



# School Catalog 2021

**THERE IS A DIFFERENCE!**

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## **Authorization**

The Academy of Allied Health Careers is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

## **Mission**

Our mission is to help students improve their life by preparing them for a job.

As a private school we offer postsecondary educational programs that meet the needs of the job market. In doing so we provide appropriate health related education for patient focused care and cross training of competent medical personnel. The Academy strives to prepare our students to be productive, employable and an asset to the community and employer. We believe that every human being is deserving of proper quality health care. Our purpose does not include preparing for further college study, although the Academy's programs may be advantageous to the college student.

To fulfill our mission, we:

- Foster a student-centered environment conducive to personal development and success.
- Offer high quality, affordable programs with a job market demand.
- Enhance access and opportunity for a student population that may not otherwise seek postsecondary education (i.e.: first generation, non-traditional students).
- Develop and sustain partnerships that support instruction and meets the needs of our community

## **History of the Academy**

The school opened in 1994 as the Academy of Certified Nursing Assistants with approval from the State of Tennessee. After multiple public and community requests new programs were developed:

1. Clinical Medical Assistant program in September 1995
2. Phlebotomy Technician program in February 1996
3. Cardiac Monitor Technician program in April of 1996

The name was changed to the Academy of Allied Health Careers in 1995 due to the expansion. In July of 2007, the Academy was purchased by Heather Wilga and a partner. In July 2009 Mrs. Wilga purchased 100% of the membership shares making her the sole owner. Mrs. Wilga attended North Western College where she obtained a diploma in Practical Nursing in 2000. She then completed her Associates Degree in Nursing at Northeast Alabama Community College in 2017 She has worked as an RN in various specialties and hospitals throughout her career.

After purchasing the business Mrs. Wilga conducted an in-depth market analysis and curriculum review. Programs without a strong job market were closed and new programs were added:

1. Medical Billing & Coding Specialist
2. Medical Administrative Assistant/Electronic Health Records, and
3. Certified Professional Coder.

The Academy of Allied Health Careers is committed to ongoing curriculum development and program evaluation to offer quality programs that address the current needs of the job market.

### **Non-discriminatory Policy**

The Academy is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status in its admissions procedures, educational programs, services, activities or employment practices as required by Title VI, Title IX, Section 504 and/or any other applicable federal statute.

### **Grievance/Complaints Procedure**

The Academy desires to settle any, and all complaints within our institution with satisfaction on both sides of the issue. Any grievance or complaint not settled with the instructor should be brought to the attention of the administrator Heather Wilga 5600 Brainerd Rd., Suite C-3 Chattanooga, TN 37411, phone (423) 499-4999. If an amicable agreement is not reached, the student should contact the Tennessee Higher Education Commission at, Parkway Towers, Suite 1900, James Robertson Parkway, Nashville, TN. 37243-0803, phone (615) 741-3605. Any person claiming damage or loss because of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20, or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization. <https://www.tn.gov.thec>.

The Academy is Accredited by the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350, phone 800-917-2081. <http://council.org>

### **Admissions Requirements**

In order to be considered for admission prospective students must:

1. Attend a Career Overview session to gain information re: programs offered and expectations.
2. Interview with Academy staff
3. Complete entrance assessment (basic reading and math skills). Note: Results are used for advisement purposes only. No passing score identified.
4. Submit the following:
  - a. Official high school or GED transcript
  - b. Two written references
  - c. A photo id
  - d. Completed Program Application

Students sponsored by WIOA or any other funding source are interviewed a 2<sup>nd</sup> time by Academy staff. The purpose of the second interview is to reinforce the Academy's commitment to the objectives of the funding source (i.e. job search and employment).

### **Attendance and Tardiness Policy**

- All students are expected to attend all classes and to be prompt.
- THEC requirements are the minimum. We require a more strenuous policy.
- Attendance will be recorded daily. Arriving late and leaving early will be noted.
- Students will be counseled by the instructor after 2 absences.
- Students will receive a written warning after 3 absences and administrators will be copied.
- Excessive absenteeism may be cause for dismissal.

- The Academy requires all students to attend 100% of clinical hours (if applicable) prior to receiving a certificate of completion. Students should notify the Academy and the clinical site if being absent or tardy is anticipated. If the Academy is not properly notified of tardiness or absenteeism, a no-call no-show and be permanently documented in the students' file. A no-call no-show constitutes reason for dismissal from clinicals and/or the program at the discretion of the executive administrator and/or clinical coordinator, without a refund.
- Dismissed students may re-enter at another time at the discretion of the instructor, clinical coordinator, and executive administrator. Attendance and tardiness records are kept and are part of the student's permanent record.

### **Progression Requirements**

A numerical grade will be given to all students. For all courses, a passing grade of 70% is required. Any grade below 70% is failing. Specific grade requirements for each program and/or class are identified in the course syllabus which is distributed at the first-class session.

### **Grading Scale:**

**A**-93-100%    **B**- 86-92%    **C**- 76-85%    **D**-70-75%    **F**- 69% and below

### **Progress Reports**

Progress reports are issued at mid-term of each program, or when action is needed, and a copy is given to the student. If the student is not making satisfactory progress, a warning notice will be issued. Should the student need any remedial assistance, it is suggested that the student consult with the instructor.

### **Missed Exams and Retakes**

- Students may be allowed no more than 3 make-up exams.
- After 3 make-ups missed exams will be a grade of zero
- Make-up exams will be scheduled at a pre-announced time, but not during class.
- Make-up exams must be taken at the next appropriate scheduled time.
- The same exam may not be used for make-ups.
- No retakes to improve score! Unless otherwise stated in syllabus.

### **Dress Code**

The Academy expects student to adhere to a professional dress code as expected in the health care field. Fingernails should be no longer than ¼ inch and free of outrageous polish. No artificial nails allowed for any course that requires blood draws. Jewelry should be kept to a minimum. Post earrings, a watch and a wedding band are acceptable. No nose, tongue, eyebrow, or facial piercings are allowed in clinical. Hair should be clean, neat and off the collar. No bizarre hairstyles, colors or ornaments are allowed. Uniforms are required for some programs.

### **Student Conduct**

Students must always conduct themselves in a professional manner, including dress. Adverse behavior, which includes, but is not limited to: unfavorable notoriety, chronic tardiness, poor or bad attitude, untruthfulness, violation of patient rights, violation of confidentiality in class or clinicals, negativity, threats to any person, sleeping in class, inappropriate behavior or language, disrespect toward instructor or peers etc., violence of any kind, being uncooperative, non-adherence to the uniform code, theft or destruction of property connected to the educational program/clinical area, inappropriate disruption of class/clinical, obtaining copies of tests, apathy towards learning and/or clients, incomplete or unsatisfactory assignments, not following direction in clinicals, cheating, missing clinicals, no contact with school prior to clinical absence,

texting, using laptops/tablets for anything other than class requirements, gross or outrageous misconduct, possession or use of any mind-altering substances, insubordination, carrying dangerous weapons, (guns, knives, bombs etc.), gambling, vulgar and/or suggestive body language/ signs, and disobeying any school rule and/or regulation, may be grounds for **immediate dismissal**. Any adverse behavior could result in a Warning/Notice and/or termination from the school.

### **Warning Notices**

Warning Notices are issued according to the violation. If the student is warned, he/she stands a chance of being terminated from the program if the situation is not remedied.

### **Re-admission**

Each student is evaluated on an individual basis and may be re-admitted at the discretion of the instructor and/or executive administrator depending on the original cause of withdrawal.

### **Placement**

We do not promise employment; however, we do monitor and facilitate student placement upon program completion. Graduates are expected to notify the school of employment/placement for evaluation purposes.

### **Student Background Policy**

The Academy of Allied Health Careers will not discriminate against individuals who may hold a previous criminal record. Clinical sites that require background checks have the right to refuse a student at their facility due to background findings. Holding a criminal record may hinder your ability to become employed.

### **Drug Policy**

The Academy of Allied Health Careers has a Drug-Free Environment Program. The purpose of this program, which includes drug testing, is to ensure that the school upholds exemplary standards. This letter is an official notice to new students and applicants that the following provisions are in force:

- A. Mandatory and voluntary testing is applicable and includes:
  - 1) Applicant testing
  - 2) Random testing of students
  - 3) Testing of students based upon reasonable suspicion of drug use
  - 4) Testing of students involved in on-the-job accidents or who engage in unsafe on-duty school-related activities
  - 5) Testing of volunteering students
  - 6) Testing associated with drug use counseling or rehabilitation.
  
- B. All students are in testing designated positions and, therefore, are subject to random testing. These students are entitled to the following notifications:
  - 1) General notice
  - 2) Notification of actual testing – normally made the same day as testing. Students will be notified through Academy officials that they have been selected.
  
- C. Applicants and students may submit medical documentation supporting the lawful use of an otherwise, illegal drug.

D. Students found to use illegal drugs based on any evidence, including but not limited to:

- 1) Direct observation
- 2) Arrest or conviction due to drug use
- 3) Verified positive test result or
- 4) Voluntary admission

E. Drug testing procedures will be carried out by professionally trained collection personnel at the Academy. If the results are positive and disputed, the student will be immediately sent to an outside facility for testing at the student's expense. Also, if there is any dispute about the results of the test the student can request the specimen to be sent to a laboratory for further evaluation at the student's expense.

F. Positive results verified by laboratory testing may only be disclosed to a student, the management officials necessary to process an adverse action against the student, or to a court of law or administrative tribunal in connection with any adverse academic action.

***Applicants are advised that a refusal to take a drug test or a verified positive drug test will result in immediate termination from the Academy of Allied Health Careers.***

Students found to use illegal drugs, or refuse to submit to a scheduled drug test, will be subject to the full range of disciplinary actions authorized under appropriate school regulations including possible termination from the program.

### **Cancellation/Withdrawal/Refund Policy**

In accordance with the TENNESSEE HIGHER EDUCATION COMMISSION, The Academy of Allied Health Careers utilizes enrollment contracts/agreements and must maintain a cancellation and settlement policy. A full refund of all monies paid by a student is granted if a student cancels the enrollment agreement or contract within **72 hours or 3 business days** (excluding Saturday, Sunday, and Legal Holidays) after the enrollment contract is signed by the prospective student.

If tuition or fees are collected in advance of entrance into a course, and if the student withdraws after the 72-hour expiration of the cancellation privilege but before the class has started, the Academy will retain no more than \$100.

If the student begins classes within the 72-hour cancellation privilege period, the regular refund policy applies. This refund policy is described below:

For the student who begins any of the Academy's programs and terminates or withdraws from the Academy, the Academy will retain the \$100.00 Application Fee and the minimum refund of the remaining tuition will be calculated as follows:

- Class refunds are prorated for time you have spent in class (see guidelines below for withdrawal dates). The refund amount will be dependent on:
  - Length of course, total tuition for course and amount of time spent in the course.
  - You will be charged for the entire cost of tuition (÷) divided by the total number of weeks the class is scheduled for, and then multiplied by the total number of weeks you attended class according to our withdrawal date policy below.

- For example, tuition for the Clinical Medical Assistant class (excluding clinicals) is \$3,975.00; the day class is 10 weeks of class and the student attended 2 weeks. Therefore:  $\$3975.00 \div 10 = \$397.50$  per week.  $\$397.50 \times 2 \text{ weeks} = \$795.00$ . The student in this situation would owe \$795.00 for tuition). Circumstances may differ; each case will be addressed accordingly.

Additional fees such as: Books and Materials Fees, Insurance, Uniforms Purchased, Physicals, Testing Fees, etc. are not eligible for a refund.

The effective date of the termination for refund purposes will be the following:

- The last day of attendance, if the student is terminated by the institution, or
- The date of receipt of **written notice from student**, or
- Ten school days following the last day of attendance.

***Refunds, when due, are made without requiring a request from the student and will be disbursed within 45 days after the effective date of termination.***

### **Transferring Credits and Credit for Prior Education and/or Experience**

Credits earned at the Academy of Allied Health Careers may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by the Academy of Allied Health Careers. You should obtain confirmation that the Academy of Allied Health Careers will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Academy of Allied Health Careers to determine if such institutions will accept credits earned at the Academy prior to executing an enrollment contract or agreement. The ability to transfer credits from the Academy of Allied Health Careers to another educational institution may be extremely limited. Your credits may not transfer, and you may have to repeat courses previously taken at the Academy of Allied Health Careers if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of the Academy of Allied Health Careers and of any other educational institutions you may in the future want to transfer the credits earned at the Academy of Allied Health Careers before you execute an enrollment contract or agreement. The Academy of Allied Health Careers is a special purpose institution. That purpose is to help students improve their life by preparing them for a job. As a private school we offer post-secondary educational programs that meet the needs of the job market. In doing so we provide appropriate health related education for patient focused care and cross training of competent medical personnel. The Academy strives to prepare our students to be productive, employable and an asset to the community and employer. We believe that every human being is deserving of proper quality health care. Our purpose does not include preparing for further college study, although the Academy's programs may be advantageous to the college student. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

### **Transfer Credits between AAHC programs**

Transfer credits for courses taken in specific programs at the Academy will be evaluated on an individual basis if a student chooses to take an additional program.



**Faculty/Staff**

- Heather Wilga, ADN, RN, North East Alabama Community College, CEO
- Jason Wilga, COO
- Pam Holder, PhD, MSN, University of Alabama in Birmingham, Director of Accreditation and Compliance and Clinical Medical Assistant Instructor
- Alan Bazzell, BS, Murray State University, Director of Marketing & Business Development
- Kellie Grant, CBS, CBCS, CCMA, CPC-A, and CPhT, Academy of Allied Health Careers/Ashworth College, Director of Finance
- Tessa Quinn, CCMA, Academy of Allied Health Careers, Clinical Coordinator
- Allie Perez, MSW, Southern Adventist University, Office Administrator
- Mary Heinrich, BS, Lee University, Clinical Medical Assistant Instructor
- Kristi Hill, Associate of Applied Science, Chattanooga State Technical Community College, CEHRS, CMAA, CCMA, Academy of Allied Health Careers Medical Administrative Assistant/Electronic Health Records Specialist Instructor
- Jennifer Robin Simmons, CPC, CPC-I, Academy of Allied Health Careers, Professional Coder Instructor

**Part Time**

- Justian Jarrett, Associate Degree in Medical Assisting, Miller-Motte Technical College
- Dana Robinson, CPT, Phlebotomy Instructor

**Description of Facility**

The Academy is located at 5600 Brainerd Rd., Suite C-3 East Gate Town Center, Chattanooga TN 37411; this is also the mailing address. The Academy is in a one-story building business complex with ample parking and is well lit for evening classes. Occupying over 4,300 square feet of space which includes: 4 restrooms, a kitchen, 4 offices, 4 classrooms equipped with desks and chairs, Conference room equipped with tables & chairs, Clinical Lab, file room, break room for students, teacher's lounge for instructors, and a copy/supply room. There is a phone available for any student (All calls are held for students and personnel until class breaks unless an emergency exists). No cell phones allowed in classrooms! Classrooms are equipped with dry erase boards and supply cabinets.

**Financial Assistance**

The Academy is an eligible training provider for the Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Assistance (TAA) program. Information related to eligibility for both programs is available at your local American Jobs Center. The Academy is also approved by the Tennessee State Approving Agency for the training of veterans and their eligible dependents. In addition, the Academy offers payment plans for students admitted to its programs. Further information will be provided during the interview process. Students receiving any type of financial assistances will meet with an administrator to review their responsibilities.

### **Veterans Addendum**

The Academy will not impose any penalty, including the assessment of late fees, the denial of access to classes, institutional facilities, or the requirement that an individual borrow additional funds because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### **Veterans Credit for Previous Education and/or Experience**

Veterans of The United States Armed Forces will be evaluated to determine what credit can be granted for prior education and/or experience.

### **Veterans Refund Policy**

The Academy of Allied Health Careers has a prorated policy for the refund of the unused portion of tuition in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued at time prior to completion of the course.

### **Veterans Attendance Requirements**

The student must attend at least 80% of the classes. Each student is responsible for the content missed during their absenteeism. Students are strongly encouraged to attend every session. Missing more than 20% of class shall constitute dismissal, without a refund. Students may re-enter at another scheduled time at the discretion of the instructor and/or administrator or owner. Attendance and tardiness records are kept and are part of the student's permanent record.

# ACADEMY OF ALLIED HEALTH CAREERS

## The Academy is Closed for the Following Observed Holidays:

*MLK Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Black Friday, Christmas Break December 24 through January 1st*

## Clinical Medical Assistant

16 Weeks Total  
Monday - Friday  
9:00 AM - 3:15 PM

### DAY CLASS

(10 Academic + 6 Clinical)  
Total Contact Hours - 529  
(309 Academic - 220 Clinical)

START DATE	COMPLETE ACADEMICS	COMPLETE CLINICALS (APPROXIMATE)
6/14/2021	8/20/2021	10/4/2021
8/30/2021	11/5/2021	12/24/2021
11/8/2021	1/28/2022	3/11/2022
1/31/2022	4/8/2022	5/20/2022
4/11/2022	6/21/2022	8/5/2022

25 Weeks Total  
Monday - Thursday  
6:00 PM - 10:00 PM

### EVENING CLASS

(19 Academic + 6 Clinical)  
Total Contact Hours - 529  
(309 Academic - 220 Clinical)

START DATE	COMPLETE ACADEMICS	COMPLETE CLINICALS (APPROXIMATE)
3/22/2021	8/5/2021	9/20/2021
8/9/2021	12/23/2021	2/14/2022
1/3/2022	5/18/2022	7/5/2022

## Medical Administrative Assistant / Electronic Health Record Specialist

Monday - Friday  
9:00 AM - 2:30 PM

### DAY CLASS

9 Weeks Total  
(247 Academic Clock Hours)

START DATE	COMPLETE ACADEMICS	COMPLETE CLINICALS
6/14/2021	8/16/2021	N/A
8/30/2021	11/1/2021	N/A
11/8/2021	1/21/2022	N/A
1/31/2022	4/1/2022	N/A
4/11/2022	6/14/2022	N/A

# ACADEMY OF ALLIED HEALTH CAREERS

## Medical Administrative Assistant / Electronic Health Record Specialist

Monday - Thursday 6:00 PM - 9:15 PM		<b><u>EVENING CLASS</u></b>	19 Weeks Total (247 Academic Clock Hours)
START DATE	COMPLETE ACADEMICS	COMPLETE CLINICALS	
3/22/2021	8/3/2021	N/A	
8/9/2021	12/21/2021	N/A	
1/3/2022	5/16/2022	N/A	

## Professional Coder PLUS

Monday - Friday 9:00 AM - 3:15 PM		<b><u>DAY CLASS</u></b>	20 Weeks Total (612 Academic Clock Hours)
START DATE	COMPLETE ACADEMICS	COMPLETE CLINICALS	
4/5/2021	8/20/2021	N/A	
8/30/2021	1/27/2022	N/A	
1/31/2022	6/20/2022	N/A	

Monday - Thursday 6:00 PM - 10:12 PM		<b><u>EVENING CLASS</u></b>	39 Weeks Total (612 Academic Clock Hours)
START DATE	COMPLETE ACADEMICS	COMPLETE CLINICALS	
5/3/2021	2/10/2022	N/A	

## Phlebotomy Technician

Monday - Thursday 9:00 AM - 12:00 PM		<b><u>DAY CLASS</u></b>	5 Weeks Total (60 Academic Clock Hours)
START DATE	COMPLETE ACADEMICS	COMPLETE CLINICALS	
6/14/2021	7/19/2021	VARIES	

Monday - Thursday 6:00 PM - 9:00 PM		<b><u>EVENING CLASS</u></b>	5 Weeks Total (60 Academic Clock Hours)
START DATE	COMPLETE ACADEMICS	COMPLETE CLINICALS	
8/9/2021	9/13/2021	VARIES	
11/8/2021	12/13/2021	VARIES	

# CLINICAL MEDICAL ASSISTANT

## DESCRIPTION

The Clinical Medical Assistant (CMA) is a member of the healthcare team, who works under the direct supervision of a Physician, Registered Nurse or Physician's Assistant. The CMA is prepared to work in a physician's office, primarily in the back office, actually assisting the doctor in taking vital signs, patient history, patients assessments, documenting the patients chief complaint, sterilizing, disinfecting, assisting with minor office surgery, patient education, medications, phoning in and/or transmitting prescriptions, performing EKG's, venipuncture's, collecting specimens for various laboratory tests, preparing the exam rooms and patients for examinations, performing emergency medical procedures, sterile dressing changes, making appointments, referring to proper community resources and disposing of biohazard waste properly. The CMA knows how to communicate with the patient, family members and all members of the healthcare team in a professional manner.

## Clinical Medical Assistant Course Content:

- CPR
- Basic Medical Office Administration
- Perform Taking of Patient History
- Assist with Physical Examinations
- Medical Documentation & Recording
- Electrocardiograms
- Nutrition
- Knowledge of CLIA and OSHA Guidelines
- Pediatric
- Sterilization and Disinfection
- Digestive Systems
- Integumentary Systems
- Prenatal Care
- Gynecology
- Pharmacology
- Reproductive Health
- Minor Office Surgery
- Medical Microbiology
- Prepare Patients & Examination Rooms
- Phlebotomy & Hematology
- Blood Chemistry & Serology
- Clinical Laboratory
- Perform Venipuncture's & Injections
- Catheterizations
- Patient Education
- Infection Control & Universal Precautions
- Medical Vocabulary
- Medical Terminology
- Abbreviations & Symbols
- Intro Anatomy & Physiology
- Radiology
- Urinalysis
- Prescription Writing
- Emergency Medical Procedures
- Knowledge of Medications & Drug Calculations
- Effective communication with patient, family and other members of the healthcare team

## **LENGTH OF PROGRAM**

The Clinical Medical Assistant Program is a total of 529 contact hours consisting of 309 classroom hours and 220 hours of clinical. This breaks down to approximately 9 weeks of academics for day classes and 16 weeks for evening classes. Classroom hours are 9:00am-3:15pm Monday through Friday for Day Classes. Evening Classes meet Monday through Thursday 6:00pm-10:00pm. Clinical hours will vary according to the clinical area assigned. Clinicals usually amount to 6 weeks for most rotations or until you reach your 220-hour minimum. Total course time for the CMA day class is about 16 weeks and for CMA evening classes total length is about 25 weeks (end dates vary depending on various office hours at your clinical placement).

## **FEES**

Application \$100.00  
Books and Materials Fee \$275.00  
Tuition \$3975.00  
Lab Fee \$150.00  
Total cost to AAHC \$4500.00

### Additional Cost:

CPR Certification \$25.00  
Student Clinical Insurance \$41.00  
Clinical Name Badge \$15.00  
NHA Exam \$165.00  
**Overall total \$4746.00**

\* The Academy will set up payment plans for these fees. \*

### Additional Supplies:

A current Medical Dictionary is strongly suggested for class and can be obtained from any bookstore for approximately \$10. Students will need general school supplies such as: binders, notebook, paper, pens, pencils, erasers, and highlighters. Students are required to purchase a minimum of two pair of scrubs that must always be worn during clinicals and enclosed shoes (color based on clinical assignment). These are approximately \$30.00 a pair and can be purchased at any uniform or retail store. Students are also required to purchase a stethoscope and blood pressure cuff by the third (3) week of class; these are approximately \$45.00 for the kit. A student name badge is part of student uniform and is required for clinicals. Uniforms will be worn six to ten (6-10) weeks after class begins. Students are encouraged to purchase any additional uniforms you may feel necessary for class/clinicals. Liability insurance is required for each student before student is placed in clinicals. The student may also incur expenses related to specific agency requirements for immunizations, TB skin test (x-rays if required), respiratory fit test, background checks, and drug screens. At completion of course (including ALL clinical hours), students will take the Certification exam.

# MEDICAL ADMINISTRATIVE ASSISTANT/ ELECTRONIC HEALTH RECORDS SPECIALIST

## DESCRIPTION

The Medical Administrative Assistant/Electronic Health Records Specialist Course thoroughly prepares students for the administrative and electronic health records specialist skills needed to work as a medical administrative assistant. This program integrates all the front office topics including electronic health records specialist and skill competencies required for today's industry standards. This program also covers material dealing with medical office, medical records, management skills, client service skills and responsibilities, client education and legal/ethical issues.

## MEDICAL ADMINISTRATIVE ASSISTANT/EHRS COURSE CONTENT:

- Knowledge of Health Insurance claims
- Developments of the Claim
- Insurance Company Processing of Claims
- Maintaining Insurance Claim Files
- Safeguarding Confidentiality
- Know Formatting Requirements
- Learn to Submit a Medical Bill
- Medical Terminology
- Anatomy and Physiology
- Medical History
- Examination procedures
- Medical Reports
- Terminology related to diseases
- Diagnostic Tests
- Treatment of body systems
- Radiology Terminology
- Pathology Terminology
- Autopsy Terminology
- Mental Health Terminology
- Discharge Summaries
- Identify different types of Medical Institutions and Medical Offices
- Personal/professional, Medical/Legal and Bio-ethical Standards
- Knowledge of Electronic Health Records
- Knowledge of HIPAA and the HIPAA Security Rule for use with EHR/EMR
- Execute EHR file maintenance procedures (purging, archiving, finalizing and security)
- Eight core functions of an EHR System
- Computer Provider Order Entry
- Patient Flow regarding EHR/EMR (scheduling, patient registration, insurance verification, and patient referrals)

## LENGTH OF PROGRAM

The Medical Administrative Assistant/Electronic Health Records Specialist Program is a 247-contact hour course. Day classes are available Monday-Friday 9:00am-2:30pm. Total time for the course is 9 weeks. Night classes are available Monday-Thursday 6:00 pm-9:15 pm. Total course time is 19 weeks.

## FEES

Application \$100.00  
Books and Materials Fee \$425.00  
Tuition \$2760.00  
Technology Fee \$150.00  
Total cost to AAHC \$3435.00

### Additional Cost:

NHA Exam x 2 \$240.00  
**Overall total \$3675.00**

\* The Academy will set up payment plans for these fees. \*

Additional supplies: Students will need general school supplies such as: pens, pencils, and highlighters.

# Professional Coder PLUS

## Description

The Professional Coder PLUS (PC+) program is offered in partnership with the American Academy of Professional Coders (AAPC). Because the CPC is the premier certification required by employers, we chose to seek the approval of AAPC as a licensed educational facility to offer the PC course. AAPC approval was received in February 2018. Licensed instructors teach our PC course and graduates are eligible to take the CPC certification exam. The AAPC curriculum and educational resources are used to teach the program.

This in-depth course thoroughly prepares individuals for a career in medical coding. This program prepares students to code patients' medical records correctly and to optimize reimbursement for a full range of medical services. Upon completion of this program, the student is eligible to take the Certified Professional Coder (CPC) exam offered by the American Association of Professional Coders (AAPC). The Certified Professional Coder (CPC) is the gold standard for medical coding in the physician office and hospital settings. PC exam preparation is also a major benefit of taking this program. According to the U.S. Bureau of Labor Statistics, jobs for certified medical coders will increase 22 percent through the year 2022. Prepare yourself to meet the industry demand by becoming a Certified Professional Coder and increase your chances of being hired in a competitive job market. The Professional Coder Plus (PC+) program includes medical terminology, human anatomy and physiology and an extensive understanding of the electronic health record, all of which serve as the foundation for proficient coding practices. Students are introduced to several techniques for identifying and applying the correct codes in today's standard coding systems. The Professional Coder Plus program utilizes lecture, textbooks, coding books, power points, computer programs, online coding exercises through AAPC, and hands-on demonstration in order to become skilled as a coder in any medical setting. The CPC exam preparation is also a major benefit of taking this program.

Upon completion of this program, the student will be able to: Properly audit patient records for compliance; Accurately abstract clinical information for reports; Comply with all HIPAA requirements; Identify the purpose of CPT, ICD-10-CM code set, and HCPCS Level II code books; Understand and apply the official ICD-10-CM coding guidelines; Apply coding conventions when assigning diagnosis and procedure codes; Identify the information in appendices of the CPT manual; Explain the determination of the levels of E/M services; Code a wide variety of patient services using the key coding books; List the major features of HCPCS Level II Codes; and Provide practical application of coding operative reports and evaluation and management services.

Objectives include but are not limited to: Review and assign accurate medical codes for diagnoses, procedures, and services performed by physicians and other qualified healthcare providers in the office or facility setting (e.g., inpatient hospital); Appropriately identify a wide range of services, including evaluation and management practices, anesthesia, surgical coding, radiology, pathology, and medicine. Learn proper adherence to documentation guidelines. Understand how to integrate medical coding and payment policy changes into a practice's reimbursement processes. Develop a sound knowledge of medical coding guidelines and regulations including compliance and reimbursement, medical necessity processes, properly work claim denials, bundling issues, and charge capture.



## Professional Coder PLUS Course Content:

- The Business of Medicine
- Review of Anatomy
- Overview of ICD-10-CM
- Applying the ICD-10-CM Guidelines
- Accurate ICD-10-CM coding
- Introduction to CPT-4
- HCPCS Level II
- Modifiers
- Integumentary System
- Musculoskeletal System
- Respiratory System
- Cardiovascular System
- Hemic & Lymphatic Systems
- Mediastinum
- Diaphragm
- Digestive System
- Urinary System
- Male Genital System
- Female Reproductive System
- Maternity Care & Delivery
- Endocrine System
- Nervous System
- Special Senses (Ocular and Auditory)
- Anesthesia
- Radiology
- Pathology & Laboratory
- Evaluation & Management Services
- Medicine

### FEES

Application \$100.00

Books and Materials Fee \$1200.00

Tuition \$4590.00

Technology Fee \$300.00

Total Cost to AAHC \$6190.00

### Additional Cost:

Medical Terminology Online Portal \$300.00

AAPC Membership \$90.00

AAPC Student Online Portal \$400.00

CPC Study Guide \$125.00

CPC Practice Exam \$130.00

CPC Exam (2 attempts) \$325.00

EHRS NHA Exam \$120.00

Total Cost \$1490.00

**Overall Total \$7680.00**

\* The Academy will set up payment plans for these fees. \*

Additional supplies: Students will need general school supplies such as: pens, pencils, paper, and highlighters.

### LENGTH OF PROGRAM

The Professional Coder PLUS Program is a 612-contact hour course for both the day and night classes. Total class time is 20 weeks for day classes and 39 weeks for night classes. Day classes are available Monday-Friday 9:00 a.m.-3:15 p.m. and night classes are available Monday-Thursday 6:00 p.m.-10:12 p.m. Clinicals are not required for this course.

# PHLEBOTOMY TECHNICIAN

## DESCRIPTION

A Phlebotomy Technician is a member of the healthcare team who is skilled in various techniques of obtaining, labeling, sorting, preparing, and transporting blood samples from patients. The phlebotomy technician course includes but is not limited to, theory and practical training in obtaining adequate and correct blood specimens by capillary or venipuncture samples from patients: Observing safety precautions as mandated by the *Clinical Laboratory Improvement Amendments and Occupational Safety and Health Administration* is also taught. The phlebotomy student is taught patient rights and how to honor these rights, infection control, universal precautions, delivery and centrifuging, preparation trays for entry level work in the clinical laboratory as well taking patient vital signs. Phlebotomy Technicians are considered an asset to the health care industry.

## PHLEBOTOMY COURSE CONTENT:

- Patient identification
- Safety & Infection Control
- Basic Anatomy & Physiology
- Selecting proper veins & tubes
- Order of blood draws
- Centrifuging
- Compiling preparation trays
- Legal Issues in Phlebotomy
- All aspects of venipuncture's
- Proper cleansing of venipuncture site
- Proper labeling, transport, and delivery
- Proper infection control & sanitary procedures
- Proper universal precautions procedures
- Proper disposal of biohazard waste materials
- Knowledge of CLIA and OSHA guidelines
- Obtaining vital signs
- Knowledge and use of medical terminology, abbreviations and symbols
- Effectively communicating with patients, families and other health care team members

## LENGTH OF PROGRAM

Our Phlebotomy Technician course is a total of 60 contact hours which includes campus lab. We offer day and evening classes, and which are held Monday-Thursday 9am-12pm for day and Monday through Thursday 6:00 pm to 9:00 pm for 5 weeks. Clinicals are an **OPTIONAL** part of the course and will occur after the academic portion of the course is complete. Clinicals are the student's opportunity to be placed outside of our facility in a clinical setting of the school's choice until 100 successful venipunctures are completed. The clinical opportunity is set in place to aid in the student's marketability for job opportunities and has no additional fees. If a student chooses to do clinicals the overall length of the course will be increased. Students may forgo the clinical opportunity.

## FEES

Application \$100.00	Additional Cost:
Books and Materials Fee \$325.00	Student Clinical Insurance \$41.00
Tuition \$1050.00	Clinical Name Badge \$15.00
Lab Fee \$125.00	NHA Exam \$120.00
Total cost to AAHC \$1600.00	<b>Overall total \$1776.00</b>

\* The Academy will set up payment plans for these fees. \*

**Additional Supplies:** Students will need general school supplies such as: binders, notebook, paper, pens, pencils, and highlighters. Students must wear scrubs starting the 2<sup>nd</sup> week of class. Students may wear various colors/designs to class. If a student chooses to take clinicals they will be required to purchase uniforms for clinicals and enclosed shoes (color based on clinical assignment). Uniforms may be purchased at any uniform or retail shop.

# **Bundle Program**

## **MEDICAL ADMINISTRATIVE ASSISTANT/ CLINICAL MEDICAL ASSISTANT**

### **DESCRIPTION**

The Medical Administrative Assistant/Clinical Medical Assistant (MAA/CMA) Program is designed to prepare the student to work in both the administrative (front office) and clinical (back office) areas of the physician's office, walk-in clinic, or other healthcare facilities. This program 'bundles' the MAA/EHRS and CMA programs. Upon completion students are eligible to take three certification exams: Certified Medical Administrative Assistant, Certified Electronic Health Records Specialist, and Certified Clinical Medical Assistant. With these credentials and certifications, the graduate understands all aspects of the clinical office and is a valuable member of the health care team.

The MAA works primarily in the front office and communicates with the patient, family members and all members of the healthcare team in a professional manner. This course also thoroughly prepares students for the administrative and electronic health record skills needed by the medical administrative assistant. This program also covers material dealing with medical office, medical records, management skills, client service skills and responsibilities, client education and legal/ethical issues.

The CMA is prepared to work in a physician's office, primarily in the back office, actually assisting the doctor in taking vital signs, patient history, patients assessments, documenting the patients chief complaint, sterilizing, disinfecting, assisting with minor office surgery, patient education, medications, phoning in prescriptions, performing EKG's, venipuncture's, collecting specimens for various laboratory tests, preparing the exam rooms and patients for examinations, performing emergency medical procedures, sterile dressing changes, making appointments, referring to proper community resources and disposing of bio-hazard waste properly.

### **Medical Administrative Assistant/Clinical Medical Assistant Course Content:**

- Basic Medical Office Administration
- Perform Taking of Patient History
- Assist with Physical Examinations
- Medical Documentation & Recording
- Electrocardiograms
- Nutrition
- Knowledge of CLIA and OSHA Guidelines
- Pediatric
- Sterilization and Disinfection
- Digestive Systems
- Integumentary Systems
- Prenatal Care
- Gynecology
- Pharmacology
- Reproductive Health
- Minor Office Surgery
- Medical Microbiology
- Prepare Patients & Examination Rooms
- Phlebotomy & Hematology
- Blood Chemistry & Serology
- Clinical Laboratory
- Perform Venipuncture's& Injections
- Catheterizations
- Patient Education
- Infection Control & Universal Precautions
- Medical Vocabulary
- Medical Terminology
- Abbreviations & Symbols
- Intro Anatomy & Physiology
- Radiology
- Urinalysis
- Prescription Writing
- Emergency Medical Procedures
- CPR
- Knowledge of Health Insurance claims
- Developments of the Claim
- Insurance Company Processing of Claims
- Maintaining Insurance Claim Files
- Safeguarding Confidentiality
- Knowledge of Medications and Drug Calculations
- Know Formatting Requirements
- Learn to Submit a Medical Bill
- Medical Terminology
- Anatomy and Physiology

- Medical History
- Discharge Summaries
- Examination procedures
- Medical Reports
- Terminology related to diseases
- Diagnostic Tests
- Effective communication with the patient, family, and other members of the healthcare team
- Identify different types of Medical Institutions and Medical Offices
- Personal/professional, Medical/Legal and Bio-ethical Standards
- Knowledge of Electronic Health Records
- Patient Flow regarding EHR/EMR (scheduling, patient registration, insurance verification, and patient referrals)
- Knowledge of HIPAA and the HIPAA Security Rule for use with EHR/EMR
- Execute EHR file maintenance procedures (purging, archiving, finalizing and security)
- Eight core functions if an EHR System
- Computer Provider Order Entry
- Treatment of body systems
- Radiology Terminology
- Pathology Terminology
- Autopsy Terminology
- Mental Health Terminology

### **LENGTH OF PROGRAM**

The Medical Administrative Assistant/Clinical Medical Assistant program is a total of 776 contact hours consisting of 556 classroom hours and 220 hours of clinical. Total time for the course is 25 weeks for Daytime and 45 weeks for Evening classes. Day classes are available Monday-Friday 9:00am-3:15pm. Evening classes are available Monday-Thursday 6:00 pm-10:00 pm. Clinical hours will vary according to the clinical area assigned. Clinicals usually amount to 6 weeks for most rotations or until you reach your 220-hour minimum. End dates may vary depending on various office hours at your clinical site.

### **FEES**

Application \$100.00  
 Books and Materials Fee \$675.00  
 Tuition \$5350.00  
 Lab Fee \$150.00  
 Technology Fee \$150.00  
 Total cost to AAHC \$6425.00

#### Additional Cost:

CPR Certification \$25.00  
 Student Clinical Insurance \$41.00  
 Clinical Name Badge \$15.00  
 NHA Exam x 3 \$405.00

**Overall total \$6911.00**

\*The Academy will set up payment plans for these fees. \*

**Additional Supplies:** A current Medical Dictionary is strongly suggested for class and can be obtained from any bookstore for approximately \$10. Students will need general school supplies such as: binders, notebook, paper, pens, pencils, erasers, and highlighters. Students are required to purchase a minimum of two pair of scrubs and enclosed shoes that must always be worn during clinicals. These are approximately \$30.00 a pair and can be purchased at any uniform or retail store. Students are also required to purchase a stethoscope and blood pressure cuff by the third (3) week of class; these are approximately \$45.00 for the kit. Uniforms will be worn six to ten (6-10) weeks after class begins. Students are encouraged to purchase any additional uniforms you may feel necessary for class/clinicals, (color based on clinical assignment).