AMERICAN COLLEGE OF HEALTHCARE & TECHNOLOGY

Riverside Campus: 11801 Pierce St # 100, Riverside, CA 92505 – (951)729-5320
Huntington Park Campus: 6606 Pacific Blvd # 2014, Huntington Park, CA 90255 – (323)585-9000
Irvine Campus: 2081 Business Center Drive # 165, Irvine, CA 92612 – (951)729-5320
www.ach.edu

2019 School Catalog Addendum 1

Published 4/17/2019

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The following programs are available at the following campuses:

Program	Riverside (I-128)	Huntington Park (I-128-02)	Irvine (I-128-03)
Surgical Technology	YES	NO	NO
Medical Assistant	YES	YES	YES
Medical Billing and Coding	YES	YES	YES
Veterinary Assistant	YES	YES	YES
Pharmacy Technician	YES	YES	NO
Dental Assistant	YES	NO	NO
Physical Therapy Aide/Massage Therapist	YES	YES	NO
HVACR Technician	YES	NO	NO
CADD/BIM Technology	NO	NO	YES

Graduates from all programs at ACHT are issued a Diploma upon successful completion.

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Continuing education courses (CADD and Revit) are not included within the school's scope of accreditation. These 100 hour courses are offered only at our Irvine Campus and cater to professionals already employed in the construction industry who wish to enhance their technical skills and plan on continuing employment after course completion.

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SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress

Federal regulations require ACH to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act.

The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria that outline the definition of student progress towards a degree or certificate and the consequences to the student if progress is not achieved. ACH students who wish to be considered for financial aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Institutional Policy

The FAO (Financial Aid Officer) evaluates student academic progress at the end of Mid-Point. Students are evaluated on the basis of grade point average (G.P.A.), credit hour completion, and maximum time frame limitation.

Grade Point Average/Credit Hour Completion

- To receive financial aid, a full-time student must achieve and maintain a minimum qualitative measure of progress defined below:

Minimum Academic (Qualitative) Achievement

On a 4.0 scale, students must obtain a minimum grade point average of at least 1.25 at the end of the first 25% of the program length; a 1.50 grade point average at midpoint of the program length; a 1.75 grade point average at 75% of the program length and achieve a 2.0 cumulative grade point average upon graduation.

Minimum Quantitative Achievement

As a measure of quantitative achievement for successful class completion students must complete 67% of attempted units at each stated evaluation point.

Application of Standards

These satisfactory progress standards apply to all students regardless of enrollment status or program of study.

Maximum Program Length

The length of time it takes a student to complete a program must not exceed one and one half times the length of the program normally required to complete the program. A student who does not complete a program in one and one half times the length of the program normally required (minus any approved Leave of Absence days, scheduled holidays, in-service days, other scheduled school days off), may be subject to termination. A student who is terminated for non-completion by the maximum program length may not be eligible for re-enrollment. Re-enrollment is on a case by case basis.

Appeal Procedure

Students who are placed on a probation or termination status for failure to maintain satisfactory academic progress may appeal. A written statement describing the extenuating circumstances must be submitted to the Campus Director. The Campus Director will determine the date of re-entry if applicable.

A student will be notified in writing within 10 days of the appeal determination. All appeal determinations are final. Reinstatement or continuation of financial aid will only be granted for extraordinary circumstances. If the appeal is approved, the student will be placed on “Probation” status for a period of 4 weeks. Students who do not meet minimum Satisfactory Academic Progress standards by the end of the Probationary period will be terminated. A student is allowed one appeal.

Students must appeal first, before they are either reinstated or placed on probation for one payment period.

Academic Probation

Student will be placed on academic probation if their cumulative GPA at the evaluation points is less than that required at each evaluation point or if their successful class completion rate falls below the minimum standard of 67%. Students will be notified in writing that they have been placed on academic probation. Students on academic probation will remain eligible to receive financial aid during the probation period.

Students who are placed on academic probation will be given 4 weeks to raise their cumulative GPA and/or class completion ratio to the required level. If, at the end of the probationary period, the required cumulative GPA and/or class completion ratio has not been achieved, students will not be eligible to receive financial aid and may be terminated from the college.

Students will be removed from academic probation by meeting the following policy criteria for satisfactory academic progress, based on the reason for academic probation:

- Raise their successful class completion ratio to the minimum standard of 67% or better
- Raise their cumulative GPA to the minimum required for the applicable evaluation point

All students placed on probation will be counseled to determine if any available support services would aid in helping them improve their academic progress and will be given tutoring if requested. A student will be considered to be making satisfactory progress during their probationary period and will be eligible for financial aid. Every effort will be made to ensure that a student is able to successfully complete the program.

Continuation as a Non-Regular Student

Students who fail to meet the minimum academic achievement standards described above at the end of the probationary period may no longer continue at American College of Healthcare as a regular student and are no longer eligible for federal and state student financial aid. However, if approved by the Campus Director or Designee, students may continue as non-regular students for a period of time not greater than one payment period and will not be eligible for federal and state student aid in order to retake classes or to practice skills which they were previously unsuccessful. During this period (not greater than one payment period) the students will be charged tuition consistent with stated tuition fees.

Reinstatement as a Regular Student

Students who are terminated for not meeting the minimum requirements of the Satisfactory Academic Progress Policy may be reinstated as regular students if they demonstrate, after retaking classes or practicing skills over a period of at least one payment period, that they are academically and motivationally prepared to continue in the program, and they may be reinstated as a regular student. The Campus Director or Designee must approve reinstatement and the reinstatement is based on evaluations made by instructors who are familiar with the work of the student. If reinstated as a regular student, the student will be placed on probation for one payment period.

Incomplete Grades

An "incomplete" cannot be given as a final grade. At the end of a module or course, student's failure to complete the required class work, clinical hours, assignments and/or tests will result in an incomplete grade. Students may, with the instructor's approval, be granted a maximum extension of 7 calendar days to earn a passing grade. If the final grade results in a failing grade, the module or course must be repeated in its entirety. If the module or course for which the "I" grade was given is a prerequisite, the student will be dropped from the subsequent module or course. Final grade earned will be posted for any "I" grades that are not remediated. If an "F" grade is received, it is used to calculate the cumulative GPA. Both the original "F" and repeat attempt will be counted in rate of progress (ROP) calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length.

Withdraw Grades

A student who withdraws after attending any portion of a module or course will receive a grade of "WP" or "WF" or Withdrawal pass or withdrawal fail on their transcript. The "WP" or "WF" grade is a permanent mark with no credits assigned. "WP" or "WF" grade for the module or course will not be included in the calculation of the CGPA for SAP. Withdrawal credits are counted as attempted, but not earned and will be included in the calculation of the rate of progression in determining SAP.

Repeated Modules or Courses

Students who do not achieve a letter grade of "C" or better in any course or module are considered to have failed that course or module and must repeat it. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempts will be counted in rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course or module only once. Additionally, the ability to repeat a course or module is on a "seat availability" basis. A student's training may be interrupted if the course or module to be repeated is not available until a later date.

Satisfactory Academic Progress (SAP) Requirements

Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program. Every student must maintain satisfactory academic progress in order to remain enrolled at the college, and to remain eligible to receive federal financial aid. All students are expected to meet the minimum standards of SAP required for the program of study.

SAP is measured in two ways:

1. **Qualitative- Cumulative Grade Point Average (CGPA)**
   Students must meet minimum CGPA requirements at specific points throughout the program. Only those credits required in the student's program of study are used in the CGPA calculation.
2. **Quantitative**- Rate of Progress (ROP) A student must maintain the minimum ROP requirements at specific points throughout the program. The rate of progress percentage is calculated by dividing the credits or hours earned by the credits or hours attempted. Only those credits or hours required in the student's program of study, including transfer credits, are used in the ROP calculation. In order for a student to be considered to be making academic progress, both SAP standards will be reviewed at the end of each grading period, and the student must be progressing.

Maximum Timeframe

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program). ROP calculations help assure that students will complete their programs within the maximum time frame.

Effect of Transfer Credit on SAP

Transfer credit awarded by the college has no effect on CGPA calculations for SAP, but does effect the ROP calculation. Transfer Credits are also included in the maximum timeframe calculation.

Effect of Program Change on SAP

Students who change programs will only have credits and grades that are applicable to the new program (including transfer credits) calculated in SAP and Maximum Timeframe. Any credits that were previously taken that are not part of the student's new program of study will not be used in the calculations.

Warning and Probation Periods

Every student will have their CGPA and ROP calculated after each grading period,

- The first grading period in which a student falls below the minimum SAP standards outlined above, the student will be placed on SAP Warning. If the student meets or exceeds the standards the following grading period, the student will be moved to SAP Met. If not, the student will be moved to SAP Probation. Should the student wish to remain in school and receiving federal financial aid, the student must successfully complete the appeal process.
- A student that has progressed to SAP Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will be moved to SAP Dismissal or dismissed from school unless the conditions of an academic plan were successfully met.
- A student that has progressed to SAP Dismissal will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will remain on SAP Dismissal and dismissed from school unless the conditions of an academic plan were successfully met.

  Students will be dismissed at the end of any grading period in which it has been determined that it is mathematically impossible for the student to meet the minimum requirements.

  While in SAP Warning the student is considered to be making Academic Progress, and will remain eligible to receive federal financial aid. While in SAP Probation or SAP Dismissal (with an approved appeal and or academic plan) the student is considered to be making Academic Progress and will remain eligible to receive federal financial aid. Students not making Satisfactory Academic Progress are required to participate in any advising and tutoring that are considered to be necessary by the college. Failure to participate may result in Dismissal regardless of CGPA or ROP.

  Students on SAP Probation, SAP Dismissal and who have been dismissed for exceeding Maximum Timeframe are not eligible to change programs.

  Appeal Process

  Any student who has been placed SAP Probation or SAP Dismissal may appeal if special or mitigating circumstances exist. All appeals must be submitted in writing within five (5) calendar days of receiving notification of the dismissal. All appeals must explain the circumstances which affected their academic performance, how the circumstance has been resolved so it will not have any future effect on the student's Academic Progress, additional documentation may be required. The decision of the college is final and may not be further appealed.

  Reinstatement

  A student may appeal to return to the college if they were previously dismissed for not meeting SAP. The appeal should include information about the circumstances which affected their academic performance, how the circumstance has been resolved so it will not have any future effect on the student's Academic Progress. The student should also include reasons for why they should be readmitted. Many factors will be reviewed when determining whether or not a

student should be readmitted, including academic performance, attendance, life changes, and account balance.

Student Appeal Process

Students have the right to appeal decisions made and policies enforced by the College. Appeals may be requested based upon the following circumstances:

- Final grades
- Attendance
- Enforcement of College policies resulting in a change in status or disciplinary action

Appeal of a final grade or attendance:

- Students disputing a final grade or attendance must first meet with or email the instructor within five business days of the last scheduled class day.
- The student must provide evidence substantiating the request.
- The instructor must review, make a determination, and meet with the student to communicate the decision within three business days.
- The student may appeal the instructor's decision and must email or turn in the hard copy of the appeal to the Campus Director's Office within three business days of the instructor's decision.
- The Campus Director must review, make a determination, and meet with the student to communicate the decision within three business days
. • The decision of the Campus Director is final.

Appealing enforcement of College policies:

- Students disputing a decision based on enforcement of College policies resulting in a status change or disciplinary action must appeal in writing within five business days of the decision and submit documentation to the Campus Director's Office.
- An appeals panel will be convened within three business days of receipt of the appeal.
- An appeals panel will review, make a determination, and meet with the student within three to five business days.
- Prior to the appeal panel's final decision, students may choose to appear to present additional information.

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Physical Therapy Aide/Massage Therapist

CIP Code: 51.0806

SOC Code: 31-2022.00

Physical Therapy Aide/Massage Therapist Course Descriptions

PMA 410 1-2 Medical Terminology for Massage Therapists

They provide an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation as shown through the "Navigating the Body" section of their Trail Guide.

PMA 420 1-2 Fundamentals of Therapeutic Massage

These courses should introduce the student to massage therapy. Provide training in Swedish massage theories, techniques, draping, and practice. Technique classes are supplemented by lecture, videos and software on stress reduction, anatomy and physiology, body alignment, and other effects of massage on the body. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the shoulder and arm.

PMA 430 1-2 Anatomy and Physiology

This course should introduce the student to the physiology and common pathologies of all systems, health problems, videos and software on anatomy and the connection with different procedures, and how physical therapy plays an important role. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the forearm and hand.

PMA 440 1-2 Patient Management for Massage Therapy Application

This course should introduce the student to business practice and office management skills. These courses should introduce the student how to communicate to patients and other medical staff. They should learn the importance of good customer service. The students should learn the necessity of correct documentation, electronic health records and basic computer skills. The course should be an overview of everything they need to be successful in the medical field. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the spine and thorax.

PMA 450 1-2 Therapeutic Modalities

This course should introduce the student to alternative treatments and disciplines to aid in patient/client care using multiple modalities. The student should learn how to incorporate hot stones, Shiatsu, Thai, Chakra/aura balancing, reflexology, acupressure, aromatherapy, pregnancy, infant, child, adolescent, oncology, and animal massage principles. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the head, neck, and face.

PMA 460 1-2 Introduction to Massage thru Physical Medicine and Rehabilitation

This course should introduce the massage therapy student to the field of physical therapy and rehabilitation and the interrelation of both fields of study. The student will be instructed in massage therapy techniques and modalities with the emphasis on how massage therapy and physical therapy plays an important role in rehabilitation treatment. These courses should introduce the student to the physiology of common muscular/skeletal system health conditions, and the therapies and exercises used to alleviate those conditions. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the pelvis and thigh.

PMA 470 1-2 Sports Massage Therapy

This course should introduce the student to sports massage therapy. It should provide training in Swedish massage and deep tissue theories, pre-event, post-event, and inter-event massage, chair techniques and practice. This course looks at the different benefits of sports and exercise massage techniques, and how this affects the physiology of the body especially muscles, joints, the nervous system and circulation. Students will consider the therapeutic benefits of massage for athletes and how this can affect the body. The importance and role of the professional sports and exercise massage therapist should also be discussed. Muscular/skeletal anatomy, physiology and pathologies will be introduced using textbooks, videos, PowerPoint software and hands on palpation. The student will be introduced to muscular/skeletal anatomy through hands on palpation of the leg and foot.

PMA 400 1-2 Externship

The course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities

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Pharmacy Technician Course Descriptions

PT 410 1-2 Pharmacy Law and Regulations

This course orients students about the role of pharmacy technicians in the delivery of patient care and gain knowledge about patient care delivery system and medication delivery system with particular emphasis on the complementary roles of pharmacists and technicians, enables them to utilize technology for pertinent pharmacy data, and to assist the pharmacist in the collection and processing of information. These courses also prepare the students to follow established procedures for the purchase of pharmaceuticals and to control inventory, handling of their receipt, storage and removal. In addition, the students should learn how to receive, and screen prescription; distribute medication according to federal and state laws and regulations, bill and collect payment for pharmacy goods and services. Students are introduced to the profound influence that medication laws, standards, and regulations have on practice. These courses also introduce the student to the basic anatomy and physiology of the immune system, cytotoxic agents, agents' side effects, reactions and names (brand and

generic). Upon successful completion, students should be able to explain the concept of quality assurance and its procedures while noting the laws and regulations that govern the practice.

PT 420 1-2 Pharmacology and the Nervous/Absorption Systems

This course should introduce the student to the basic anatomy and physiology of the Nervous System, pharmaceutical agents associated with the Nervous system, agents' side effects, reactions and names (brand and generic). These courses should also introduce the student to the basic anatomy and physiology of the Absorption and the Renal systems, pharmaceutical agents associated with each system, agents' side effects, reactions and names (brand and generic). Accurate calculations, how the hospital medications are dispensed, medical math and pharmacy calculations is also covered. Performance of dosage calculations, household systems, metric systems, and apothecary, including IV bag filling, measuring cup, syringes, other medication deliveries, and compounding through evaluations.

PT 430 1-2 Antibiotic Antifungal Antivirals & Asepsis

This course should introduce the student to the pathogenic microorganism with an introduction to the use of antibiotics, antiviral and antifungal medicine, and different types of natural and environmental disease for which these medications would be prescribed, and the affects they have on the human body. It also covers standard precautions and OSHA regulations, maintaining pharmacy equipment, methods for proper handling of hazardous waste and sharps and applying effective infection control measures. These courses also prepare the student to compound sterile and non-sterile product, sterility procedures, and quality assurance standards and to accurately calculate ingredient amounts utilizing accepted compounding technique. The students should be able to perform medical math and pharmacy calculations.

PT 440 1-2 OTC Brand Generics & Motor Systems

This course should introduce the student to the basic anatomy and physiology of the motor System, pharmaceutical agents associated with the motor system, agents' side effects, reactions and names (brand and generic). In addition to introduce the student to the basic anatomy and physiology of the respiratory System, pharmaceutical agents associated with the respiratory system, agents' side effects, reactions and names (brand and generic). These courses also will introduce the student to the functions of the retail pharmacy. Students will be able to know the difference between brand and generic medications. The students will be able to assist patients with locating medications over the counter and what they are used for. Students will be able to read the labels and explain them to patients, gain knowledge of federal and state laws and regulation that prescribe the activities associated with patient counseling and the activities that can be delegated to the pharmacy technician by/under supervision of the pharmacist. In addition, these courses should prepare the student to prepare non-compounded products for distribution, understand the legal implications and requirement for delegation of specific duties by a pharmacist to a pharmacy technician.

PT 450 1-2 Pharmacology and the Vascular & Integumentary Systems

These courses should introduce the student to the basic anatomy and physiology of the Integumentary system, Eye and Ear, pharmaceutical topical agents associated with each system/organ, agents' side effects, reactions and names (brand and generic). These courses should also introduce the student to the basic anatomy and physiology of the cardiovascular system, pharmaceutical agents associated with the heart, vessels and blood, agents' side effects, reactions and names (brand and generic), in addition to teaching the student BLS for healthcare provider and how to respond to life threatening emergencies. These courses prepares the student to monitor certain medication therapy and understand its importance for effective patient care and safety, emphasizing on the

federal and state laws and regulation that control specific monitoring activities that may be delegated by the pharmacist to the pharmacy technician.

PT 460 1-2 Vitamins, Minerals and Alternative Medicines

This course should introduce the student to the basic anatomy and physiology of the Endocrine and Reproductive systems, pharmaceutical agents associated with these systems, agents' side effects, reactions and names (brand and generic). In Addition, they will prepare the student to apply methods to assure that the medication-use system utilized by the pharmacy is safe, emphasizing on various technologies that have been proven effective for medication safety assurance, assisting the pharmacist in preparing, storing and distributing investigational drugs product will be introduced as well. These courses will also provide the students the essential mathematical concepts and skills pharmacy technicians use on the job. Students should succeed in learning the skills required for calculating and preparing drug doses in both community pharmacy and institutional pharmacy settings. The alternative medicine portion is a natural approach to using herbals as a treatment for sprains, bruising, and a homeopathic treatment for toxicity.

PT 480 1-2 Communication and Professional Development

These courses are designed to help the pharmacy technician student create greater success in college and in life. It prepares the student to communicate with a variety of patient and other health care professionals using proper listening techniques, body language and verbal skills. We review and teach many proven strategies for creating greater academic, professional, and personal success and help the student to deal with human behaviors in the workplace. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. In this course the student should understand the importance of active involvement in local, state and national pharmacy technician organization, understand the importance of credentialing and the difference between certification, licensure and registration. These courses provide an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software. In addition, this course will provide an opportunity for the student to develop the following skills: documents, Demonstrate speed and accuracy-building techniques, Demonstrate the ability to format basic business documents from unarranged material, Identify emerging technologies, Identify types of communications hardware/software and explain their functions, Discuss how and why the Internet is utilized by individuals and businesses, Access, navigate, and use Internet service providers, Master procedures for sending/receiving e-mail, Prepare simple spreadsheets and graphs using available software, Use database software to plan, create, update, add and delete records, Create graphics and integrate into computer applications, use publishing software to design, create, import, format and produce publications, Transfer data among different computer applications. Apply touch control of the keyboard, using correct techniques; demonstrate the ability to use proofreading skills in editing.

PT 400 1-2 Externship 1-2

This course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

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Medical Assistant Course Descriptions

GE 480 1-2 Communications, Professional Development, and Computer Basics

These courses are designed to help the student create greater success in college and in life. In the coming weeks, we review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

HS 410 1-2 Medical Terminology

Provide an understanding of medical terminology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field.

HS 430 1-2 Medical Office Procedures

This course is designed to familiarize students with clerical and administrative procedures involved in the operation of a medical office. The student should be introduced to verbal and written forms of communication, medical ethics, liability, records management, transcriptions, scheduling office/ surgical procedures, and manual/computerized patient processing. These courses should introduce the student on how to communicate to patients and other medical staff. Explain the importance of quality customer service. The students should be taught the necessity of correct documentation & electronic health records.

HS 440 1-2 Introduction to Medical Billing and Coding

This course is designed to introduce the student to basic billing and coding fundamentals. The student should learn manual and computerized CMS-1500 forms, manual and computerized coding. Students should learn how to use the CPT and ICD-10 manuals. In These courses, students should also complete a typing test for evaluation of speed and accuracy. These courses should introduce the student to advance procedures related to coding and billing. Medical offices want the most recent software and up to date coding and billing material. The courses should teach students use of different methods of billing. The students should use their knowledge of medical terminology and anatomy and physiology to help them understand terms related to getting claims paid, and on time.

MA 450 1-2 Medical Assistant Back Office Procedures and Anatomy & Physiology I

Students should be able to learn processing procedures. Students should learn to give pregnancy tests, patient information, prepare patients for exam, setting up trays for doctors, and perform vital signs, bandaging, and how to perform visual acuity and ear lavages in correlation to learning the Anatomy and physiology of Respiratory system and Special Senses. Students should learn the role and functions of a medical assistant, interpersonal communication skills, patient care and handling of office emergencies and first aid in addition to learning how to perform Basic Life Support (CPR) when needed. The students should learn Anatomy and physiology of the Cardiovascular and Reproductive systems in addition to the intro skills of the medical assisting field. The courses are designed to prepare a student for an EKG patient. The students should be able to perform EKG's on their peers. They should be shown how to read EKG's only on a basic level. Students should learn how to prepare a patient for an EKG. The students should be able to instruct a patient and to communicate with doctors about the EKG. The student, upon completion, will receive a certificate in EKG.

MA 460 1-2 Clinical Laboratory Procedures & Anatomy and Physiology II

These courses prepares students for laboratory procedures, how to prepare patients for collection process. The student should learn the basic Anatomy and physiology of endocrine system and digestive system along with the common test and procedures performed in a medical office. Students should be provided with the knowledge and skills necessary to send samples out to labs. Students should learn how to collect blood in a proper collection tubes and send it to the outside lab, collect urine samples and prepare them for labs. Students should learn basic Anatomy and Physiology of Nervous and Digestive system, how to inform patient on glucose machines and how to collect blood for the machines.. Students learn how to use microscopes and look at different slides and be able to identify them and prepare blood for viewing.

MA 470 1-2 Protective Practices, Clinical Skills, and Anatomy and Physiology III

This course should teach the students the basic Anatomy and physiology of the Integumentary and Skeletal systems; introduce the students to asepsis, infection control, CDC and OSHA regulations. The Students should also learn how to prepare sterile fields, assisting with office minor surgeries, in addition to learning the basic skill needed for work with pediatric patient like giving immunization, taking pediatric vitals & measurements and preparing growth charts. They also teach the student the basic Anatomy and Physiology of muscular system, prepare them to perform medical math and pharmacy calculation, handling medication, and learn how to perform injection, routes of medication administration. Students should learn about the commonly prescribed medication side effect and how to communicate with patient, as well as be able to describe and explain laws pertaining to controlled substances and prescription medication, classify drugs according to their effects on the body, identify the parts of prescription as well as be able to list and describes the sections of the PDR. Additionally, the students should be able to understand expected character and personality traits sought in a medical assistant, as well as professionalism for medical assistant.

MA 400 1-2 Externship 1-2

This course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities

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Medical Billing and Coding Course Descriptions

GE 480 1-2 Communications, Professional Development, and Computer Basics

These courses are designed to help the student create greater success in college and in life. In the coming weeks, we review and teach many proven strategies for creating greater academic, professional, and personal success. We will use guided journal writings to explore these strategies, and as a bonus, the students will be taught to express themselves more effectively in writing. This course provides an overview of proper keyboarding technique, business document formatting, and current software packages in word processing, spreadsheets, databases, graphics, and integrated software.

HS 430 1-2 Medical Office Procedures

This course is designed to familiarize students with clerical and administrative procedures involved in the operation of a medical office. The student should be introduced to verbal and written forms of communication, medical ethics, liability, records management, transcriptions, scheduling office/ surgical procedures, and manual/computerized patient processing. These courses should introduce the student on how to communicate to patients and other medical staff. Explain the importance of quality customer service. The students should be taught the necessity of correct documentation & electronic health records.

HS 440 1-2 Introduction to Medical Billing and Coding

This course is designed to introduce the student to basic billing and coding fundamentals. The student should learn manual and computerized CMS-1500 forms, manual and computerized coding. Students should learn how to use the CPT and ICD-10 manuals. In These courses, students should also complete a typing test for evaluation of speed and accuracy. These courses should introduce the student to advance procedures related to coding and billing. Medical offices want the most recent software and up to date coding and billing material. The courses should teach students use of different methods of billing. The students should use their knowledge of medical terminology and anatomy and physiology to help them understand terms related to getting claims paid, and on time.

MBC 410 1-2 Medical Terminology and Anatomy and Physiology

This course aims at providing an understanding of medical terminology and anatomy and physiology to the students through step by step methods that create an easy way to learn medical terminology. The students should learn how to decipher the meaning of useful medical terms by breaking them down into word parts as well as the rules for building terms. Students will also be introduced to directional terminology, surface anatomy, and terms that are used to describe anatomical structures. A solid knowledge of word parts should lead to an easier understanding of the location and function of the anatomy involved, as well as pathology and procedures involved in the treatment of diseases. Through this format the students should reinforce the terms they have learned and improve their communication for success in the medical field.

MBC 450 1-2 Computerized Billing

These courses should introduce the student on how to use a computerized billing program. The courses should teach students to combine the coding process with more advance medical and Medicare information. Students should learn how to start the claim process, process charges using an encounter form, create and send claims electronically, post payments from patients and insurance carriers, and balance at the end of the day using reports, and more.

MBC 460 1-2 Advanced Billing and Coding

This course should introduce the student to advanced coding using current CPT, ICD-9/10-CM, & HCPCS books. Medical offices want the most recent software and most update coding and billing material. The students should understand how the knowledge of medical terminology and anatomy and physiology will help them understand terms related to procedures and diagnoses. In these courses the students should learn how to abstract codes from reports and scenarios, determine which coding books are used based on diagnosis and procedures, converting narrative words to numeric codes.

MBC 470 1-2 Claims Processing Procedures and Collections

This course introduces the student to advanced coding using current CPT, ICD-9-CM/10, & HCPCS books. Medical offices want the most recent software and most update coding and billing material. Students should learn when and how to apply HCPCS codes, as well as situations that require HCPCS Coding. Students should be able to demonstrate the revenue cycle, as well as the steps involved in claims processing and collection procedures.

MBC 400 1-2 Externship

This course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.

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Veterinary Assistant Course Descriptions

VA 100 1-2 Office and Hospital Procedures & Client Relations

This course provides instruction about the veterinary office & hospital procedures and the importance of good customer service skills. The students will learn scheduling appointments, billing and accounting, communicating effectively and compassionately with clients, managing medical records, budgeting, marketing, managing inventory, using outside diagnostic laboratory services and the necessity of correct documentation and electronic health records.

VA 101 1-2 Medical Terminology & Anatomy and Physiology

This course provides instruction about the structure and function/dysfunctions of the body systems of various domesticated animals and some exotic animals. Pathology is studied with correlation to procedures performed. Terminology is incorporated throughout to enhance student understanding of disorders and diseases.

VA 102 1-2 Pharmacology, Pharmacy, and Nutrition

This course provides instruction about the various categories of drugs and their clinical use. Students are taught legal issues, filling medications and inventory control, and vaccinations. Students learn to identify dosage forms and calculate drug dosages. Students learn various vaccinations and proper protocols.

VA 103 1-2 Animal Behavior, Exam Room Procedures and Restraint

This course provides instruction about basic behavior of dogs and cats and preventing behavior problems. Students are taught how to place and remove animals from cages and placed on exam table or floor. Students are introduced to various restraint devises and how to apply including, muzzle, Elizabethan collar, restraint pole and feline restraint bags. Students will be taught how to recognize when to alter normal restraint or compromised patients in the exam room. Students learn the danger potential and special handling of small animals. Students learn examination room procedures including: taking and recording temperature, trimming nails, express anal sacs, identify external parasites, recognize AKC dog breeds and CFA cat breeds, identify gender of small animals, and perform exam room grooming.

VA 104 1-2 Animal Care and Nursing

This course provides instruction on safety concerns including basic normal and abnormal animal behavior. How to utilize patient and personnel safety measures, hazardous waste disposal, basic sanitation, and OSHA standards. Students learn to assist in examinations by monitoring vital signs, gastrointestinal monitoring and nutritional support. Students learn how to monitor and restrain patients for fluid therapy and record observations. Grooming and skin care are introduced in this course. Students learn therapeutic bathing, basic grooming and dipping of small animals. Students learn how to administering topical and oral medications as well as intravenous administration and fluid therapy. Students will learn how to clean external ear canals. Students will be able to apply and remove bandages and have an understanding of wound and contamination and infection. Students learn wound closure and covering wounds. Students will learn nursing care for recumbent patients including turning, padding and euthanasia and post mortem care.

VA 105 1-2 Surgical Preparations and Assisting

This course provides instruction in the role and responsibilities in small animal surgery. Students learn about surgical preparation areas; scrub area and surgery room. Students learn principles of asepsis; assist the veterinarian or veterinary technician with preparation of patients using aseptic technique. Students are introduced to surgical instruments including; scalpels and blades, scissors, needle holders, forceps retractors and various other instruments. Students will learn care and maintenance of surgical instruments and supplies. Students learn sterilization and disinfection technique, operate and maintain autoclaves, suture materials types and sizes, and suturing techniques, wound management, surgical assistance and pre and post-operatory care of animals. Individuals should learn the basic first aid techniques for dogs and cats due to common illness, injury, or life-threatening incidents. Topics that will be addressed include recognizing a pet emergency, performing CPR and first aid on a pet, treating common problems and emergencies requiring immediate attention, administering pet medications, and stocking a pet first aid kit.

VA 106 1-2 Laboratory Procedures and Diagnostic Imaging

Students will learn the role of the Veterinary Assistant in laboratory procedures. Students learn skills in handling animals, physical examinations, collect voided urine samples, assist in collecting blood samples, collect voided fecal samples for parasitological exam, how to handle rabies suspects and samples safely, and bandaging and splinting and other common laboratory procedures. Students will learn to use microscopes and learn standard hospital protocols. Students will be introduced to laboratory record keeping ensuring all lab results are accurately recorded, stock laboratory supplies and file laboratory reports. Students learn proper techniques of radiology and ultrasound as a means of diagnoses. Basic safety practices and techniques are followed including safety techniques for handling of processing chemicals. Students will be able to position patients including restraints, and assist the veterinarian or veterinarian technician in the completion of diagnostic radiographs and ultrasound. Students will learn how to process film in a darkroom. Proper care of equipment and clean screens is taught. Students will learn quality control labeling, filing and storing of film.

VA 400 1-2 Externship

The course is designed to provide practical on-the-job experiences that augment the student's in-class training. The students will be assigned a work site appropriate to their training. Clinical externships are supervised work experience activities.