Texas Healthtech Institute

9615 College Street
Beaumont, Texas, 77707

School Catalog
2019 - 2020
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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.

The Institute is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

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INTRODUCTION

Texas Healthtech Institute is a healthcare training institute and is located in Beaumont, Texas. The Institute serves the educational and skill development needs primarily of Southeast Texas and the eastern part of the State of Louisiana. The Institute offers education programs to students aspiring to get into entry level jobs in the healthcare industry. As the healthcare sector of the economy is booming and new opportunities are being created, the Institute plays a pivotal role in meeting the skill needs of this region. 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.

With a humble beginning in 2010, today the Institute has become a prominent school for adult learners for quality and cost-effective education. The Institute received national accreditation with the Council on Occupational Education (COE) on September 16, 2018. The Institute is offering the Federal Student Aid (Title IV) for two programs since June, 2019. The programs of the Institute are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges. The Institute is a proud training provider to Texas veterans.

The Institute has established reputation to be able to provide *high quality* education at *shortest time* with *lowest costs* in Beaumont and neighboring cities. This has been possible through leveraging on industry contacts, reliance on higher education technologies and innovative design of course curriculum. Our graduates not only receive diploma from the Institute, they also get national recognition through professional certification with our partner associations, namely NHA (National Healthcareer Association) and MedCA (Medical Career Assessments).

Mission

The mission of the Institute 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"*. All programs of the Institute focus on skill development for entry level jobs in healthcare industry. The Institute maintains a strong relationship with industry experts and partner training providers. The modern education technologies play a major role in delivery of effective education in the Institute. Students learn new technologies in their respective field, use modern information technologies to communicate, and access Internet-based educational resources for life-long learning.

The 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 Texas Healthtech Institute was 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 goals 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 invested heavily in developing an electronic Learning Management System (LMS). The Institute computers are connected to the Internet and the study materials in LMS are available to students. If desired, students can access the study materials from their home computer.

Administration and Faculty

The Institute administration is headed by a Director, who is assisted by a team of key staff members. The Institute appoints instructors with approval of Texas Workforce Commission. The credentials of administrative and instructional faculty members are also monitored by the accrediting agency. The current administrative and faculty members are listed in Appendix A.

ADMISSION INFORMATION

Eligibility and Requirements

Students can apply for enrollment at any time during the calendar year.

1. *Eligibility to Apply for Admission*

US citizens and resident aliens are eligible to apply for admission. An adult (18 years or above) can apply directly for admission. However, a person with minimum age of 17 years can apply with written parental or legal guardian permission for admission.

2. *General Requirements*

Application for Admission must include the following:
- A completed Admission Application. An application must be submitted prior to 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.

Program Start Schedule

All programs (Medical Assistant, Phlebotomy Technician, Medical Coding and Billing, Office Administrative Assistant) are scheduled to start every two months, depending on enrollment. Programs normally start on first Monday of the month.

ACADEMIC INFORMATION

Programs

The Institute offers several programs. In addition, the Institute also offers continuing education and seminar courses.

TWC approved programs:

Medical Assistant (660 contact hours)
Phlebotomy Technician (360 contact hours)
Office Administrative Assistant (700 contact hours)
Medical Coding and Billing (360 contact hours)
Medical Office Specialist (372 contact hours) – Currently not offered
Pharmacy Technician (304 contact hours) – Currently not offered
Patient Care Technician (700 contact hours) – Currently not offered
Home Health Aide (92 contact hours) – Currently not offered

COE Accredited programs:

Medical Assistant (660 contact hours) – eligible for Federal Financial Aid
Phlebotomy Technician (360 contact hours)
Office Administrative Assistant (700 contact hours) – eligible for Federal Financial Aid
Medical Coding and Billing (360 contact hours)

Texas Veterans Commission approved programs:

The Institute is approved to train veterans and other eligible persons under the provisions of Title 38, United States Code. **VA Facility Code is 2-5-1434-43**. Benefits are available under the Montgomery GI Bill – Active Duty (chapter 30 of title 38 U.S.C.), The Post 9/11 GI Bill (chapter

33), Montgomery GI Bill – Selected Reserve (chapter 1606 of title 10 U.S.C.), Post-Vietnam Era Educational Assistance (chapter 32 of title 10 U.S.C.), and Dependents' Education Assistance (chapter 35 of title 38 U.S.C.)

Approved programs are:

Medical Assistant (660 contact hours)

Phlebotomy Technician (360 contact hours)

Office Administrative Assistant (700 contact hours)

Medical Coding and Billing (360 contact hours)

Office and Class Schedule

Campus office is open between 8:00 am and 6:00 pm Monday to Friday. The office is closed on Saturdays and Sundays.

Classes are scheduled between 9:00 am and 9:00 pm Monday through Friday. Day students attend classes Monday through Friday between 9:00 am and 2:00 pm depending on the class schedule. Evening students attend classes Monday through Friday from 4:00 pm to 9:00 pm 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 11:30 am to 12:00 pm. For evening students, there will be no meal time break; five to ten-minutes break will be taken every hour beginning at ten-minutes until the hour.

Institute Holidays

(The Institute observes 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		

Thanksgiving break – November 28 and 29, 2019
Christmas and New Year break – December 23 – January 1, 2020

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 Institutes.

Grading

The standard letter system of grading is used as follows:
A--100-90 (4 quality points)
B--89-80 (3 quality points)
C--79-70 (2 quality points)
F—69 or below (0 quality points)
P—Pass (0 quality points)
TP--Transfer Pass (0 quality points; for transfer credits)
S – Successfully completed the coursework (0 quality point)
U – Unsuccessful in completing the coursework (0 quality point)
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, 0 quality point)
W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course, 0 quality point).

Upon repeating a course, 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 the 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 Institute must complete at least 50% of their program with the Institute.

Transfer of Credit

The courses of study offered by the 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 decision 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 Institute should see the campus director to determine transferability of credits within the Institute. All courses at the Institute have a three letter/three digit code that is universal among programs thus facilitating transfer of credit between programs at the Institute.

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

Satisfactory Academic Progress (SAP)

The Satisfactory Academic Progress (SAP) policy applies to all students enrolled in an approved program whether receiving Federal Title IV, HEA funds or not.

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV, HEA funding. To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

Satisfactory progress in academic performance and attendance is required to continue as a student in good standing. A diploma will be awarded upon successful completion of requirements of the program.

To remain in good academic standing, a student must maintain a least a 70% average (cumulative grade C) and complete the course in the designated time frame. Students who fall below a 70% average may be placed on Academic Probation as well as Title IV, HEA financial aid warning and /or probations if granted.

Academic Probation

Any student failing to maintain at least a 70% average is subject to probation. During the Academic probation (which is not the same as a Title IV, HEA Warning and/or Probation) the student's performance will be monitored and additional academic assistance will be given in an effort to assist the student in being removed from Academic Probation. The student must correct the deficiency that caused the probation and must do so before the next evaluation period. Failure to improve during an Academic probationary period may subject the student to dismissal.

Attendance Policy

Attendance and Absences

Financial Aid Students must attend a minimum of 67% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed period. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours. Instructors take class attendance and a student must make sure his/her attendance is recorded correctly.

Late arrivals may enter school until 15 minutes after class begins, students who are more than 15 minutes late may meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/Designee may be terminated on the 11th consecutive school day as an unofficial withdrawal.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school director.

Leave of Absence

School recognizes that there may be times when due to extreme circumstances, the student may require a leave of absence. The School recommends that a student may request for a leave if he/she is planning to be absent for more than 10 consecutive school days. In such case a leave of absence up to 180 days may be authorized by the Campus Director.

Leaves of absence may be granted in case of serious medical problems or call for active duity. If you need to request a leave of absence, please consult with the Campus Director. You will need to submit documented proof of your reason for requesting a leave of absence.

You must contact the School the week before your return so that arrangements can be made to accommodate you in the classroom.

The Campus Director may grant, on a limited basis, a leave of absence if a good cause is shown.

- Requests for a leave of absence will be made in writing.
- Students may have no more than two leave of absences in a 12 month period.
- Students making payments on their tuition remain under that obligation during a Leave of absence.
- Students who fail to return to class on their schedule date will be dropped from the course.

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.

Grievance 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 15thStreet, 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.

Professional Certification

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

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 Assisting exams.

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 program costs are as follows:
- Medical Assistant - $8350 (registration -$100 + tuition - $7450 + supplies - $800)
- Phlebotomy Technician - $4850 (registration -$100 + tuition - $4300 + supplies - $450)
- Office Admin Assistant - $8150 (registration -$100 + tuition - $7250 + supplies - $800)
- Medical Coding and Billing - $7150 (registration -$100 + tuition - $6350 + supplies - $700)

Medical Assistant and Office Admin Assistant programs are eligible for Federal Financial Aid.

Awarding of Aid

Texas Healthtech Institute encourages students to utilize Federal Student Aid to assist them with funding for programs eligible for Title IV Aid. Texas Healthtech Institute has an Admission/ Financial Administrator on staff to assist any student who chooses to complete the admission application and FAFSA application on site. Students may choose to complete the process at home. Counselors are available at the School for any clarification or question. Once the student completes the FAFSA application with the school code, the Institute receives the student information and starts working with his/her ISIR to determine the financial eligibility.

The general rule in packaging the financial aid is that the student's total financial aid must not exceed the student's financial need (Need = Cost of Attendance (both direct and indirect costs) minus the Expected Family Contribution) the need will be filled with various financial aid programs. A Pell Grant is considered to be the first source of aid to the student and packaging begins with Pell eligibility.

In identifying the payment periods for each program, the Institute ensures that students meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility.

The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

Medical Assistant which is 660 clock hours and 22 weeks of instruction, the Period 2 funding will be disbursed at 330 Clock Hours and 11 Weeks.

Office Administrative Assistant which is 700 clock hours and 23 weeks of instruction, the Period 2 funding will be disbursed at 350 Clock Hours and 11.5 Weeks.

Students must meet their clock hour, weeks of instruction, attendance and grade point average (GPA) requirements in order to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility. Please note: that If the student is not meeting the SAP requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

Return of Titlle IV Funds

Financial aid is for educational purposes only. Therefore, when a student withdraws before completing his/her program, a portion of the funds received may have to be returned. The Institute will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at the Institute. It is separate and distinct from the Texas Healthtech Institute refund policy. (Refer to institutional refund policy in School Catalog)

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not

received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the payment period. Title IV,HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The Institute measures progress in Clock Hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period:
   Hours Scheduled to Complete / Total Hours in Period = % Earned

b) If this percentage is greater than 60%, the student earns 100%.
c) If this percent is less than or equal to 60%, proceeds with calculation.
   Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = Amount Student Earned.

   Subtract the Title IV aid earned from the total disbursed = Amount to Be Returned.

100% minus percent earned = Unearned Percent

Unearned percent (multiplied by) total institutional charges for the period = Amount Due From the School.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

Texas Healthtech Institute will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

Repay the overpayment in full to Texas Healthtech Institute or Sign a repayment agreement with the U.S. Department of Education.

Order of Return

Texas Healthtech Institute is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans – received on behalf of the student
- Direct PLUS loans - received on behalf of the student
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance

Post-Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion

of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities in regards to return of Title IV, HEA funds

Texas Healthtech Institute's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Texas Healthtech Institute or Department of Education to return the amount of unearned grant funds

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate

institutional official.

- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Texas Healthtech Institute may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Texas Healthtech Institute may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what Texas Healthtech Institute refund policy is, you may ask your Schools Financial Planner for a copy.

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.

Registration Fee - $100 – charged to all students for registering in a program. Title IV approved students are not charged the registration fee.

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

The Institute does not offer its own financing option. The tuition for Financial Aid students are processed by the Institute through its third-party service provider RGM, Inc. We facilitate financing through banks and other lending agencies.

Once the amount of your tuition and fees are set, there are several payment methods available to you. You can pay by cash, check or credit card at the Front Office. The Institute accepts payment with VISA, Master-Card and Discover; however 3.5% is added to the payment to cover credit card fees. Be sure to take note of the payment deadlines you agreed with during enrollment; a late fee is added for delayed payments.

Cancellation and Refund 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 Institute 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.

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

This program could be completed between 22 weeks to 33 weeks. You could complete the program sooner with course credit for prior education. This program is eligible for Financial Aid, Title IV funding.

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. This program is designed to prepare students for a broad spectrum of entry-level positions in the Medical Assistant field. The student will learn the clinical as well as the administrative aspects of medical assisting. The students will gain lab & clinical competencies including phlebotomy techniques, EKG procedures, specimen collection, infection control & safety measures, vital signs, and assisting with minor office surgery and physical exams. The students will gain administrative competencies in medical bookkeeping, medical insurance billing & coding, medical records, medical office software, and medical office ethics. The externship is designed to enhance the skills learned in the classroom by allowing the student firsthand experience in a medical office environment as part of the curriculum. Students completing this program can work in various aspects of the field such as Clinical Assistant, EKG Technician, Phlebotomy Technician, Lab Assistant, Medical Records, Personal Care Attendant, Medical Receptionist, Medical Secretary, and Medical Assistant.

Subject#	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
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

Clinical Scheduling

The student externship (80 hours) will be scheduled during those hours which fall in the normal working schedule of the health care facilities to which the student is assigned.

Medical Assistant Health and Employment Requirements

The Medical Assistant program does not qualify the graduate to work as a Nursing Assistant. The graduate of the Medical Assistant program is eligible to take a national certification exam. National Certification is not necessary for employment as a medical assistant and a certification test is not mandatory, but all graduates are encouraged to take the certification test in order to receive national certification as a medical assistant.

Program Costs

Registration Fee - $100.00. Financial Aid approved students are not charged the registration fee.
Tuition fee - $7450.00 (including books, uniform and Certified Clinical Medical Assistant certification costs)
Supplies - $800.00
Total Costs - $8350.00

NHA National Certification Examinations

The Institute pays NHA certification costs. The tuition includes costs for CMA study materials, and one attempt for CMA certification exam. It will be student's responsibility to pay for subsequent attempt(s), if needed, to pass the CMA certification exam.

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-10-CM basic coding rules and conventions, sequencing codes and other coding principles. The course covers the CPT Coding System Structure of the three levels of CPT, general guidelines for using CPT, basic steps to assign CPT 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 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

This program could be completed between 12 weeks to 18 weeks. You could complete the program sooner with course credit for prior education. This program is NOT approved for Financial Aid, Title IV funding.

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:

Phlebotomy Technician program (360 clock hours) prepares students to draw blood samples from patients using a variety of intrusive procedures. Phlebotomists work mainly in hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices. Phlebotomist is an integral member of the medical laboratory team whose primary function is the collection of blood samples from patients by venipuncture. 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.

Subject#	Subject Title	Clock Hours Lec/Lab/Extern	Total Clock Hours
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
	Total Hours	180/140/40	360

Clinical Scheduling

The student externship (40 hours) will be scheduled during those hours which fall in the normal working schedule of the health care facilities to which the student is assigned.

Phlebotomy Technician Employment Requirements

The graduate of the Phlebotomy Technician program is eligible to take a national certification exam. National Certification is not necessary for employment as a phlebotomist and a certification test is not mandatory, but all graduates are encouraged to take the certification test in order to receive national certification as a phlebotomist.

Program Costs

Registration Fee - $100.00
Tuition - $4300.00 (including books, uniform and Phlebotomy Technician certification costs)
Supplies - $450.00
Total costs - $4850.00

MedCA Certification Examination

The Institute pays MedCA certification costs. The tuition includes costs for Phlebotomy Technician study materials, and one attempt for Phlebotomy Technician certification exam. It will be student's responsibility to pay for subsequent attempt(s), if needed, to pass the Phlebotomy Technician certification exam.

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)

OFFICE ADMINISTRATIVE ASSISTANT

This program could be completed between 23 weeks to 35 weeks. You could complete the program sooner with course credit for prior education. This program is eligible for Financial Aid, Title IV funding.

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:

Office Administrative Assistant program prepares students to perform administrative and/or secretarial duties. Some of those duties include organizing files, ordering supplies, preparing documents, scheduling appointments, time keeping and other support for office staff. Through this program 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 almost all industries, many are employed in schools, hospitals, government offices, as well as legal and medical offices.

Subject#	Subject Title	Clock Hours Lec/Lab/Ext	Total Hours
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
	Total Hours	**260/440/00**	**700**

Program Costs

Registration Fee - $100.00. Financial Aid approved students are not charged the registration fee.
Tuition fee - $7250.00 (including books, uniform, and Certified Administrative Assistant certification costs)
Supplies - $800.00 (including a Laptop for class work and Microsoft Office software)
Total Cost - $8150.00

NCCB Certification Examination

The Institute pays Administrative Assistant Certification (CAA) costs. The tuition includes costs for CAA study materials, and one attempt for CAA certification exam. It will be student's responsibility to pay for subsequent attempt(s), if needed, to pass the CAA certification exam.

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

This program could be completed between 12 weeks to 18 weeks. You could complete the program sooner with course credit for prior education. This program is NOT approved for Financial Aid, Title IV funding.

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 Coding and Billing program (360 clock hours) prepares students for entry level employment as medical coder, medical biller, claims examiner, or related occupation. Medical coding and billing is in high demand as patient records are being increasingly scrutinized by insurance companies and regulators. Medical billing and coding workers are the health care professionals in charge of processing patient data such as treatment records and related insurance information. This program enables you to seek entry-level jobs at employers, such as private medical offices, clinics, hospitals, government agencies, nursing facilities, insurance companies, health consulting firms and other health related facilities. This program is designed to offer a balanced knowledge of medical science, technical ability and coding experience.

Subject#	Subject Title	Clock Hours Lec/Lab	Total 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

Medical Coder and Biller Employment Requirements

The graduate of the Medical Coding and Billing program is eligible to take a national certification exam. National Certification is not necessary for employment as a biller and coder, and a certification test is not mandatory, but all graduates are encouraged to take the certification test in order to receive national certification as a medical biller and coder.

Program Costs

Registration Fee - $100.00
Tuition fee - $6350.00 (including books, uniform and MBC Certification costs)
Supplies - $700.00 (Coding manuals and MediSoft software access)
Total Cost – $7150.00

MedCA Certification Examination

The Institute pays Medical Billing and Coding certification costs. The tuition includes costs for MBC study materials, and one attempt for MBC certification exam. It will be student's responsibility to pay for subsequent attempt(s), if needed, to pass the MBC certification exam.

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-10 basic coding rules and conventions, sequencing codes and other coding principles. We will cover the CPT Coding System Structure of the three levels of CPT, general guidelines for using CPT, basic steps to assign CPT 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 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. This course will provide the

student with the knowledge and practical skills necessary in applying the correct guidelines in using CPT 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-10-CM diagnosis and CPT 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 is a full-time study program. English courses at varying levels are offered which include grammar, conversation, reading, writing, research, American culture and TOEFL preparation. Program length is 1080 contact hours (720 lecture/180 lab/180 practicum).

Most classes meet between 9:00am and 6:00pm. 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 Institute 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 preparers 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

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 counsellors. 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.

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

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 at1-800-656-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 2016, 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 Institute 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 Institute. 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.

Consumer Information

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2016 and 12/31/2018.

The Institution distributes the report to all currently enrolled students (including those attending less than full-time and those not enrolled in Title IV programs or course) and all employees **by October 1 each year.**

Report Distribution Date: 08/05/2019

Occurrences within the 2016, 2017 and 2018 Calendar Years

Crimes Reported	2016	2017	2018
Location codes which should proceed the incident number(s) **OC=On Campus** **OC=On Campus Student Housing Facility** **NC=Non-campus** **NP= Non-campus property** **P=Public Area**			
Criminal Offenses			
Notes: #1Also referred to as Primary Crimes #2 also referred to as sex offenses			
Criminal Homicide #1 　　　　(these offenses are serrated into two categories)			
• **Murder**	0	0	0
• **non- negligent manslaughter**	0	0	0
• **Manslaughter by Negligence**	0	0	0

Sexual Assault #2			
• **Rape**	0	0	0
• **Foundling**	0	0	0
• **Incest**	0	0	0
• **Statutory Rape**	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
Hate Crimes Reporting			
Notes: 1. **Any of the above –mentioned offenses & any of the following incidents** 2. **a hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.** 3. **Three are eight categories that are reportable: race, religion, sexual orientation, gender, gender identity ethnicity, national origin and disability**			
	2016	**2017**	**2018**
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0
Gender Identity	0	0	0
Violence Against Women Act			
	2016	**2017**	**2018**
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking (including cyber-stalking)	0	0	0
Rape & Forcible Foundling	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Arrests and Disciplinary Referrals **Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and**			

illegal weapons possession.			
Arrest:	2016	2017	2018
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
Disciplinary Referrals:	0	0	0
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
Arrest:	0	0	0
• Drug Abuse Violations	0	0	0
Disciplinary Referrals:	0	0	0
• Drug Abuse Violations	0	0	0
Arrest:	0	0	0
• Liquor Law Violations	0	0	0
Disciplinary Referrals:	0	0	0
• Liquor Laws Violations	0	0	0

Appendix A: Administration and Faculty Members – 2019-2020

Administration
President and School Director: Dr. Purnendu Mandal.
Director of Education: Dr. Ratna Mandal
Program Chair: Mrs. Kenesha Barnes
Director of Technology: Dr. Partha Mandal
Financial Aid Director: Mrs. Kendra Haines

Faculty List
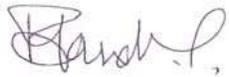Dr. Purnendu Mandal …… Office Administrative Assistant, Medical Coding and Billing
Ratna Mandal, MD …....... Phlebotomy, Medical Assistant
Kenesha Barnes ....…Phlebotomy, Medical Assistant
Angela Danrich   .... Phlebotomy, Medical Assistant
Elvira Villaran   .... Phlebotomy, Medical Assistant

The information contained in this catalog is true to the best of my knowledge

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          (Signature), Director