responsibilities	10
HCF 103	Medical Terminology	10
HCF 104	Safety Precautions	10
HCF 105	Anatomy and Physiology	10

Patient Care Technician Modules		
PCT 101	The Health Assistant	10
PCT 102	Special Populations	10
PCT 103	Bloodborne Pathogens	10
Medical Office Modules		
MO 101	Accounting	10
MO 102	Appointments	10
MO 103	Insurance and Coding	10
MO 104	Medical Office Assistant	10
MO 105	Office Environment	10
MO 106	Telephone Etiquette	10
MO 107	Written Communication	10
MO 108	Medical Records	10
MO 109	Health Information Technology	10
MO 110	EHR Simulation	10
MO 111	Admissions, Transfers, and Discharge	10
CMAA 101	CMAA Test Preparation	20
	Program Total	**230**

Technology Requirements

The following lists the minimum recommended hardware and software requirements a student will need to successfully access the online program: Audio: sound card and speakers or headphones for listening Internet connection: 56 Kbps for self-paced Modules (caution: if video is present, it may be poor at this speed) Screen resolution: at least 800 x 600 Internet browser: IE 7 or greater, Firefox 2 or greater, browser set to accept cookies and to show the newest version of a page Media Player such Windows Media Player or Camtasia (which can be downloaded for free at the respective websites). Pop-up blocker must be disabled **For optimal results the following is recommended: Internet connection: Cable modem, DSL or better (required for high-quality video) Screen resolution: 1024 x 768.

Methodology

The method by which these objectives and the mission of the institution fulfilled will be achieved through guided independent study through distance learning.

Certification

Students will be prepared to sit for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA). Upon completion of the 45 learning modules students may take an online CMAA Certification Exam Preparation course before attempting the examination at a PSI Testing Center.

PHLEBOTOMY TECHNICIAN PROGRAM

Program Description

This program is designed for people who plan to work for a clinical laboratory or public health department or a clinic or hospital. The course combines 38-hours classroom instruction, 10 hours of lab with a 40-hours off-site clinical internship to provide students with a comprehensive learning experience. Lectures include but are not limited to the anatomy and medical terminology pertaining to the circulatory system, specimen collection, risk factors, complications and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. The 40-hour externship includes a minimum of 50 successful venipunctures and 10 skin punctures. Upon completion of the program, students will receive a certificate of completion and become eligible to take an examination for certification.

Program Length 88 Clock Hours

Program Learning Objectives

Upon completion of this program, the student will be able to:

- ✓ Have a basic understanding of the background on phlebotomy including: the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.
- ✓ Have the skills necessary in providing continued high-quality service.
- ✓ Have a basic understanding of anatomy and physiology with a focus on the circulatory system.
- ✓ Apply safety in the workplace including infection-control practices, biological hazards and wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self-protection.
- ✓ Perform the necessary clerical functions associated with phlebotomy.
- ✓ Utilize blood collection equipment.
- ✓ Collect a quality blood specimen for laboratory diagnostic purposes.
- ✓ Have information that will expand their skills within the clinical laboratory.

Program Outline

Module Number	Module Title	Clock Hrs	Lab Hrs	Total Hrs
PHLB 101	Introduction to Phlebotomy, Safety and First Aid	8	0	8
PHLB 102	Basic Anatomy and Physiology of Circulatory System	6	2	8
PHLB 103	Patient Identification/ Infection Control/ Waste Disposal	6	2	8
PHLB 104	Blood Collection Techniques/ Post puncture Care and Equipment	6	2	8
PHLB 105	Anticoagulant Theory Specimen Processing and Transport	6	2	8
PHLB 106	Quality Assurance Communication Skills. Risk Factors and Legal Issues of Phlebotomy	6	2	8
PHLB 107	Externship	0	0	40
	Program Totals	38	10	88

Clinical

Externships are held at designated affiliate healthcare locations. Here, students will work with actual patients under the supervision of experienced medical healthcare professionals. Session times will vary.

Method of Instruction

Lecture, practicum and clinical. The instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Certification

Students will be prepared to sit for the Phlebotomy Technician Certification (CPT) national certification exam offered by National Healthcareer Association (NHA).

OR

Students will be prepared to sit for the Registered Phlebotomy Technician Examination through the AMT American Medical Technologists and administrated by Pearson VUE Testing Center. Upon completion of the program graduates will receive information on how and where to take the test from their instructor.

ECG/EKG TECHNICIAN PROGRAM

Program Description

EKG course trains individuals to perform electrocardiogram tests including basic 12-lead EKG's and basic arrhythmias. The hands-on training introduces the student to the function and proper use of the EKG machine, 12 lead placement and interpretation. Students will be introduced to Holter Monitor procedure. Holter Monitors are portable recording devices worn by patients. The device records data and analyze its inputs. EKG technicians can then further study the results and forward them to the physician to assist them in diagnosing heart ailments, such as heart rhythm abnormalities or problems with pacemakers.

Program Length 54 Clock Hours

Program Learning Objectives

Upon completion of this program, the student will be able:

- To prepare graduates for entry-level EKG technician positions.
- To provide graduates the skills and knowledge necessary to sit for state and national certification exams.
- To equip graduates with expertise in the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.
- To give graduates familiarity with a range of areas that include the anatomy of the heart, medical disease processes, medical terminology, medical ethics and legal issues surrounding patient contact, laboratory assisting, electrocardiography and echocardiography.

Program Outline

Module Number	Module Title	Clock Hrs	Lab Hrs	Total Hrs
EKG 101	Anatomy and Physiology of the cardiovascular System/ Medical Terminology/ Indication and History of EKG	8	1	9
EKG 102	EKG Fundamentals. EKG Performance: Obtaining Rhythm Strips Normal Sinus Rhythm	6	3	9
EKG 103	Atrial & Junctional Rhythm	4	5	9
EKG 104	Ventricular Rhythms & Heart Blocks	4	5	9
EKG 105	Artificial Pacemakers, Angina Pectoris, CHF	5	4	9
EKG 106	Myocardial Infarction, Edema, Electrolyte abnormalities on EKG strips, introduction to Holter Monitoring.	6	3	9
	Totals	33	21	54

Method of Instruction

Lecture and lab practicum. The instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Certification

Students will be prepared to sit for the Certified EKG Technician (CET) national certification exam offered by National Healthcareer Association (NHA).

MODULE DESCRIPTIONS

COMPUTER APPLICATION MODULES

CA 101   Digital Citizenship

This module provides an overview of personal responsibilities in respectful and ethical behavior using digital resources as it pertains to personal and workplace digital communications, cyberbullying and digital footprint. Prerequisite: None

CA 102   Computing Systems

This module provides students an overview of computer fundamentals including input, processing, output, hardware, software, data, data storage, operating systems, and network computing. Students also explore using computers, web browsers, and email safety. Lastly, they learn the basics of setting up a home computer. This includes installing, updating, and safely downloading software and drivers, as well as basic computer troubleshooting. Prerequisite: None

CA 103   Microsoft Office

This module provides an introduction to the essentials of Microsoft Word, including opening and saving files, entering and formatting text, and using editing and review tools. Prerequisite: None

CA 104   Microsoft Word Fundamentals

This module provides a more in-depth look at Microsoft Word, including how to format lists, paragraphs and documents; create tables; and format and cite sources using MLA guidelines. Prerequisite: None

CA 105   Microsoft Excel Fundamentals

This module provides more Microsoft Excel activities, including relative and absolute cell references, formulas, functions, sorting, filtering and spreadsheet formatting. Prerequisite: None

HEALTH CARE FOUNDATIONS MODULES

HCF 101   Communications

This module provides an overview of speaking and writing as part of a health care team. Students explore types of communication, barriers, diversity, and how to express sensitivity. They review and evaluate examples of written communication, learn to document patient observations, and discuss the role of communication technology. Prerequisite: None

HCF 102   Legal and Ethical Responsibilities

This module provides students with the knowledge to make sound decisions when faced with workplace situations involving The Patient's Bill of Rights, Scope of Practice, tort law, contract law, confidentiality and privileged communication, and ethics. Students examine scenarios and consider the legal implications, and research a current bioethical issue. Prerequisite: None

HCF 103   Medical Terminology

This module provides an introduction to the language of health care workers including root words, suffixes, prefixes, abbreviations, and body planes, directions, and cavities. Students learn to add prefixes and suffixes, form phrases with abbreviations, and interpret medical terms. Prerequisite: None

HCF 104   Safety Precautions

This module provides an overview of safety techniques and the steps for greeting and identifying patients in a health care facility. Students use the Internet to research safety regulations from OSHA, the FDA, and the EPA and demonstrate how to report safety violations by filing an event report. Prerequisite: CA 104

HCF 105   Anatomy and Physiology

This module provides an overview of the 12 body systems and how they work together, including structure, functions, diseases, disorders, homeostasis, and immunity. As a bonus, an Advanced Test option is provided along with the traditional Module Test option found in all modules. It provides broader coverage and some more challenging questions. Prerequisite: None

HCF 106   Body Mechanics

This module provides students an overview of the correct ways to move the body to prevent injuries to themselves and patients. Prerequisite: HCF 103/ HCF 105

HCF 108   Health Information Technology

This module provides an introduction to information technology and its effect on the healthcare industry as they learn terminology, gain exposure to an EHR system, and understand the importance of following HIPAA guidelines. Prerequisite: HCF 103/ HCF 105

HCF 109   Behavioral Health

This module exists to help students gain knowledge of various behavioral health issues, develop a better understanding of what sufferers might be experiencing, and prepare to handle subsequent issues with patients in the workforce. Prerequisite: HCF 103/ HCF 105

HCF 110   EHR Simulation

This module provides a basic introduction to EHR systems through hands-on experience using an EHR simulation. The simulation is based on common, real-life scenarios students may encounter as medical assistants. The scenarios cover both front office and clinical tasks. Prerequisite: HCF 103/ HCF 105

HCF 112   Health Care Systems

This module provides an overview of the history of healthcare, healthcare delivery systems, trends and technology, and healthcare economics including health insurance plans and government programs. Prerequisite: HCF 103/ HCF 105

HCF 113   Medical Records

This module provides an overview of medical record activities, including preparation, maintenance, handling, and storage. Students also examine record control policies and procedures and purging and long-term storage of files. Prerequisite: HCF 103/ HCF 105/ CA 104/ CA 105

HCF 114   Human Growth and Development

This module provides an overview of how people grow, develop, and age throughout the life span in the four areas of development: physical, intellectual, social, and emotional. They also learn about the hierarchy of human needs, genetics, genetic diseases, aging, terminal illness, grief, and mortuary science. Prerequisite: HCF 103/ HCF 105

HCF 115   Infection Control

This module provides an overview of the importance of protecting oneself and others from disease-causing microorganisms, as students learn about microorganisms, asepsis, hand washing, basic equipment cleaning, autoclaving, personal protective equipment, sterile technique, and transmission-based precautions. Students practice donning and removing protective garments and working in an isolation unit. Prerequisite: HCF 103/ HCF 105

HCF 116   Office Equipment

This module provides an overview of equipment found in the typical medical office. Students learn to operate, troubleshoot, and care for equipment; basic computer functions; and the basics of office inventory. Prerequisite: None

HCF 117   Medical Assistant Pharmacology

This module provides an overview of the regulations and guidelines for drug prescription, administration, storage, and disposal. Students calculate and prepare medication dosages and learn to administer medications, including injections. Prerequisite: HCF 103/ HCF 105

HCF 118   Medical Mathematics

This module provides a review of math skills frequently used by health care workers. Students review basic numerical concepts, including whole numbers, decimals, fractions, percentages, estimates, and measurements using the household, metric, and apothecary systems. Students practice using ratios and proportions to convert between measuring systems and calculate medication dosages, read labels and prescriptions, and learn how temperature and time are used in health care. Students record an Intake and Output chart and a TPR graph. Prerequisite: None

HCF 119   Nutrition and Elimination

This module provides an overview of how nutrition and elimination are related to the overall health of the patient. They learn how to assist patients with meals and meeting elimination needs, and they measure and record intake and output. Prerequisite: None

HCF 120   Wellness and Nutrition

This module provides an overview of the importance of wellness and nutrition as students learn about choosing health care providers, medications, physical examinations, and creating a practical wellness plan. Prerequisite: None

PCT 101   The Health Assistant

This module provides an overview of the role and responsibilities of health assistant occupations, including employment opportunities, educational requirements, professionalism, scope of practice, confidentiality, informed consent, ethics, infection control, and safety precautions. Prerequisite: None

SOFT SKILLS MODULES

SS 101   Critical Thinking

In this module, students take a journey with Elliot as he struggles with deciding his future after high school. Elliot encounters an unexpected companion who teaches him about critical thinking and how it can help someone make good decisions. Prerequisite: None

SS 102   Cultural, Social, and Ethnic Diversity

This module provides an overview of cultural, social, and ethnic diversity to prepare students for the workforce by introducing them to the importance of respectful and empathetic treatment for all patients. Students learn about the importance of understanding diversity, as well as develop essential skills for the workplace. Prerequisite: None

SS 103   Personal Qualities

This module provides an overview of the expected appearance and personal characteristics of the successful health care worker as they understand the importance of communication, practice dealing with workplace situations, and evaluate workplace teams. Prerequisite: None

SS 104   Professionalism

This module provides an overview of professionalism, including appearances, personal characteristics, and traits belonging to successful employees. Students practice evaluate the effectiveness of employees and dealing with workplace situations, including harassment, discrimination and bullying. Prerequisite: None

MEDICAL OFFICE MODULES

MO 101   Accounting

This module provides an overview of the financial aspects of a medical office as students identify common accounting terms and concepts; explore billing, collections, and bookkeeping procedures; write checks; reconcile bank statements; and prepare deposit records. Prerequisite: HCF 101

MO 102   Appointments

This module provides an overview of appointment scheduling. Students learn to schedule patients, handle unexpected visitors, and work through cancellations, walk-ins, and other situations. Prerequisite: HCF 101

MO 103   Insurance and Coding

This module provides an overview of insurance concepts and government funded health insurance programs. Students also explore and practice coding and filing medical insurance claims. Prerequisite: HCF 101

MO 104   Medical Office Assistant

This module gives students an overview of the role and responsibilities of medical office occupations. Topics include educational requirements, professionalism, personal appearance, teamwork, effective communication, HIPAA, and the legal issues that pertain to office personnel. Prerequisite: HCF 101

MO 105   Office Environment

This module provides an overview of the medical office environment, including safety, design, and accommodations for patients with special needs. Prerequisite: HCF 101

MO 106   Telephone Etiquette

This module provides instruction on answering and documenting telephone calls in the medical office. Students experience handling incoming telephone calls, performing triage and leaving messages on machines and explore telephone technology. Prerequisite: HCF 101

MO 107   Written Communication

This module provides an overview of the writing process, proofreading, formatting memos and letters, preparing envelopes, and handling incoming and outgoing mail. Prerequisite: CA 104

PATIENT CARE TECHNICIAN MODULES

PCT 101   The Health Assistant

This module provides an overview of the role and responsibilities of health assistant occupations, including employment opportunities, educational requirements, professionalism, scope of practice, confidentiality, informed consent, ethics, infection control, and safety precautions. Prerequisite: None

PCT 102   Special Populations

This module provides an overview of caring for unique patient population groups. Students learn about illnesses and disorders common to these groups, discover ways to adapt care, and explore methods of establishing positive relationships with patients. Students also learn about the proper use of and alternatives to patient restraints. Prerequisite: None

PCT 103   Bloodborne Pathogens

This module provides an exploration of bloodborne pathogens and the effect the risk of infection has on health care practice. Prerequisite: None

CS 101   Ambulatory Surgery

This module provides an overview of the tasks to be done before, during, and after ambulatory surgery including infection control techniques, instruments for common surgeries, guidelines for using anesthetics, and providing follow-up care to surgical patients, including suture and staple removal. Prerequisite: HCF 101

CS 102   Client Status

This module provides an overview of the importance of body measurements and vital signs. Students learn about body measurements for adults and infants. They also learn about methods and equipment for taking and recording temperature, pulse, respiration, and blood pressure. A learning game is provided to gain practice in reading analog devices. Prerequisite: HCF 101

CS 103   CPR and Basic Life Support

In this module students will learn all aspects of adult and pediatric BLS rescue, including concepts behind why certain procedures are used. This module is intended to give students a strong foundation in CPR and BLS and help prepare them for BLS certification. Prerequisite: HCF 101

CS 104   Electrocardiography

This module provides an overview of how to conduct a routine 12-lead ECG and recognize related diagnostic cardiac tests. Students examine the anatomy of the heart and the electrical conduction pattern for the cardiac cycle. Then they classify leads and learn how ECG's work. Prerequisite: HCF 101

CS 105   Emergency Care

This module provides an overview of emergency care as students learn to assess emergency situations and react appropriately to bone and joint injuries, shock, open wounds, severe burns, foreign bodies, poisoning, heart attacks, strokes, diabetic reactions, seizures, convulsions, and heat and cold related illnesses. Prerequisite: HCF 101

CS 106   Physical Exams

This module provides an overview of the medical assistant's role in EENT, CPE, pediatric, GYN and OB patient examinations. Students learn about the equipment, positions, and draping methods for each procedure and how to educate and prepare patients and assist physicians. Prerequisite: HCF 101

CS 107   Phlebotomy

This module provides an overview of how to collect blood specimens using venipuncture and fingerstick techniques. Prerequisite: HCF 101

CS 108   Specimen Collection and Testing

This module provides an overview of the guidelines and safety precautions for handling specimens and CLIA-waived tests. Students practice common procedures for collecting stool and urine specimens, strain urine, and perform common tests. They explore cultures, smears, and stains and practice taking throat, wound, and sputum specimens. Prerequisite: HCF 101

CS 109   The Surgical Patient

This module provides an overview of the care needed by patients before and after surgery, including preparing patients both physically and emotionally for surgery and recognizing and reporting infection after surgery. Prerequisite: HCF 101

CLINICAL MEDICAL ASSISTANT MODULES

CMA 110   Administrative Medical Assisting Duties

This module will introduce the students to the history and practice of medicine. It will present the basic concepts of medical law and ethics, communications (verbal and nonverbal and written), and telephone techniques. The module also covers the different aspects associated with medical assisting which includes the description of the office facilities, equipment and supplies, patient reception, appointment scheduling, managing medical records and medical office management. In addition, the module presents professionalism by describing the concepts of making a commitment to your job. Prerequisite: Acceptance into the program

CMA 120   Introduction to Anatomy and Physiology

This module covers the introduction to anatomy and physiology, including the organizational levels of the body and medical terminology. The course also presents the definition of anatomical position, as well as the terms of body positions, body planes, directional terms, body cavities, quadrants and body regions. The module provides the concepts of the skeletal and muscular systems; their structures, functions and common disorders. It will also present the basic drugs/agents, diagnostic and lab tests associated with the musculoskeletal system. Word building skills will be incorporated within the module. Concepts of professionalism, discussing the personal traits of the health care professional is also presented. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: CMA 110

CMA 130   Office Environment Safety Infection Control and Laboratory

This module covers the concepts relating to the office environment safety and measures that includes discussion of bloodborne pathogens, universal precautions, proper body mechanics and quality assurance. The module further presents concepts of infection control and clinical laboratory. Lymphatic and immune systems are also discussed. Concepts of professionalism relating to working with others will be described. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: CMA 120

CMA 140   Psychology and Special Senses

This module presents the concepts of the nervous and integumentary systems, as well as the eye and ear. The module covers the systems' structures and functions, common disorders, drugs/agents, diagnostic and lab tests. Word building skills will be incorporated throughout the module. Additional topics for this module are psychology and patient education. Concepts of professionalism, discussing the "professionalism and your personal life" is also presented. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: CMA 130

CMA 150   Medical Management

This module covers the concepts of financial management, medical insurance, types and claims. The module further presents the concepts of medical coding, as well as the anatomy and physiology of the digestive and urinary systems. Concepts of professionalism relating to the practicum experience

will be described. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: CMA 140

CMA 160   Clinical Medical Assisting Duties

This module covers the concepts of clinical medical assisting duties as they relate to vital signs, physical examinations, medical specialties and their relationship to lifespans, and nutrition. The module also presents concepts and information related to the study of anatomy and physiology of the cardiovascular and respiratory systems. Concepts of professionalism relating to career planning and employment will also be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: CMA 150

CMA 170   Pharmacology and Office Emergencies

This module covers the concepts of pharmacology and office emergencies. This module also presents the anatomy and physiology of the endocrine and reproductive systems. Review of professionalism, as well as the forms associated with preparation for employment will be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program. Prerequisite: CMA 160

CMA 180   Medical Assisting Externship

Upon successful completion of Modules CMA 110 through CMA 170, Medical Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at midpoint and exit point. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisite: CMA 110 thru 170.

CERTIFICATION EXAM PREPARATION MODULES

CMA 101   CMA Certification Test Preparation Course

Students prepare for the NHA CMA exam with the certified medical assistant (CMA) online study guide, including a comprehensive review of core principles based with CMA knowledge and job duties. Prerequisite: Completion of all modules in the program

CCMA 101   CCMA Certification Test Preparation Course

Students prepare for the NHA CCMA exam with the certified clinical medical assistant (CCMA) online study guide, including a comprehensive review of core principles based with CCMA knowledge and job duties. Prerequisite: Completion of all modules in the program

All PHLEBOTOMY TECHNICIAN MODULES MUST BE TAKEN IN SEQUENCE

PHLB 101   Introduction to Phlebotomy, Safety and First Aid

Students will be introduced to basic concepts of phlebotomy. They will learn to evaluate the work environment to identify unsafe working conditions, discuss safety issues in a healthcare environment and applied First aid.

PHLB 102   Basic Anatomy and Physiology of Circulatory System

Students will learn the basic root words, prefixes and suffixes used in the field of Phlebotomy, the correct laboratory test names and abbreviations used for blood drawing and the correct terminology for documentation of the technique for the patient. Students will be exposed to the anatomical region, structural organization, and the major organs system. Students will learn the functions and tests related to the organ system, circulatory system and functions of all cellular components of the blood and hemoglobin.

PHLB 103   Patient Identification/ Infection Control/ Waste Disposal

Students will learn the infection sources, chain of infection, The OSHA standards for occupational exposure to blood borne pathogens, standard precautions, the use of standard precautions, the isolation techniques, Nosocomial Infections. Patient identification and waste disposal techniques will be emphasized in this module.

PHLB 104   Blood Collection Techniques/ Post puncture Care and Equipment

Students will begin to identify the equipment and become familiar with needed sterile equipment and the proper procedures used for blood drawing, labeling and documenting system. The student will learn the skills of actual venipuncture and blood drawing.

PHLB 105   Anticoagulant Theory Specimen Processing and Transport

Students will learn the anticoagulant theory. They will also be taught specimen handling, processing and transportation.

PHLB 106   Quality Assurance Communication Skills. Risk Factors and Legal Issues of Phlebotomy

Students will work in the lab using interpersonal communication with patient care role playing to understand the patient they will work with in the industry. The student will learn and use the legal aspects of the Phlebotomist and the responsibility and respect for the patient.

PHLB 107   Externship

The final module of this program allows student after successfully completing the desired skills of this course to be placed within the industry to continue to use the skills and prepare for employment in Doctors' offices, Hospitals and labs and have the required venipuncture needed for the certification exam.

All ECG/EKG TECHNICIAN MODULES MUST BE TAKEN IN SEQUENCE

EKG 101   Anatomy and Physiology of the cardiovascular System/ Medical Terminology/ Indication and History of EKG

Students will learn the basic medical terminologies, root words, prefixes and suffixes used in the field of cardiology. They will learn about the anatomy and physiology of the cardiovascular system.

EKG 102   EKG Fundamentals. EKG Performance: Obtaining Rhythm Strips Normal Sinus Rhythm

Students will learn the basics of electrocardiography. They will be able to describe the electro physiologic basis of cardiac arrhythmias, illustrate the electrical conduction system through the heart, and the process of recording an electrocardiogram. Students will perform 12-Lead Electrocardiography and obtain rhythm strips and interpret an ECG strip.

EKG 103   Atrial & Junctional Rhythm

Students will learn to recognize arrhythmias that originate within the atria, outline the identifying features specific to each of the arrhythmias originating within the atria, recognize arrhythmias that originate in the AV junction, and outline the identifying features specific to each of the arrhythmias originating in the AV junction.

EKG 104   Ventricular Rhythms & Heart Blocks

Students will learn to recognize arrhythmias that originate in the ventricles, outline the identifying features specific to each of the arrhythmias originating within the ventricles, recognize arrhythmias that are manifestations of conduction defects at the AV node, describe the characteristics of the category of arrhythmias known as AV heart blocks, and outline the identifying features specific to each of the arrhythmias included in the heart block category.

EKG 105   Ventricular Rhythms & Heart Blocks

Students will learn to describe Pacemakers, name the chambers of the heart that pacemaker may pace, explain the ways in which pacemakers can initiate impulses, assess pacemaker function, name and describe common types of pacemaker malfunctions, and explain how pacemaker malfunction is treated.

EKG 106   Myocardial Infarction, Edema, Electrolyte abnormalities on EKG strips, introduction to Holter Monitoring.

Students will learn about cardiovascular emergencies and introduce to the Holter Monitoring. They will be able to explain functions of a Holter Monitor, lead placement and reading of strips.

SCHOOL HOLIDAYS 2021

Jan 1	New Year's Day
Jan 18	Martin Luther King Jr. Day
Feb 15	Presidents' Day
May 31	Memorial Day
Jul 4	Independence Day
Jul 5	Independence Day' observed
Sep 6	Labor Day
Nov 11	Veterans Day
Nov 25	Thanksgiving Day
Nov 26	Day after Thanksgiving Day

Winter Holidays will last from December 20, 2021 until January 3, 2022. Additional holidays or school closures may be declared at the discretion of the School Director.

STAFF

Dokun Dairo, MD, FACP	School Director and Program Coordinator
Tolulope Dairo, MD. MSc. Reg	Director of Student Service and Placement

FACULTY

Dokun Dairo, MD, FACP	Instructor
Chondra L. Johnson	Instructor
Lakeisha Antone-Crawford	Instructor
Lisa Barnes	Instructor

SESSION

- Morning Session: 9:00 AM to 1:30 PM Monday – Friday

- Evening Session: 6:00 PM to 10:00 PM Monday-Friday

ACADEMIC CALENDAR 2021

Clinical Medical Assistant Program

Start date	Schedule End Date
7/15/2021	2/7/2022

Medical Assistant Program

Start date	Schedule End Date
5/6/2021	9/3/2021
9/6/2021	1/20/2022

Medical Administrative Assistant Program

Start date	Schedule End Date
4/28/2021	6/23/2021
6/24/2021	8/18/2021
8/19/2021	10/13/2021
10/14/2021	12/13/2021

Phlebotomy Technician Program

Start date	Schedule End Date
4/14/2021	6/2/2021
6/3/2021	7/21/2021
7/22/2021	9/9/2021
9/13/2021	10/28/2021
11/1/2021	1/5/2022

ECG/EKG Technician Program

Start date	Schedule End Date
4/12/2021	5/11/2021
5/12/2021	6/14/2021
6/15/2021	7/14/2021
7/15/2021	8/14/2021
8/15/2021	9/14/2021
9/15/2021	10/14/2021
10/15/2021	11/14/2021