

# Texas Healthtech Institute

9615 College Street  
Beaumont, Texas, 77707



## School Catalog 2017-2018

Career School approved and regulated by

**Texas Workforce Commission Career Schools and Colleges**

The Institute reserves the right to change any provision listed in this School Catalog including but not limited to course and curriculum changes, including but not limited to academic requirements for graduation or modifications of tuition fee or other charges with notice to individual students. Every effort will be made to keep students advised of any such changes.

The Institute does not discriminate on the basis of race, color, national origin, age, sex, or handicap in admission to, access to, treatment in, or employment in its programs and activities.

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## **Introduction**

The Texas Healthtech Institute offers education programs to students aspiring to get into entry level jobs in the healthcare industry. The healthcare sector of the economy is booming and new opportunities are being created as the healthcare practices and techniques are changing at a rapid pace. In general, there is a huge shortage of properly skilled labor force in the healthcare sector. The Institute focuses on teaching fundamental knowledge in health science, techniques for healthcare and appropriate job skills to adult students with great emphasis to the use of modern information technologies.

The Institute has received the Candidate for Accreditation status by the Council on Occupational Education in June 2017. The certificate programs of the Institute are approved and regulated by the Texas Workforce Commission. We are also proved by the Texas Veterans Commission as training provider. We hold the highest rating with the Better Business Bureau. The Institute is the Test Center for two prominent healthcare professional certification agencies: NHA (National Healthcareer Association) and MedCA (Medical Career Assessments).

## **Mission**

The Institute's **mission** is to deliver a quality career development education in the healthcare industry which will lead to gainful employment for our students in their chosen field of study. This will be achieved through our program delivery of healthcare career specific programs in high demand, using modern education technologies and engaging with healthcare professionals and organizations.

## **The Institute**

The Texas Healthtech Institute is established by a group of educators and entrepreneurs who sensed the enormous need of skilled labor force in the healthcare sector. One of the major goal of the Institute is to provide highest quality education at an affordable cost. The costs are contained with the optimum utilization of modern education technologies. The Institute has invested heavily in developing electronic platform for delivery of education programs.

The Founder and Director of the Institute is Dr. Puru Mandal (PhD, Bradford, England). He is an internationally recognized scholar in the field of technology, management education, and health sector management. He has over 30 years of teaching experiences in four continents, namely, Europe, Asia, Australia and North America. The Institute draws great support and cooperation of healthcare professionals from the Southeast Region of Texas.

## **Institute Facilities**

The Institute is prominently located in the west end of Beaumont on a busy highway (US 90). The Institute facilities include lecture rooms, clinical lab, computer lab, library, reading room,

student lounge. The campus is built on 2.5 acres commercial land with ample parking and recreational area. The Institute computers are connected to the Internet and the study materials are available at the Institute's computer servers. Students will be able to access the study materials from home computer if they want to do so.

We provide Certificate programs in high employment opportunity areas and these programs are available in several modes: full-time, part-time, on-campus or in hybrid mode. Some programs are available in distance education mode through our e-University portal via the Internet. E-University portal is a virtual campus for learning, hosted at the Institute's secured Servers. Students access course materials through this web portal, engage with other students and instructor, and complete course requirements/assignments through computer-based course management system. The distance education students must have access to a computer with high speed Internet connection.

## **Administration and Faculty**

### **Board of Directors**

Dr. Purnendu Mandal .... President

Dr. Ratna Mandal .....Secretary

Dr. Partha Mandal .....Director

### **Administration**

*School Director:* Dr. Purnendu Mandal.

*Director of Education:* Dr. Ratna Mandal

*Director of Technology:* Dr. Partha Mandal

*Student Services/Placement Officer:* Kendra Haines

### **Faculty List**

Full-time Faculty:

Purnendu Mandal, PhD (Business), University of Bradford, UK ..... Office Administrative Assistant, Medical Coding and Billing

Ratna Mandal, MD (Medicine), Calcutta University, India ..... Phlebotomy, Medical Assistant

Kenesha Barnes, Diploma for Medical Assistant, Kaplan College ...Phlebotomy, Medical Assistant, Patient Care Technician

Part-time Faculty:

Elvira Villaran, BSN/Nursing, Perpetual Help College, Manila, Philippines .....Phlebotomy, Patient Care Technician

## **Admission Information**

### **Eligibility and Requirements**

The Healthtech Institute has an open-entry, and open-exit enrollment policy. Students can apply at any time during the calendar year and can graduate as soon as they complete all the requirements.

### 1. Eligibility to Apply for Admission

US citizens and resident aliens are eligible to apply for admission. The minimum age is 18 years, but with written parental or legal guardian permission students below the age of 18 years can be admitted.

### 2. General Requirements

Application for Admission must include the following:

- A completed Admission Application. An application must be submitted prior to the enrollment in classes. Applications completed by a third party on behalf of the candidate will not be accepted unless bearing the original signature of the applicant. Former students do not need to submit an application for re-admission but will be required to verify residency for tuition purposes. Students who owe any fee or tuition will not be permitted to enroll until the debt is settled through the appropriate office.
- Application Fee. A non-refundable application fee of \$25.00 is charged to all applicants.
- Every student will be required to attend a New Student Orientation session and register for classes.

### 3. Qualification Requirements

High School Graduate: Show the original diploma from an accredited high school. You may be asked for a transcript from your high school. OR

General Education Development (GED): Provide official copies of your GED.

## Academic Information

### Class Schedule

Day students will attend classes Monday through Saturday from 9:00 A.M. to 5:00 P.M. depending on the class schedule. Class for part time students will be Monday through Saturday from 9 AM to 5 PM or 6:00P.M. to 9:00 P.M. depending on the class schedule. For day students, five to ten minutes break will be taken every hour beginning at ten-minutes until the hour, and lunch will be from 12:00 P.M. to 1:00 P.M. For evening students there will be no meal time allowed and five to ten-minutes break will be taken every hour beginning at ten-minutes until the hour.

### Institute Holidays (The Institute generally observe these holidays)

New Year's Day	Martin Luther King Day	Presidents' Day
Good Friday	Memorial Day	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day
Christmas Day		

### Graduation Requirements

The Institute provides the following form of recognition for satisfactory completion of work:

Certificate of Completion. A student may be awarded a Certificate by:

- Completing all required courses for the specific certificate. Courses listed in the catalog are acceptable as requirements or electives applicable to the certificate program.
- Completing the prescribed number of contact/clock hours for the specific certificate.
- Achieving a cumulative grade point average of 2.0.
- For the certificate program, completing each course required with a grade of "C" or better.
- Submitting official transcript of all coursework attempted at other career school or colleges.

## **Grading**

The standard letter system of grading is used as follows: A--100-90; 4.0 quality points: B--89-80; 3.0 quality points: C--79-70; 2.0 quality points: F--below 70; 0 quality points: P--Pass; 0 quality points: TP--Transfer Pass;

0 quality points: and I--Incomplete (An "I" will be given to a student who does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade by the end of the next grading period, or three weeks, whichever is greater.); W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course); WP--Withdrawal Passing (will be given to a student who withdraws with a passing grade after midpoint of a particular course); WF--Withdrawal Failing (will be given to a student who withdraws with a failing grade after midpoint of a particular course).

Upon repeating a course or subject, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript.

## **Advanced Standing & Prior Credit**

Texas Healthtech Institute may grant full academic credit for many courses to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. The student must have earned a grade of "C" or better and the student must have been taking coursework at the postsecondary level within the last two years prior to their expected start date at Texas Healthtech Institute.

It is the student's responsibility to have official academic transcripts sent to Texas Healthtech Institute and to provide a catalog containing course descriptions. The transcripts and prior school's catalog will be reviewed. The decision to grant credit for prior schoolwork shall be approved by the Campus Director. Written verification shall be placed in the student's file.

Transfer of Credits from other institutions are recorded as grades of "TP" and are not counted as earned nor used when calculating grade point average.

If a student believes that his prior knowledge or experience is sufficient to warrant waiving a class requirement, a comprehensive inventory test will be administered to him. A minimum grade of "B" is required in order to waive the class. This test is to be taken in advance, if possible, but not later than the first week of the class. Upon successful completion of the test, the student may select an elective to replace that class or choose to waive the elective in favor of reducing time in school.

Advanced standing credits are recorded as a grade of "P" and are counted as hours earned, but are not used when calculating grade point average.

All students entering the school must complete at least 50% of their program with the school.

### **Transfer of Credit**

The courses of study offered by Texas Healthtech Institute are essentially terminal in nature. Most students go directly into employment after graduation. Most courses offered by Texas Healthtech Institute are non-academic and do not imply, promise, or guarantee transferability of credits earned while in pursuit of the certificate or diploma.

Students should be aware that decisions regarding the transfer of credit is up to the receiving institution.

### **Transfer Between Programs**

Students wishing to transfer from one program to another within the institution should see the campus director to determine transferability of credits within the institution. All courses at the institution have a three letter/three digit code that is universal among programs at the institution thus facilitating transfer of credit between programs at the institution.

Students wanting to transfer between programs may transfer those credits which are applicable to the new program.

### **Transcripts**

Transcripts are available upon request unless the student is indebted financially to the School. No transcript of grades will be released without the student's prior approval in writing. Each graduate is issued an official transcript of his academic record. Each subsequent official transcript for a graduate is furnished after receipt of the transcript fee. A government agency that periodically requires a transcript in order to determine a student's progress is exempt from this fee. Student academic records are kept permanently by the school.

### **Complaint Procedure**

Student complaints relative to the actions/policies of the school or its employees should first be resolved with school officials. The complaint should be submitted in writing to the school director. If the complaint is not answered to the student's satisfaction, the student should choose one or more of the two remedies listed below.

**ONE:** Student complaints relative to actions of school officials shall be submitted in written form to **Texas Workforce Commission Career Schools and Colleges**, 101 East 15th Street, Austin, TX 78778-0001, Phone (512) 936 3100 only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

**TWO:** If the complaint is not settled at the local level, the student should send the complaint in written form to the Commission, **Council on Occupational Education**, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898 or website [www.council.org](http://www.council.org).



## **Professional Certification**

The Institute is an approved Test Center for **NHA (National Healthcareer Association)** certification. We offer the following certification examination: phlebotomy technician, EKG technician, clinical medical assistant, electronic health record specialist, billing and coding specialist, patient care technician, and medical administrative assistant.

The Institute is an approved **MedCA** National Certification Test Center. We encourage our graduates to take certification exam to enhance the job opportunity. Currently, the Institute is approved for Phlebotomy Technician, Medical Billing & Coding, Medical Administrative Assistant, Medical Assisting exams. Pharmacy Technicians are required to take PTCB certification as per Texas State requirements.

The Institute encourages all students to complete CPR training by our instructor, qualified by American Heart Association to train CRP and BLS.

## **Financial Information**

### **Cost of Programs**

The resident tuition for each program is as follows:

- Medical Coding and Billing - \$5900.00 (360 contact hours)
- Medical Assistant - \$6950.00 (660 contact hours)
- Phlebotomy Technician - \$3850.00 (360 contact hours)
- Patient Care Technician - \$7000.00 (700 contact hours)
- Office Administrative Assistant - \$7000.00 (700 contact hours)

Those who qualify to pay resident tuition rates include:

- Residents of Texas.
- Active duty military personnel, their spouses and dependents.
- Permanent resident aliens who can prove Texas residency.

### **Required Fees**

The Institute imposes fee policies. Some fees are refundable while some are not. If you should withdraw from classes within the stated guidelines, some of the fee payment, as well as some of the tuition payment, may be returned to you. Since the State of Texas and/or the Institute can change the fees as needed, it's a good idea to check with the office for the correct amount.

Following is a list of fees charged by the Institute:

*Application Fee* - \$25 — non-refundable; Charged to all students who apply for admission.

*Add/Drop Fee* — \$15 for each add and each drop action — non-refundable; If you change your schedule of classes after you have registered, you will be charged \$15 for each class you add and

\$15 for each class you drop.

*Administrative Withdrawal Fee*- \$100 - non-refundable; There are number of reasons for the Institute to drop you from enrollment, such as not attending classes or not paying a bill. You will be charged \$15 for that action.

*Administrative Reinstate Fee*— \$50 - non-refundable; Once you have made your payment or you have gone back to class, this fee will be charged to process the paperwork for your reenrollment.

*General Property Deposit Fee* – required depending on the equipment borrowed, required at the time of borrowing — refundable upon request if you graduate or withdraw You will be charged this fee the first time you register to take courses at the Institute. It is a deposit against loss, damage and breakage. When you graduate or withdraw, you should request the refund, which will be sent to you if you have not caused any loss, damage or breakage. If you re-enroll at the Institute after requesting a refund of this fee, you will have to pay the fee again.

*Installment Tuition Loan Processing Fee*— \$75 — non-refundable; If you make arrangements to pay your tuition in installments, this fee will be added to your total installment loan.

*Installment Tuition Loan Late Payment Fee* - \$20 — nonrefundable; You will be charged \$20 if you are late in making your tuition payment.

*Returned Check Fee* - \$50- non-refundable; If you write a bad check to the Institute, you will pay the returned check fee equivalent to the rate charged by our bank. Each student has an obligation to promptly redeem a returned unpaid check. All records will be withheld until the debt is paid. No postdated checks will be accepted by the Institute.

### **Miscellaneous Fees**

Student File copies (unofficial), per page .....	\$2.00
Maximum per file request (unofficial) .....	\$20.00
Student File copies (sealed/official; except diploma or transcript), per page .....	\$5.00
Maximum per file request (sealed/official; except diploma or transcript) .....	\$50.00
Duplicate diploma (sealed) .....	\$15.00
Additional Transcript (sealed/official) .....	\$5.00
Additional Unofficial Transcript .....	\$2.00
School Catalog (additional copy) .....	\$20.00

### **Payment Methods**

Once the amount of your tuition and fees are set, there are several payment methods available to you. You can pay by TFC loan, cash, check or money order at a Front Office. The Institute accepts payment with VISA, Master-Card and Discover, as well as bank debit cards. Be sure to take note of the payment deadlines listed in each Class Schedule. If you miss that deadline, your registration will be cancelled and you'll have to start over during open registration. We also offer an installment tuition loan. If you choose this option, you need to complete the process before the first day of classes.

## **Cancellation Policy**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## **Refund Policy**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;

- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

#### Refund Policy for Students Called to Active Military Service

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

## **Programs**

### **Medical Assistant**

#### ***Admissions Requirements:***

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

**Program Description:**

The Medical Assistant program (660 clock hours) prepares students to support physicians by providing assistance during patient examinations, treatment administration, and monitoring; by keeping patients' health record information; and by performing a wide range of practice-related duties. Medical assistants provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. This program includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures, and externship under physicians' supervision. The field is intended for the individual who has the ability, desire, and pride to support the essential health care responsibilities delegated by the doctor.

The job skills students learn through this program include supporting Medical office front desk, Patient screening, Patient preparation, Medical billing, Insurance Coding, Medical bookkeeping, EKG's readout and interpretation, and Phlebotomy procedures.

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab/Ext</b>	<b>Total Clock Hours</b>
MTY101	Medical Terminology	20/20	40
MAP 201	Medical Anatomy and Physiology	20/20	40
MAO 102	Medical Office Operation	40/20	60
PTT 204	Pharmacy Drug Therapy and Treatment	20/20	40
MAC 104	Dealing with Health Claim Forms	40/40	80
MIC 103	Coding for Medical Procedures	40/40	80
MAA 300	Asepsis/Infection Control and Vital Signs Procedures	40/40	80
MAL 302	Medical Law and Ethics	40/20	60
MPE 108	Phlebotomy, Cardiology, Pulmonary, Microbiology, Immune Systems and EKG Procedures	40/40	80
MAE 301	Medical Assistant Externship	00/00/80	80

MAC 302	Certification Review	00/20/00	20
	Total Hours	300/280/80	660

### *Subject Descriptions*

#### **MTY101 Medical Terminology;** pre-requisite – none

In this phase the students will get familiar with medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (lec 20 clock hrs/lab 20 hrs/ext 00 hrs)

#### **MAP201 Medical Anatomy and Physiology;** pre-requisite – none

This course is designed for students to learn the structure and function of human anatomy, including the integumentary, musculoskeletal, digestive systems, including the neuroendocrine, urinary, reproductive, respiratory, and Circulatory systems. (lec 20 clock hrs/lab 20 hrs)

#### **MAO102 Medical Office Operation;** pre-requisite – none

Basic functions such as office operations, insurance paper checking and medical billing are taught first. Student will also learn impact of health insurance on today's economy. We will also cover the different departments within an insurance company and operations. This phase will also give the student the opportunity to understand the importance of legal issues that affect the medical biller and health claims examiner. Students will be taught fundamentals of health information technology to provide them with the importance of written communication skills, accounts receivable management, supportive documentation, and customer service. Particularly, students will be taught the laws concerning medical record keeping, documentation guidelines and release. Federal Business Trade Act to prevent identity theft will also be covered. (lec 40 clock hrs/ lab20 hrs)

#### **PTT204 Pharmacy Drug Therapy and Treatment;** pre-requisite – MAO102

Students on this topic, study about therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of diseases. Students will learn to provide detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities (Lec 20 clock hrs/ lab 20 hrs)

#### **MAC104 Dealing with Health Claim Forms;** pre-requisite – MAO102

Student will have the understanding and practical skills necessary to abstract relevant information from the medical records for completing the CMS-1500 claim form, as well as completely expediting the logins and processing of different types of medical forms. Students will study general guidelines for completing forms for different carriers to include: Medicare, Medicaid, and Workers' Compensation. This course will teach the student the knowledge necessary to optimize payment in a timely and cost efficient manner. The students will study the difference between

clean, pending, rejected, incomplete and invalid claims and describe the reasons why claims were rejected. This course will also provide the student with the necessary skills to understand and complete the UB-92claim form and to know when it may or may not minimize their chances of rejection by insurance carriers. ( Lec 40 clock hrs/Lab 40 clock hr)

**MIC103 Coding for Medical Procedures;** pre-requisite – MAO102

The main subject of this course is the theoretical aspect of medical record coding. The student will be introduced to ICD-9-CMbasic coding rules and conventions, sequencing codes and other coding principles. We will cover the CPT-4 Coding System Structure of the three levels of CPT-4, general guidelines for using CPT-4, basic steps to assign CPT-4and understanding the sequencing and linking requirements. During this course the student will become familiar with the terminology in the procedure and diagnostic coding systems to use them efficiently and provide accurate descriptions of services rendered and maximize payment from insurance companies. (Lec 40 clock hrs/Lab 40 hrs)

**MAA300 Asepsis/Infection Control, and Vital Signs Procedures;** pre-requisite – MIC103

This course introduces students to patient- centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Autoclaving and spore testing will be included. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs. (Lec 40 clock hrs/Lab 40 clock hrs)

**MAL302 Medical Law and Ethics;** pre-requisite – MIC103

This course introduces students to the principles, procedures, and regulations involved in legal and ethical relationships among physicians, patients, and assistants. The course includes HIPPA law interpretation and applications. Emphasis is placed on the legal aspects of office procedures, current ethical issues, and risk management as they relate to the practice and fiduciary responsibilities. Upon completion of the subject students will be able to: 1) discuss what and to whom information about a patient may be released; 2) discuss the medical assistant's ethical obligations and restrictions; 3) explain the importance of a contract to a health care facility; and 4) list the six components of informed consent. (Lec 40 clock hrs/lab 20hrs)

**MPE 108 Phlebotomy, Cardiology, Pulmonary, Microbiology, Immune Systems and EKG Procedures;** pre-requisite – MAA300

This course introduces students to the study of the theories and practices related to the common diagnostic/clinical procedures and special lab tests involving cardiology and pulmonary patients. Additional emphasis will be placed on blood borne pathogens, hematology, and electrocardiograms. Students will study blood borne pathogens, hematology, and learn to give electrocardiograms as well as collect blood samples using hypodermic needles and body fluids from patients for laboratory testing. Students will study the Circulatory system and practice safety-conscious, blood-drawing techniques. (Lecture 40 clock hours/Lab 40 clock hours)

**MAE301 Externship;** pre-requisite – MPE108

Students are placed in physicians' office or medical services providing establishments. They work along with nurses, doctors and office staff and take active part in patient caring. Students will operate and maintain clinical equipments and prepare examination and treatment areas. This course will also cover the certification examination testing on all areas. (Ext 80 clock hrs)

## **MAC 302 Certification Review; pre-requisite – MAE301**

Students will review the course topics under the guidance of instructor followed by tests administered (lab 20 contact hrs).

### **Phlebotomy Technician**

#### ***Admissions Requirements:***

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

#### ***Program Description:***

A program (360 clock hours) that prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Phlebotomy Technician (phlebotomist) is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture or micro techniques. The phlebotomy technician facilitates the collection and transportation of laboratory specimens, and is often the patient's only contact with the medical laboratory. This program includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations.

A phlebotomy technician also draws blood for transfusions, donations and research. Phlebotomy technicians must like challenge and responsibility. They must be accurate, work well under pressure and communicate effectively. They must be able to deal with patients and be able to calm patients. Safety is a key and all safety precautions must be taken to prevent the transmission of infectious diseases. Duties differ by doctor office, hospital and laboratory.

#### **Job Skills:**

- Drawing blood from patients or donors in hospitals, blood banks, clinics, doctor offices, laboratories or similar facility for medical purposes;
- Assembles equipments such as needles, blood collection devices, gauze, tourniquet, cotton and alcohol;
- Verifies or records identity of patient or donor;
- Converses with patients to allay fear of procedure;
- Applies tourniquet to arm, locates vein, swabs area with disinfectant, and inserts needle into vein to draw blood into collection tube. (May also prick finger instead of inserting needle.);
- Labels and stores bold container for processing;
- May conduct interview, take vital signs and test blood samples to screen donors at a blood bank;



- Be able to analyze information and make appropriate recommendations.

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab</b>	<b>Total Clock Hours</b>
MTY101	Medical Terminology	20/20	40
MAP201	Medical Anatomy and Physiology	20/20	40
MAA300	Asepsis/Infection Control, and Vital Signs Procedures	40/40	80
PHP 100	Phlebotomy Procedures	60/40	100
PHC101	Phlebotomy Certification Review	40/20	60
PHE 102	Phlebotomy Externship	00/00/40	40
	<b>Total Hours</b>	<b>180/140/40</b>	<b>360</b>

### *Subject Descriptions*

#### **MTY101 Medical Terminology;** pre-requisite – none

In this phase the students will get familiar with medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (Lec 20 clock hrs/Lab 20 hrs)

#### **MAP201 Medical Anatomy and Physiology;** pre-requisite – none

This course is designed for students to learn the structure and function of human anatomy, including the integumentary, musculoskeletal, digestive systems, including the neuroendocrine, urinary, reproductive, respiratory, and Circulatory systems. (Lec 20 clock hrs/lab 20 hrs)

#### **MAA300 Asepsis/Infection Control, and Vital Signs Procedures;** pre-requisite – MTY101

This course introduces students to patient- centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Students will learn precautions regarding body fluid exposure. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs. (Lec 40 clock hrs/Lab40 hrs)

#### **PHP100 Phlebotomy Procedures;** pre-requisite – MAA300

Students will study blood borne pathogens, hematology, and learn to collect blood sample using hypodermic needles and body fluids from patients for laboratory testing. Students will learn prevention techniques for needle stick to phlebotomists. Students will study the circulatory system and practice safety-conscious, blood-drawing techniques. (Lec 60 Clock hrs/Lab 40 hrs)

**PHC101 Phlebotomy Certification Review;** pre-requisite – PHP100

This course will cover the certification examination testing on all areas to include collecting blood samples using hypodermic needles and body fluids from patients for laboratory testing, circulatory system and blood-drawing techniques. (Lec 40 clock hrs/Lab 20 hrs)

**PHC102 Phlebotomy Technician Externship;** pre-requisite – PHC101

Students are placed in physicians' office or medical services providing establishments. They will work along with nurses, doctors and office staff and take active part in patient caring. Students will operate and maintain clinical equipments and prepare examination and treatment areas. This course will also cover the certification examination testing on all areas. (Ext 40 clock hours)

**Patient Care Technician**

***Admissions Requirements:***

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

***Program Description:***

The Patient Care Technician program prepares students to perform routine patient-related services in hospitals or long-term care facilities. Students will learn medical terminology; anatomy and physiology; medical law and ethics; emergency care procedures; clinical diagnostic - examination, testing, and treatment procedures; and externship under physicians' supervision. The field is intended for the individual who has the ability, desire, and pride to support the essential health care responsibilities delegated by the doctor.

A patient care technician learns several skills such as: recording vital signs like temperature, pulse rate, respiratory rate & blood pressure, measuring height and weight, preparing the examination room to be ready for the physician to examine the patient, blood draw (phlebotomy skills), performing different modes of EKG. Additional skills a student learn are patient care skills which may include but not limited to range of motion exercises, patient transfer skills, gait techniques, patient protection and hygiene, patient positioning etc.

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab/Ext</b>	<b>Total Clock Hours</b>
MTY101	Medical Terminology	20/20/00	40
MAP201	Medical Anatomy and Physiology	20/20/00	40
COM101	Communication Skills	20/40/00	60
MAA300	Asepsis/Infection Control/ Vital	40/40/00	80

	Signs Procedures		
PCT101	Fundamentals of Patient Care	40/40/00	80
PCT102	Patient care Skills	20/60/00	80
PHP100	Phlebotomy Procedures	40/60/00	100
PCT103	EKG Procedures	20/40/00	60
MAL302	Medical Law and Ethics	40/20/00	60
PCT104	Patient Care Externship	00/00/80	80
PCT105	PCT Certification Review	00/20/00	20
	<b>Total Hours</b>	<b>260/360/80</b>	<b>700</b>

### *Subject Descriptions*

#### **MTY101 Medical Terminology**

In this phase the students will learn medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (20/20/00 hrs)

Prerequisite: Admission to Program

#### **MAP201 Medical Anatomy and Physiology**

Students will learn the structure and function of human anatomy, including the integumentary, musculoskeletal, digestive systems, including the neuroendocrine, urinary, reproductive, respiratory, Circulatory systems. (20/20/00 hrs)

Prerequisite: MTY101

#### **COM101 Communication Skills**

This subject prepares technicians to verbal and nonverbal communication aspects to provide effective customer services. Students will learn proper communication techniques with a patient, patient satisfaction, conflict management and coping with stress. (20/40/00 hrs)

Prerequisite: Admission to Program

#### **MAA300 Asepsis/Infection Control/Vital Signs Procedures**

Students will learn patient- centered assessment, examination, intervention, and treatment as directed by the physician including infection control procedures. Autoclaving and spore testing will be included. Additionally, students will gain proficiency in medical asepsis and will learn to take vital signs. (40/40/00 hrs)

Prerequisite: MAP201

### **PCT101 Fundamentals of Patient Care**

This subject provides an overview of the role patient care technicians play in a modern healthcare setting. Students will learn how to perform vital signs, measure and record height & weight, prepare examination room, communicate with patient, perform electrocardiography, draw blood from patient using different techniques, collecting specimens, equipment sterilization and disinfection, etc. (40/40/00 hrs)

Prerequisite: MAA300

### **PCT102 Patient Care Skills**

Students will learn how to calculate body mass index, measure apical pulse, identify auscultatory gap, positioning of patients for variety of examinations, and performing complete physical examination. This subject teaches further duties and responsibilities of a patient care technician including the technical responsibilities that are often involved. Focus will be on mastery of the skills. (20/60/00 hrs)

Prerequisite: PCT101

### **PHP100 Phlebotomy Procedures**

Students will learn blood borne pathogens, hematology, and collect blood sample using hypodermic needles and body fluids from patients for laboratory testing. Students will learn prevention techniques for needle stick to phlebotomists. Students will study the circulatory system and practice safety-conscious, blood-drawing techniques. (40/60/00 hrs)

Prerequisite: PCT102

### **MAL302 Medical Law and Ethics**

This course introduces students to the principles, procedures, and regulations involved in legal and ethical relationships among physicians, patients, and assistants. The course includes HIPPA law interpretation and applications. Emphasis is placed on the legal aspects of office procedures, current ethical issues, and risk management as they relate to the practice and fiduciary responsibilities. Upon completion of the subject students will be able to: 1) discuss what and to whom information about a patient may be released; 2) discuss the medical assistant's ethical obligations and restrictions; 3) explain the importance of a contract to a health care facility; and 4) list the six components of informed consent. (40/20/00 hrs)

Prerequisite: MAA300

### **PCT103 EKG Procedures**

This subject introduces students to theories and practices related to the common diagnostic/clinical procedures and special lab tests involving cardiology and pulmonary patients. Students will learn to give electrocardiograms and read the charts; and perform different modes of electrocardiography like 10 lead EKG. (20/40/00 hrs)

Prerequisite: PHP100

### **PCT104 Patient Care Externship**

Students are placed in physicians' office or medical services providing establishments. They work along with nurses, doctors and office staff and take active part in patient caring. Students will

operate and maintain clinical equipments and prepare examination and treatment areas. (00/00/80 hrs)

Prerequisite: PCT103

### **PCT105 PCT Certification Review**

Students will review requirements for certification examination by national agencies such as MedCA. Students will be encouraged to prepare and take the certifying exam to improve their job prospects. (00/20/00 hrs)

Prerequisite: PCT104

## **Office Administrative Assistant**

**Admissions Requirements:** Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

### **Program Description:**

The Office Administrative Assistant program prepares students to perform the duties of administrative assistants and/or secretaries. Secretaries and administrative assistants perform clerical and administrative duties. They organize files, prepare documents, schedule appointments, and support other staff. Students will learn business communications, principles of business law, word processing and data entry, office equipment operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Although office administrative assistants work in nearly every industry, many are employed in schools, hospitals, governments, and legal and medical offices. Most work full time.

<b>Subject#</b>	<b>Subject Title</b>	<b>Clock Hours Lec/Lab/Ext</b>	<b>Total Clock Hours</b>
OAA101	Modern Office Environment	40/40/00	80
COM101	Communication Skills	20/40/00	60
OAA102	Information Technologies	40/60/00	100
OAA103	Microsoft Word - Basics	20/40/00	60
OAA104	Microsoft Word – Advance	20/40/00	60
OAA105	Microsoft Excel - Basics	20/40/00	60

OAA106	Microsoft Excel - Advance	20/40/00	60
OAA107	Microsoft PowerPoint - Basics	20/40/00	60
OAA108	Microsoft PowerPoint - Advance	20/40/00	60
OAA109	Office Administrative Procedures	40/60/00	100
	<b>Total Hours</b>	<b>260/440/00</b>	<b>700</b>

### ***Subject Descriptions***

#### **OAA101 Modern Office Environment**

This subject exposes students to modern office environment, particularly to information age requirements. Students will learn: The World of Office Administration; Employer Expectations (technical, interpersonal and communication skills); Employer/Employee Responsibilities; Office Culture and Language; Types of Organizations and Formal Organizational Structures; Understanding Your Organization. (40/40/00 hrs)

Prerequisite: Admission to Program

#### **COM101 Communication Skills**

This subject prepares assistants to verbal and nonverbal communication aspects to provide effective customer services. In written communication skills area students pay particular attention to planning, composing and editing, proofreading, E-mail messages, memorandums, letters, reports, formats for reports. Students will learn proper communication techniques with a customer, customer satisfaction, conflict management and coping with stress. (20/40/00 hrs)

Prerequisite: Admission to Program

#### **OAA102 Information Technologies**

This subject provides a brief overview of computers, computer parts, printers, fax machines, external hard drive, and other electronic devices. Students learn how computers are connected to the Internet and how various information resources in the World Wide Web are accessed for business use. Students will learn networking, Internet protocols, URL system, WWW resources. (40/60/00 hrs)

Prerequisite: OAA101

#### **OAA103 Microsoft Word – Basics**

This subject introduces students to Microsoft Office Word 2016. Students will learn how to compose letter, typing memos and fax messages. They will also learn how to type a report, insert tables, pictures, borders, and page setup among others. They will practice creating visually impacting documents, as well as creating labels and business cards. ( 20/40/00 hrs)

Prerequisite: OAA102

**OAA104 Microsoft Word – Advance**

This subject teaches advanced features on Microsoft Office Word program. Students will create a newsletter, create a research paper, and create a mail merge document. (20/40/00 hrs)

Prerequisite: OAA103

**OAA105 Microsoft Excel – Basics**

This subject introduces students to Microsoft Office Excel 2016 package. Students will learn the basic functions of spreadsheet, familiarize with menu bars, and create worksheets. They will also learn features such as using mathematical functions and formulas, drawing charts, formatting tables and generating reports. (20/40/00 hrs)

Prerequisite: OAA104

**OAA106 Microsoft Excel – Advance**

This subject teaches advanced features on Microsoft Office Excel program. Students will learn formatting and functions, extracting of data, Pivot Tables, trend lines, and shared workbooks. (20/40/00 hrs)

Prerequisite: OAA105

**OAA107 Microsoft PowerPoint – Basics**

This subject helps students in making visually impacting presentation using Microsoft Office PowerPoint 2016 software. Students will learn how to create a presentation, develop by adding tables, inserting clip art, animation, and other features. (20/40/00 hrs)

Prerequisite: OAA106

**OAA108 Microsoft PowerPoint – Advance**

This subject teaches advanced features on Microsoft Office PowerPoint program. Students learn more advanced techniques in PowerPoint such as working with slide masters, creating new design templates or themes, automate presentations, rehearse the timings, copy or move slides between presentations. (20/40/00 hrs)

Prerequisite: OAA107

**OAA109 Office Administrative Procedures**

This course is designed to introduce students to office procedures such as record keeping, scheduling, insurance billing, legal issues, etc. Students will learn how to organize files, prepare documents, schedule appointments. This subject also includes instruction in business laws, data entry, office equipment operation and maintenance, public relations, secretarial accounting, records storage and management. (40/60/00 hrs)

Prerequisite: OAA108

**Medical Coding and Billing*****Admissions Requirements:***

Students applying for this program are required to:

- a. interview with an admission counselor;
- b. be at least 17 years of age (applicants under the age of 18 require written permission)

- from a parent or legal guardian in order to enroll); and
- c. present proof of secondary education (high school diploma or GED certificate)

***Program Description:***

The objective of the Medical Coding and Billing program (360 clock hours) is to prepare students for entry level employment as medical records coder, claims examiner, medical biller or related occupation. Graduates may find suitable employment at private medical offices, clinics, hospitals, government agencies, nursing facilities, insurance companies, health consulting firms and other health related facilities. This program includes instruction in the use of computer software using a variety of Microsoft Windows applications like Word and Excel, as well as Body Works program and Medisoft, plus written and oral business communication skills. Duties for graduates of our medical billing and coding program include evaluating insurance claim forms, coding and billing practices as well as examine claim forms to minimize investigations, plan and design professional documents, letters, spreadsheets and records management. This program is designed to offer the student a balance between knowledge of medical science, technical ability and coding experience. Throughout our program we will guide our students step by step so they can acquire what medical coders and billers need to get the job done right, knowledge and experience.

Subject#	Subject Title	Clock Hours	Total
		Lec/Lab	Clock Hours
MTY 101	Medical Terminology	20/20	40
MOA 102	Medical Office Administration	20/20	40
MCB 103	Introduction to Coding	20/20	40
MCB 104	Health Claim Forms	20/20	40
MCB 105	Introduction to Health Claims Examining	08/32	40
MCB 106	Health Claims Examining and Processing	08/32	40
MCB 107	Dental Claims Examining	20/20	40
MCB 108	Advanced Coding	16/24	40
MCB 109	Medical Record Coder Clinical Practice	08/32	40
		Total Hours	360

***Subject Descriptions***

**MTY 101 Medical Terminology;** pre-requisite – none

In this phase the students will get familiar with medical terms, including prefixes, root words, and suffixes. The student will study provider and medical abbreviations as well as disease, psychology



and treatment methodology. This course will emphasize studying the following body systems: urinary, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, nervous, endocrine, eyes, ears, nose and throat. (Lec 20 clock hrs/Lab 20 hrs)

**MOA 102 Medical Office Administration;** pre-requisite – MTY101

This course is designed to introduce the beginning student to the basic principles of insurance terminology, health insurance and medical billing. In addition, the student will contemplate the impact of health insurance on today's economy. We will also cover the different departments within an insurance company and operations. This phase will also give the student the opportunity to understand the importance of legal issues that affect the medical biller and health claims examiner. Students will be taught fundamentals of health information technology to provide them with the importance of written communication skills, accounts receivable management, supportive documentation, and customer service. (Lec 20 clock hrs/ Lab 20 hrs)

**MCB 103 Introduction to Coding;** pre-requisite – MOA102

The main subject of this course is the theoretical aspect of medical record coding. The student will be introduced to ICD-9 and ICD-10 basic coding rules and conventions, sequencing codes and other coding principles. We will cover the CPT-4 Coding System Structure of the three levels of CPT-4, general guidelines for using CPT-4, basic steps to assign CPT-4 and understanding the sequencing and linking requirements. During this course the student will become familiar with the terminology in the procedure and diagnostic coding systems to use them efficiently and provide accurate descriptions of services rendered and maximize payment from insurance companies. (Lec 20 clock hrs/ Lab 20 hrs)

**MCB 104 Health Claim Forms;** pre-requisite – MCB103

This course is designed to provide the student with the understanding and practical skills necessary to abstract relevant information from the medical records for completing the CMS-1500 claim form, as well as completely expediting the logins and processing of different types of medical forms. Students will study general guidelines for completing forms for different carriers to include: Medicare, Medicaid, and Workers' Comp. This course will teach the student the knowledge necessary to optimize payment in a timely and cost efficient manner. The students will study the difference between clean, pending, rejected, incomplete and invalid claims and describe the reasons why claims were rejected. This course will also provide the student with the necessary skills to understand and complete the UB-92 claim form and to know when it may or may not minimize their chances of rejection by insurance carriers. (Lec 20 clock hrs/ Lab 20 hrs)

**MCB 105 Introduction to Health Claims Examining;** pre-requisite – MCB104

This course will introduce the student to the theory and practical skills necessary to process health insurance claims to include CMS-1500 and UB-92 as a health claims examiner. Additionally, the students will learn the difference between insurance companies and third party administrators. Students will be taught the basic concepts of medical billing practices of the areas that will be covered are: verification of eligibility, claims inventory, deductibles, provider billing, claims investigation, coordination of benefits, legislation and insurance riders. Emphasis will be placed on the premise that guidelines presented are generally accepted standards within the industry. (Lec 08 clock hrs/ Lab 32 hrs)

**MCB 106 Health Claims Examining and Processing;** pre-requisite – MCB105

This course will give the student the opportunity to simulate the entire claims examination process in a group and individual setting. This course will also provide the student with the skills needed to understand and process the insurance claims for hospitals, physician services, DME, ambulance, x-ray and laboratory services. This phase will also provide the student with the skills necessary to understand the Coordination of Benefits and recognize the difference between primary and secondary payers, organize the order of benefit rules and right of recovery, and compute the correct secondary benefit and benefit reserve. The student will also learn to determine coordination of benefits as they apply to HMO and PPO plans. In addition the student will learn the importance of capturing all aspects of the CPT-4 integumentary system section, and will give the students an understanding of procedures performed on the skin, nails, and breast; including repair of lacerations, removal of lesions, insertion, and removal of subcutaneous contraceptive devices, treatment of decubitus ulcers, breast surgeries and reconstruction. (Lec 08 clock hrs/ Lab 32 hrs)

**MCB 107 Dental Claims Examining;** pre-requisite – MCB106

This course will provide the student with the information and practical skills necessary to process dental claims. Topics to cover include the structures of the teeth, restorative procedures, oral surgery, and examining the claims billed for these procedures. This course will also introduce the student to an ADA claim form, coding and conversion to CPT-4. This course will provide the student with the knowledge and practical skills necessary in applying the correct guidelines in using CPT-4 In-patient, Out-patient, and confirmatory consultation codes, as well as modifiers commonly used in reporting consultations. (Lec 20 clock hrs/ Lab 20 hrs)

**MCB 108 Advanced Coding;** pre-requisite – MCB107

Student will study the coding of more complex diagnostic and procedural statements. This subject will cover clinical information regarding specific disease processes, more advanced diagnostic and procedural terminology, detailed instruction exploring the CPT book section by section builds upon previous basic knowledge of payer reimbursement guidelines for optimal reimbursement. Understanding how to use the medical record to provide necessary information essential to the assignment of accurate codes will be covered. Students will recognize when multiple coding is required, when it is recommended and when it should not be used. Class room work will involve coding signs and symptoms, V-codes, infectious disease, neoplasm, endocrine, nutritional and metabolic diseases of the blood and blood-forming organs, mental disorders, diseases of the nervous systems and sense organs, circulatory, respiratory, digestive, and genitourinary system as well as diseases of the musculoskeletal system and connective tissue injuries, complications of surgical and medical care, and external causes of injury will be covered. (Lec 16 clock hrs/ Lab 24 hrs)

**MCB 109 Medical Record Coder Clinical Practice;** pre-requisite – MCB108

In this subject students will learn managed care systems, and special plans, collection policies, tracing delinquent claims, insurance problem solving, and the appeal process of Medicare and Medicaid. Students will learn coding and billing compliance for medical practices. Review current practices with respect to ICD-9-CM diagnosis and CPT-4 procedure coding and modifier knowledge for the generation of medical visit APCs. Practical work will also include the coding and more complex diagnostic and procedural statements in complication of pregnancy, childbirth, congenital abnormalities, and certain condition arising on the prenatal period. (Lec 08 clock hrs/

Lab 32 clock hrs)

## **English as Second Language (ESL) – Intensive Program**

**[Disclaimer: ESL program is not regulated by the Texas Workforce Commission. ESL is a stand-alone program and therefore not regulated by COE]**

The ESL Intensive Program fulfills the United States Immigration Services visa requirement for full-time study of English. Intensive English courses at varying levels include English grammar, conversation, reading, writing, research, ESL American culture and TOEFL preparation. Program length is 1080 contact hours (720 lecture/180 lab/180 practicum hours)

Most classes meet between 9:30am and 5:30pm. The full-time intensive program provides a total of 24 hours of classroom instruction each week. The program also includes cultural activities. In addition to a rigorous ESL curriculum, there are project-based assignments in which students are able to collaborate. There will be exploration and instruction through dramatic plays, songwriting, poetry, film directing, acting, comic and graphic design, musicals, etc.

**Level – Basic** (160 lecture/ 40 lab/ 40 practicum) = 240 contact hours

This course prepares students to use English with increasing accuracy in most classroom and social situations. Students will develop the reading, writing, and oral presentation skills required for success in all subjects. Students will study and interpret a variety of grade-level texts, develop oral communication skills through participation in informal debates and seminars, and extend their range of research skills.

Recommended TOEFL minimum: iBT – 30 to 40; PBT – 383-433

**Level - Intermediate** (200/50/50) = 300 contact hours

This course prepares students for secondary school English and other courses at the college and university preparation levels. Students will be encouraged to develop independence in reading literary works and academic texts, in writing essays and narratives, and in applying learning strategies and research skills effectively. Students will also learn to respond critically to print and media works.

Recommended TOEFL minimum: iBT – 41 to 52; PBT – 437 - 473

**Level - Advanced** (200/50/50) = 300 contact hours

This course prepares students to read and demonstrate comprehension of the main idea and most supporting details of a text on an unfamiliar topic. Students will learn to synthesize concepts and data from a group of readings or a series of graphs and charts in written assignments as well as write a short, academic research paper with appropriate citations, quotations, and references, and single quotation marks, brackets and ellipses when needed.

Recommended TOEFL minimum: iBT – 53 to 64; PBT – 477 - 510

**Level - College Preparatory** (160/40/40) = 240 contact hours

This course prepares students to read and respond to literature; choose and respond to personal reading material comparable in scope and difficulty to materials chosen by their English-speaking peers; extract information from a variety of texts used in subject classrooms; use independently a variety of strategies to build vocabulary; use a range of research strategies independently to gather information for a variety of purposes; organize and link ideas logically and effectively in written texts such as narratives and essays and demonstrate understanding of a range of local, national, and global issues.

Recommended TOEFL minimum: iBT – 65 to 78; PBT – 513 - 547

### **Basic Level Classes**

#### **ESL101 COMMUNICATION FOR COLLEGE 1 4.0 Credits**

This course is a beginning introductory college preparatory ESL Listening & Speaking course for non-native English speaking students. It focuses on basic listening and speaking skills, with emphasis on survival communication skills. The course prepares students for the college prep intermediate ESL communication class or selected vocational certificate programs.

#### **ESL101A BASIC READING 4.0 Credits**

This course is a basic Introductory college preparatory ESL course for non-native English speaking students. It focuses on Basic Reading skills with emphasis on survival reading. The course prepares students for the College Prep Intermediate ESL Reading Class or selected Vocational Certificate programs.

#### **ESL102 BASIC WRITING 4.0 Credits**

This course is a Basic Introductory college preparatory ESL course for non-native English speaking students. It focuses on Basic Writing skills with emphasis on survival writing. This course prepares students for the College Prep Intermediate ESL Writing class or selected Vocational Certificate programs.

#### **ESL102A COMMUNICATION FOR COLLEGE 2 4.0 Credits**

This course is the intermediate college preparatory ESL Listening & Speaking course for non-native English speaking residents. It focuses on introductory listening and speaking skills, with emphasis on basic communication. The course prepares students for college preparatory 200 level courses or selected vocational certificate programs.

### **Intermediate Level Classes**

#### **ESL103 INTERMEDIATE READING 4.0 Credits**

This course is the Intermediate college preparatory ESL course for non-native English speaking students. It focuses on reading, with emphasis on basic skills. This course prepares students for the College Prep ESL Program or selected Vocational Certificate programs.

#### **ESL104 INTERMEDIATE WRITING 4.0 Credits**

This course is the Intermediate college preparatory ESL course for non-native English speaking students. It focuses on Writing, with emphasis on basic skills. This course prepares students for the College Prep ESL Program or selected Vocational Certificate programs.

**ESL105 COMMUNICATION FOR COLLEGE 3****4.0 Credits**

This course is a college preparatory entry course for non-native speakers of English. The course prepares students for college level coursework through development of speaking and listening skills needed for academic success. It focuses on developing speaking and listening skills through individual and group work in academic settings.

**ESL106 COLLEGE PREPARATORY READING****4.0 Credits**

This course is a college preparatory course for non-native speakers of English. The course prepares students for college level courses through development of reading skills needed for academic success. It focuses on developing academic reading skills. Additionally, reading skills that specifically address academic ESL problems will be studied. Students registered for this course must demonstrate competency in basic communications related work.

**ESL107 COLLEGE PREPARATORY WRITING****4.0 Credits**

This course is a college preparatory entry course for non-native speakers of English. The course prepares students for college level work through development of writing skills needed for academic success. It focuses on developing academic writing skills. Additionally, grammar skills that specifically address academic ESL problems will be studied. Students registered for this course must demonstrate competency in intermediate writing level work.

**Advanced Level Classes****ESL205 COLLEGE PREP WRITING 1****4.0 Credits**

This course is designed for basic writing skills development. It focuses on basic grammar skills and basic paragraph writing skills. The skills will be developed through class lectures, individual and small group activities, writing lab activities, computer lab activities, and homework assignments.

**ESL206 COLLEGE PREP WRITING****4.0 Credits**

This course is designed to teach skills needed for writing unified, coherent paragraphs with correct grammar, usage, mechanics, punctuation, and sentence structure. Students registered for this course must pass the coursework in ESL205 or other writing related courses.

**ESL207 PREP PRE-ALGEBRA****4.0 Credits**

This class is designed to introduce basic mathematics skills. It focuses on addition, subtraction, multiplication and division of whole numbers, fractions and decimals; operations with signed numbers including solving for missing terms; applied geometry; percent problems; mathematical notations; ratio-proportion and mathematics study skills.

**ESL208 INTEGRATED ARITHMETIC AND ALGEBRA****4.0 Credits**

This course integrates college prep arithmetic and college prep algebra skills into one course to allow students to accelerate their college prep mathematics requirements. It is designed for students who would generally test into the upper score range for placement into college prep arithmetic. Topics include integers, percents, sets, linear equations and inequalities, polynomial operations, factoring, exponents, radicals, graphing, solving quadratics and applications for all topics. Students must pass coursework before moving into college level mathematics course.

**ESL209 ELEMENTARY ALGEBRA****4.0 Credits**

This course includes an in-depth study of linear equations and inequalities; integer exponents and their properties; operations on polynomials, including factoring; an introduction to graphing linear functions and interpreting graphs; solving quadratic equations; and applications. Prerequisite: ESL208 or equivalent

**College Preparatory Classes****ESL309 COLLEGE PREP READING 1****4.0 Credits**

This course is designed to develop basic reading and study skills. It focuses on vocabulary development, literal reading skills, and basic critical reading skills. The skills will be developed through class lectures, individual and small group activities, reading lab activities, computer lab activities, and homework assignments. Prerequisite: ESL106 or equivalent

**ESL310 COLLEGE PREP READING 2****4.0 Credits**

This course is designed to improve basic skills, and critical thinking. It focuses on recognition of main ideas, supporting details, author's purpose, tone, valid arguments, explicit and implicit relationships within and between sentences, the ability to detect bias, to distinguish fact from opinion, to draw logical inferences and conclusions, and vocabulary and study skills at the college preparatory level. Students must pass the coursework and the state exit exam before they register for designated college courses.

**ESL311 COLLEGE PREP CRITICAL THINKING 1****4.0 credits**

In this course, students understand and improve the critical and creative thinking processes central to college level learning. Students develop an awareness of the general characteristics and practices of an advanced learner, with a major focus on self-monitoring, self-assessing and self-correcting thinking and learning patterns. Students also develop an awareness of the specific attitudes, structures, processes, and applications of thinking central to comprehending and communicating ideas, solving problems, and making decisions. Students develop skills in analyzing and evaluating information, asking probing questions, and drawing logical conclusions with improved accuracy and fair-mindedness.

**ESL312 COLLEGE PREP CRITICAL THINKING 2****4.0 credits**

*While this is a college-level course, students who have gone through the college prep reading sequence are required to take this class or exempt out.*

Students practice reading and listening with heightened awareness and empathy, writing and speaking with improved clarity and precision; and thinking and inquiring with originality. This course promotes making connections within and between academic disciplines, career areas, and personal life. The course applies core thinking and learning processes to college content areas and real-life scenarios, and it promotes the development of lifelong-learning habits. Prerequisites: College-level reading placement score

**Security Policies and Procedures**

The institution is monitored during all operating hours to provide a safe and secure area for staff and students. The staff and students are encouraged to report crimes to local authorities and to the Director of the school. Should an incident occur, the Director would be called immediately who will respond, investigate and notify authorities as warranted.

**Facility Access:** All visitors and non-students are required to check in at the front lobby before entering any other portion of the building. There are no Residence facilities associated with the school.

**Law Enforcement:** Campus Security personnel have no enforcement authority. The administration encourages the reporting of all crimes to the local Police Department.

**Crime Prevention:** Normal operating procedures, rules and regulations are covered with students during orientation. Periodically, we may have a general assembly devoted to crime prevention and self-protection. This assembly is conducted by an expert in the field.

Sex offenses should be reported to local law enforcement immediately. Counseling and education information is available by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673). The Texas registry of sex offenders and child predators may be accessed by phone at 1-855-481-7070 or Internet at <https://records.txdps.state.tx.us/dpswebsite/>.

**Emergency Alert System:** Communication is crucial to effective crisis management. The institution subscribes to a text and email based emergency alert system to notify students, faculty and staff of weather related cancellations or delays, school closures or security lock-downs. Participation in this system is optional for all students and faculty.

**Alcoholic Beverages:** Alcoholic beverages are not allowed on the premises at any time. Any person caught on campus under the influence or in possession on campus will be asked to leave immediately for the remainder of the day. On the next day, a determination will be made by the Director as to further action, which may include suspension or expulsion.

**Illegal Drugs or Weapons:** Neither is ever acceptable. Any person caught possessing illegal drugs will be immediately expelled from school (immediate termination for employees). Weapons are not allowed on campus. Any person caught possessing a weapon on campus will be suspended for the day and the incident will receive further investigation. After investigation, appropriate action will be taken which could include expulsion (termination for employees).

**Drug & Alcohol Abuse Prevention and Awareness:** During the financial aid interview, this document is handed out to each student. A copy of this statement is included in each “new employee package.” All students and employees are encouraged to seek professional help for any problems, and are advised to seek guidance from the designated school official as to professional help available.

**Annual Security Report** – No criminal activity reported in 2017 and 2018.

## **Health & Safety Measures**

### **Health**

The institution maintains a written plan (Health & Safety Plan) for assisting students in cases of sickness, accidents, and emergency health care. In general, a statement of health and emergency contact is to be completed by every student prior to admission. This data is to be kept on file in the student’s permanent file. In emergency situations, this data should be retrieved and appropriate action taken.

## **First Aid**

A basic first aid kit (band-aids and minor wound care materials) is available in the front office and other strategic points around campus.

## **Accidents & Health/Safety Emergencies**

- Accidents/Emergencies should be immediately reported to the campus director or designee.
- The campus director will assess the situation and determine the appropriate course of action.
- If warranted, the campus director should have someone call 911 for further assistance
- If the student is conscious and coherent and refuses treatment, the campus director will document this (have the student sign saying they refused treatment). The campus director will have someone contact an emergency contact of the student's choosing or we will access the student's file for an emergency contact.
- After the emergency is over, the campus director will be responsible for investigating the incident and completing an incident report.
- The investigation should include discussions with all involved parties to determine exactly what happened and if there are any changes needed at the institution.
- In the event that an accident or illness should happen while a student is on the externship or clinical portion of their program, the student and the site are responsible for reporting the incident to the appropriate college official. The student and site supervisor should complete an incident report. The appropriate college official will follow up with reporting to the Campus Director and assist with completing any investigation or insurance claims that may be required to be completed by the institution. The Campus Director will store all copies of incident reports, insurance claims and all pertinent information.
- If changes are recommended, the campus director will involve the President and CEO to develop and implement policy.

## **Insurance**

The institution maintains student malpractice and liability insurance for each student enrolled. This coverage extends with the student to all clinical sites. The institution also maintains general liability insurance.

## **Weather Emergencies**

In the case of an emergency while school is in session, the campus director has the authority to assess the situation and act accordingly. For emergencies occurring when school is not in session, the campus director will assess the situation and determine whether classes should be held. If classes are to be cancelled, students and employees are notified through the emergency text, email and phone notification system of the college. Students and employees may also contact the school for voice messages left by administrative staff for procedures to follow regarding class cancellations. For weather emergencies occurring on weekends or holidays, the institution will follow the local school board's advice for cancellations. Due to the fact that many of our students



have children in the local schools, we normally mirror the actions of the local public schools. If classes are to be held, no action is required.

## **Student Services**

There are a variety of services available to students including new student orientation, academic advisement, financial aid advisement, personal advisement/referrals for support services and placement services. Many of these services are described in further detail within this catalog. The institution does not employ licensed counselors. As advisors, though we are able to refer students to appropriate resources.

Prior to class attendance, each new student attends an orientation to student life at Texas Healthtech Institute. Staff and Faculty are available during regular school hours to aid the student with whatever problems might arise, whether academic or personal.

There are no dormitory facilities at Texas Healthtech Institute. Students from out of town or out of state must secure their own residence; however, the School will assist students in finding suitable accommodations.

## **Comparable Program Information**

Comparable program information related to tuition and program length is available from the **Council on Occupational Education (COE)**, 41 Perimeter Center East, NE, Suite 640, Atlanta, Georgia 30346. The COE phone number is (770) 396-3898 or website [www.council.org](http://www.council.org).

## **Placement Services**

The Institute has been successful in placing graduates in local businesses. Area employers are in frequent communication with the school Placement Office. Our Placement Office maintains complete records of available positions and graduate's qualifications. All students seeking placement should submit a resume to the Placement Office during their final month prior to graduation. When possible, the Placement Office will arrange interviews for students seeking assistance in job placement.

The services of the Placement Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place all graduates in positions for which they are best qualified. Placement services are available at no additional cost to graduates and include the following services:

- Help in preparing a resume, typing services (limited), and copies as required (within reasonable amounts),
- Advice on preparing for the interview; grooming, interview techniques, etc.,
- Current job openings and potential employer lists,
- Reference materials are available to students regarding job markets, interviewing, preparing the portfolio and preparing a resume,

- Referrals through notices of job openings (written and verbal) communicated to the school office

