

2022–2023 CATALOG

***NTNCI NORTH TEXAS NURSING AND CAREER
INSTITUTE***



**512 NORTH ELM STREET
DENTON TEXAS 76201
Telephone: 940–387–3301; 940-387-3355.**

NTNCI



The information contained in this catalog, supplements and addenda (if applicable) is correct to the best of my knowledge.

Aghogho Evarherhe
President/CEO

BOARD OF DIRECTORS
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Eunice Evarherhe
Professor Cleopas Angaye

President/Chief Financial Officer
Director
Director

2022–2023 CATALOG

Volume 14

Publishing Date September 6, 2022

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Effective October 21, 2022 through October 22, 2023

NOTICE

North Texas Nursing and Career Institute reserves the right to make changes to information contained in this catalog. Changes can be made concerning the institution's policies, procedures, curriculum, class schedules, and organizational schedules as circumstances or changing state of Texas educational laws may dictate with approval by the Texas Workforce Commission, Career Schools and Colleges. The provisions of this catalog are not to be regarded as an irrevocable contract between the students North Texas Nursing and Career Institute.

PRESIDENT’S WELCOME MESSAGE

I would like to welcome you to the North Texas Institute of Nursing and Career Institute where you will find a very friendly and caring atmosphere. This institution is found on love for people who are through difficulties. Our goal is to produce excellent students for the 21st century dynamic medical profession. You will find small classes with well qualified instructors who have in most cases are extremely qualified but have decided to take a pay cut to give back to the community. In NCI we invite guest speakers (Registered Nurses, Physicians and experienced Medical Assistants in the Medical field) frequently to update students on what is happening in the real world. We believe that success consists of a series of little daily victories. Our staff is here to help you achieve those daily victories. We will help you to beat your own record daily by working on one with you in any area you have difficulties.

I believe the biblical quotation: “my people are destroyed for lack of knowledge”. I believe that by the time you finish your program, you will be the very best you possibly can be in terms of skills, knowledge in the area of study and the ultimate courteous professional.

Feel free to visit our facility and an officer of the institute will give you a tour.

Dr. Aghogho Evuarherhe, M.D
President / Director of Education

BOARD OF DIRECTORS

Dr. Aghogho Evuarherhe
Eunice Evuarherhe
Professor Cleopas Angaye

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NTNCI NORTH TEXAS NURSING AND CAREER INSTITUTE



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Telephone: 940 387 3301; Fax: 940 387 5417.

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.

NORTH TEXAS NURSING AND CAREER INSTITUTE

General Information

The Catalog

This Catalog is an official publication of North Texas Nursing and Career Institute containing policies, regulations, procedures, tuition and fees in effect at the time the Catalog was published. NTNCI reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, amendments required by state law and tuition or fee changes. The Catalog serves to provide general policy for all North Texas Nursing and Career Institute operations, by providing specific information, policy and directives to staff and students. *Study the contents of this Catalog carefully; you are responsible for observing the regulations contained herein.*

History of North Texas Nursing and Career Institute (NTNCI): NTNCI is owned by the Voice of Jesus Incorporated which is a nonprofit organization with 501 (C) status. NTNCI was established in 2007 for the main purpose of providing quality, job relevant career training in the Allied Health Sciences for individuals in our community who could not afford College Tuition or have lost their jobs and require retraining in a field where jobs are still available. There was a need in our community for an institution that is fast track and can train people for a career in the Medical field. To the best of my knowledge we will be the only school that provides this kind of training in the City of Denton.

MISSION: Our mission is to provide quality and job relevant education to all our students by providing didactic theory, hands-on training from instructors dedicated to preparing you for success in today's competitive job market. Our mission is to help you gain the vital skills employers value and to increase your opportunities for success and achieving your dreams. We believe that knowledge is power and a strong foundation will lead to graduating excellent students who will change their work environments and communities.

OBJECTIVE: To achieve this Mission, the Institute has developed the following objectives.

- ✚ Our curriculum is designed to prepare capable men and women with all the skills necessary to thrive in competitive medical profession.
- ✚ To maintain qualified Faculty and use of Audio-Visual equipments and teaching standards set by the state of Texas and other accrediting bodies.
- ✚ To maintain a non discriminatory policy by providing quality education to all in compliance with Civil Rights Act of 1964, related Executive orders 11246 and 11375, Title IX of the Education Amendment Act of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and all civil rights laws of the State of Texas. All students and staff are interviewed without regards to Nationality, race, sex, age, physical handicap, religion, and sexual orientation.
- ✚ Small class sizes with didactic teaching.
- ✚ To restore hope to students who have lost all hope by helping them to achieve their dreams and becoming more useful to the society.
- ✚ Provide placement Assistance to all our graduates.
- ✚ Provide a professional and conducive environment where staff and students are treated with dignity and respect.

LOCATION

The North Texas Institute is conveniently located at the intersection of North Elm Street and Parkway in the downtown of the City of Denton. There is easy access to I 35 North from the facility. The attractive air conditioned facility has a resource center, classrooms, Laboratory, administrative areas and restrooms. It is located at 512 North Elm Street in Denton Texas. The institute occupies about 4,000 square feet which is part of the Voice of Jesus Parish Incorporated. This facility complies with all federal, State and local ordinances and regulations including those related to fire safety, building safety and health.

ADMISSIONS

ADMISSION PROCEDURE

Address requests for application materials or questions concerning admission to the Admissions Center, 512 North Elm Street Denton Texas 76201.

NTNCI is a comprehensive institution that maintains an open-door admissions policy to ensure that all persons who may benefit from high education standards have the opportunity to enroll. New students will be admitted to NTNCI providing all admission requirements are met. Certain programs may have restrictions on enrollments because of limited space or special equipment needs. Departmental approval is required to register for certain courses as published in the Institute's catalog and schedule bulletins.

Federal law prohibits institutions from making preadmission inquiries about disabilities. Any information received regarding disabilities will not adversely affect admissions decisions. If you require special services or accommodations because of a disability, you should notify the Institute's President. This voluntary self-identification allows NTNCI to prepare appropriate support services to facilitate your learning. This information will be kept in strict confidence and has no effect on your admission to NTNCI. Appropriate documentation of the disability will be required.

Prospective students may apply up to one year in advance of a scheduled class start.

At the time of the application the following items must be completed

- + An interview must be scheduled with an official of the Institute in the admission department**
- + Administration and evaluation of an entrance examination with a passing standardized score.**
- + The State approved test used in North Texas Nursing and Career Institute for the diploma programs is the Wonderlic Examination, prospective students must have a passing score of 12 for all diploma programs.**
- + Enrollment agreement (if applicant is under 17 years of age, parental consent is required).**
- + Payment arrangement can be made with students. Loans can be obtained from financial institutions.**

ADMISSION REQUIREMENTS

All students must complete an application form. The Application Forms can be collected at the school premises or can be mailed to an applicant. All applications must be completed with black ink. Please sign and date application Forms . Attach copies of all required documents. Completed application forms are to be mailed to

**Admissions office
North Texas Nursing and Career Institute
512 North Elm Street
Denton Texas 76201**

- + The prerequisite for admission into any of the Allied Health programs is High School Diploma or General Education Development Diploma (GED) or the equivalent. Enrolled students are expected to present the original of their High School Diploma, official transcript or GED before the start of any of the programs in this Catalog. Copies will be made and kept on student's file. The original documents will be returned to the Student.**
- + Applicants are required to complete an interview with an Institute representative. In this interview, the applicant takes a tour of the school facility, classrooms and Laboratory. The applicant also meets with staff and faculty. Applicants are encouraged to attend this interview with their spouses, friends and parents.**
- + The Institute reviews the information submitted by the applicant, when all enrollment requirements including enrollment agreement, diplomas and or Transcripts have been submitted.**
- + All applicants must pass the Wonderlic Test with a minimum score of 12.**
- + If an applicant is not accepted, all fees paid to the institute are refunded**

ATTENDANCE

Because absences for any reason negatively affect the learning process, the individual student and the class, you are expected to attend all classes in which you are enrolled. Class attendance is your responsibility. Regular and punctual attendance at all scheduled classes is expected to avoid attendance probation.

Attendance in class is an important measure of participation and is required for student success in all programs and eventual success in the labor market. Perfect attendance tells your instructor and prospective employer that you are reliable and dependable. There are certain situations in life like unanticipated family emergencies, illnesses that may prevent a student from attending a class. Students whose absences exceed 15 % of the hours in a module will be warned in writing. The maximum number of absences permitted in all diploma and Certificate programs is equal to 20 % (> 200 hr) of the total clock hours for each grading period. If a student exceeds the permissible number of absences by even a minute, the student will be dropped from the course.

If the courses dropped are important to the other courses scheduled, or comprise the student's entire registration for the entire registration for the grading period, then the student will be terminated from the program. If a student is absent for 5 consecutive days without contacting the Institute. Such a student will be terminated.

Students withdrawn from a course or dismissed from a program for failure to meet the attendance rate may appeal for reinstatement in a later module. The appeal may be based on anticipated, extenuating and mitigating circumstances. If the appeal is granted, the students are reinstated on probation in the next module.

TARDIES

You are required to be in your classroom on time. Instructors may choose to lower your grade because of tardiness. Excessive tardiness is disruptive to the educational process and may result in disciplinary action. Due process and the right to appeal will be provided to students subject to disciplinary action.

Students arriving a class after 5 minutes of the scheduled class time or leaving earlier than the scheduled end of the class are considered tardy. If a student misses more than 25 % of the total scheduled class meeting time for the day, the student may be marked absent (A).

ABSENSES

- Instructors are required to keep attendance records.
- Each faculty member will inform students of the attendance policy of the course at the initial class meeting.
- You are responsible for understanding the attendance policy for each course in which you enroll and for meeting the attendance requirements.
- Failure to meet the attendance requirements in a course may lower a grade for the module or may result in failure of the course.
- An administrative withdrawal may be initiated when you fail to meet NTNCI attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the Director of Education.

ESTABLISHING AND MONITORING ATTENDANCE

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. The taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment

Faculty shall monitor attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the Percentage Absence Rule).

CONSECUTIVE ABSENCE RULE

When a student's absences from any course or module exceed ten (10) school days or fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Director of Education who shall be ultimately be responsible for determining whether the students plans to return to school or has withdrawn. The following guideline shall be followed:

- ✚ All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class.
- ✚ All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class.
- ✚ Any student that promises to return to school but does not return on the next scheduled class shall be withdrawn.
- ✚ Student may appeal and must attend school while an appeal is pending. Failure to attend while an appeal is pending may be basis for denying the appeal.
- ✚ An appeal may be granted based on extenuating circumstances.

PERCENTAGE ABSENCE RULE

The rule for students who have not previously been dismissed for violating attendance policy

PERCENTAGE	ACTION TAKEN
15% of the total program Clock hours missed	Attendance warning Letter
20% of total program Clock Hours missed	Dismissed from the program

The rule for students who have been dismissed for violating attendance policy, or would have been dismissed but for a successful appeal.

PERCENTAGE	ACTION TAKEN
15% of the total program Clock hours missed	Attendance warning Letter
20% of the remaining program Clock Hours missed	Dismissed from the program

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory Academic progress in order to remain eligible to continue as regularly enrolled students of the school. Additionally, satisfactory Academic progress is must be maintained in order to remain eligible to continue receiving Federal financial Assistance.

Federal regulations require that all students progress at a reasonable rate. Satisfactory academic progress is measured by:

- (a) The student's cumulative grade point average (CGPA)

(b) The student's rate of progress toward completion (ROP) (c) The maximum time frame allowed to complete the academic program (150 % for all programs)

EVALUATION PERIODS SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is measured at the end of each module (at the end of 4 weeks). If the 25% point or the midpoint occurs within a module, the evaluation will occur at the end of the preceding module.

GPA AND CGPA CALCULATIONS

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, incompletes have no effect on the student's CGPA. Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

RATE OF PROGRESS TOWARD COMPLETION (ROP) REQUIREMENTS

In order to complete training within a specified time, the student must maintain a satisfactory rate of progress as defined below:

- ✚ Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the clock hours attempted.
- ✚ Students who have reached the halfway point of their maximum program completion time must have completed 60% of the Clock hours attempted.
- ✚ Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the clock hours attempted.

MAXIMUM TIME FRAME IN WHICH TO GRADUATE

The maximum time frame for completion of all programs is limited by Federal regulation to 150% of the published length of the program. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted .

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

SAP appeals must be made within five (5) calendar days of the date student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates he / she is sincerely committed to taking the steps required to succeed in their program and that failure to maintain the required CGAP or ROP was caused by any of the following mitigating circumstances:

- ✚ The death of a family member
- ✚ An illness or injury suffered by the student
- ✚ Special circumstances of unusual nature which are not likely to recur

The appeal committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising plan in conjunction with the advisor, and place the student on probation.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades and financial transactions and financial aid eligibility. All formal academic appeals must be submitted in writing on an Academic appeal form to the Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- ✚ The specific academic decision at issue
- ✚ The date of the decision
- ✚ The reason(s) the student believes the decision was incorrect
- ✚ The formal steps taken to resolve the disagreement over the decision
- ✚ The resolution sought.

The written appeal may be accompanied by any additional documentation (papers, Physician's notes, Tests receipts) the student believes support the conclusion that the decision was incorrect.

The Director of Education (DOE) shall summon a meeting of the Appeal committee within five calendar days of receiving the appeal. The committee shall thoroughly investigate the matter. The committee is expected to render a decision within five (5) calendar days the appeal committee was convened. The decision of the committee will be submitted to the DOE in writing and the parties involved notified. Copies of the decision will be kept in the student's file. If an appeal is denied, the date of any suspension or dismissal shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

ASSIGNMENT/TEST GRADES

Students who disagree with an assignment/ Test grade should discuss it with the instructor upon receipt of the grade. Assignments /Test grades are reviewed at the instructor's discretion. If the instructor is not available or if the student is not satisfied he/ she may appeal to the chair person of the program who will resolve the matter.

FINAL COURSE GRADES

Appeals of final course grades must be made within five (5) calendar days of the date the grades becomes final. The DOE may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

- ✚ A personal bias or arbitrary rationale
- ✚ Standards unreasonably different from those that were applied to other students
- ✚ A substantial , unreasonable, or unannounced departure from previously articulated standards.
- ✚ The result of a clear and material mistake in calculating or recording grades or academic progress.

LEAVE OF ABSENCE

North Texas Nursing and Career Institute permit students to request a leave of absence (LOA) as long as the leave does not exceed a total of sixty (60) days during any 12 month period.

A Leave of absence may be granted by the Institute's President for unanticipated or extenuating circumstances if a student is:

- ✚ **Required to report for Jury Duties**
- ✚ **Required to be absent for compulsory Military Service**
- ✚ **Has a legitimate Medical or family Emergency with documentation.**
- ✚ **Birth or adoption of a child**

DATE OF WITHDRAWAL (DOW)

When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of withdrawal shall be the Date of Withdrawal shall be the date of the violation of the consecutive Absence Rule or the Percentage Absence Rule.

DATE OF DETERMINATION (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the earliest of the following three (3) dates:

- ✚ The date the student notifies the school (verbally or in writing) that he or she is not returning to class.
- ✚ The date the student violates the published attendance policy;
- ✚ No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class.

NTNCI Policy on Transferability of Credits

If credit is being claimed for post-secondary education, a transcript must be provided. Credit for experience will be granted after NTNCI faculty member has evaluated the student's skills and professionalism. Credit for previous education will not be granted if the student skills do not reflect the credits stated in the transcript after evaluation by NTNCI faculty.

It must not be assumed that the clock hours from NTNCI can be transferred to other institutions. Students are allowed to transfer from one program to another and all grades attempted for courses that are common to both programs will transfer to the new program and calculated in the SAP of the new program.

GRADING

Students must complete major projects as determined by the instructor.

Students must complete all weekly tests and quizzes. Students must be in attendance at least 85% of scheduled class hours. Students must maintain a cumulative 2.0 grade average.

The following grading scale will apply:

Grade		Score		GPA	Quality
A	=	100-90	=	4.0	Superior
B	=	89-80	=	3.0	Above average
C	=	79-70	=	2.0	Average
D	=	69-60	=	1.0	Poor
F	=	<60	=	0	Fail
I		(Not calculated in GPA)		0	Incomplete

FN	Nonattendance	0	
FI	Failure, no removal of incomplete	0	
IP	Incomplete, in progress	(Not Computed)	
XN	Nonattendance, Incomplete	Not Computed	
W	(Not calculated in GPA)	0	Withdrawal
WM		0	Withdrawal Military

The Theory grade is calculated as follows:

Tests and Quizzes	60%
Homework	20%
Final Exam*	20%

**Students having perfect attendance may be exempted from the final and will take a unit test instead which will be averaged in with the other tests and quizzes for the module, as follows:*

Tests and Quizzes	80%
Homework	20%

Grade Designations

“D”. A “D” grade will not be acceptable toward graduation for any certificate programs.

“F”

Failure may be awarded for lack of academic progress (F), failure due to non-attendance (FN), or failure to complete remaining course requirements (FI). “F” grades may not be overridden with “W” or “I” grades. If you elect to repeat a course for which you have received an “F,” you must re-register, pay full tuition and fees, and repeat the entire course.

“IP” Incomplete, Course in Progress (for non-developmental courses)

An “IP” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned for extenuating circumstances beyond a student’s control such as personal illness, death in the immediate family, military orders, or in the case of distance learning courses, technology failures and mail delays. Notice of absences with supporting documentation may be required by the instructor. Students should notify instructors in advance of absences whenever possible. The instructor makes the final decision concerning the granting of the incomplete grade. The instructor may set a deadline for completing the remaining course requirements. In no case will the deadline exceed 3 days after the scheduled end of the course. It is the student’s responsibility to arrange with the instructor for the assignment of work necessary to complete the course and to change the “IP”

within the time specified. An “IP” grade cannot be replaced by the grade of “W.” If a student elects to repeat the course, the student must register, pay full tuition and fees and repeat the entire course.

“XN”-Non-Attendance

The grade of “XN” is reserved for use with modular courses and will be assigned to students who have failed to make satisfactory progress due to failure to attend.

“W”-Withdrawal

Students who officially withdraw will receive the grade of “W,” provided attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with NTNCI before they may be considered for withdrawal.

Grade Point Averaging (GPA)

Your grade point average is calculated by dividing the total grade points by the total attempted Modular hours.

President’s Honor Roll

Students whose scholastic achievement is outstanding are notified by letter of the “President’s Honor Roll.” The Honor Roll includes the names of all students who have earned a grade point average of 3.5 in all the Modules.

Academic Probation, Suspension and Dismissal

Academic standards of progress are monitored by NTNCI to identify students who are having academic difficulty. To increase the likelihood that a student will succeed at NTNCI, the Guidance and Counseling advisors will limit a student’s enrollment and course selection.

- 1. Students who fail to maintain a 2.0 cumulative grade point average (GPA) Mid term grade in a 4 Week module will be notified of their Unsatisfactory Academic Progress status and provided a list of student support services available to them.**
- 2. Students who fail to (a) maintain a 2.0 cumulative GPA after the first Eighty hours or (b) fail to achieve a 2.0 GPA during any module after the first Eighty hours and have less than a 2.0 cumulative GPA will be placed on Academic Probation during the next Module in which they register. Students will be notified of their status and referred to Guidance and Counseling Retention Advisor for academic advisement and assistance. Once students raise their cumulative GPA to 2.0, their status will be changed to Academic Good Standing. Students who fail to achieve a 2.0 GPA during the module of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Suspension. The mandatory suspension period is one 4 week – Module.**
- 3. Suspended students who return after the required suspension period or who have successfully appealed suspension through a Institution’s appeals process, will be readmitted on academic probationary status. Students will be required to regularly report to an academic advisor for assessment and advisement during the semester for which readmitted. Students readmitted after academic suspension who fail to achieve a 2.0 GPA during their semester of probation and whose cumulative GPA is less than 2.0 will be placed on Academic Dismissal for one module.**

(Students may contact the NTNCI Retention office for information on the college appeals process.)

Allied Health students enrolled in certificate or Diploma programs who have completed the 30 calendar day suspension or who have successfully appealed the suspension through the institute appeals process will be readmitted on academic probation. Students will be placed on academic probation and required to regularly meet with a Director of Education for performance assessment during the enrollment period. Students who receive an “F,” during their module of readmission will be placed on Academic Dismissal for 30 calendar days.

Students on Academic Dismissal may petition for readmission only after they have been out the required dismissal period. Students readmitted must meet with NTNCI Counselor on a regular basis and participate in assessment and student support services. Students must also comply with registration restrictions established as a condition of readmission.

4. Students readmitted after Academic Dismissal who fail to maintain a cumulative GPA of 2.0 or receive an “F,” “N,” or “XN,” will again be placed on Academic Dismissal for 120 calendar days. The same procedures for re-entry apply to repeated periods of Academic Dismissal.

Obligations to the Institute

A student may be blocked from future registrations, not permitted to graduate and/or administratively withdrawn from a class until the student’s obligations to NTNCI are met. NTNCI is authorized to place holds on a student’s record under the following conditions, which include but are not limited to:

1. Debt to the college, left unpaid.
2. Failure to make good on a returned check.
3. Failure to make payment on a promissory note.
4. Failure to pay library fines.
5. Ineligibility for aid, for which student registered; overdue loans; and failure to complete records.
6. Failure to file required documents; enrolling under false pretenses.
7. Failure to meet placement or assessment requirements.
8. Rejected charges to a credit card.

Classroom Visitors

Permission to visit a class may be granted by the Institute’s President. Such permission carries with it permission to listen and observe, but not to enter into class discussion or laboratory work.

Permission to visit is not to be considered auditing on a full-time basis, nor will permission be granted to allow children in class. Parents must make arrangements for the care of their children during class meeting.

Graduation Grade Requirements

To graduate from NTNCI, you are required to have:

- ✚ Successfully complete all courses in the program with an overall grade point average (GPA) of 2.0. (70%) within the maximum time frame for completion.
- ✚ Successfully completed all externship hours.
- ✚ Meet all financial obligations to NTNCI

EXIT INTERVIEW

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This formal meeting may help the institute to correct any problems and may assist students with their plans

Student Responsibilities

Address Changes

All correspondence from North Texas Nursing and Career Institute to the student will be mailed to the address provided on the Application for Admission. Any address changes must be made in writing to the NTNCI admissions Office with full name and last four digits of social security number or date of birth. Students are responsible for all communication mailed to the last address on file.

Name Changes

Provide your legal name on your Application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, present a copy of the marriage certificate. A female student who wishes to discontinue the use of her married name and resume the use of her maiden name or a different name must present a divorce decree or signed court order showing restoration of the maiden name or other names. Other documents that may be used include a U.S. Government issued military I.D. card or Social Security Administration card. An affidavit must be provided before the name change will be processed. Submit name change documents and affidavits to the NTNCI Enrollment Services Office.

Student Records

The Systems Registrar is the custodian of all student records except those specifically relating to financial aid. "Student Records" as defined by NTNCI is any information collected, assembled, or maintained by the Institute, and includes documents, writings, letters, memoranda, computer tapes, and other materials written or otherwise that directly or indirectly contain the identity of the student. Student records are confidential. Any student, regardless of age, has access to his or her records and is entitled to receive copies at a designated duplication rate. Students do not have access to the parent's confidential financial statement. Student records include:

- Applications for admission
- Scores on standardized tests
- Scores on standardized achievement tests
- Specialized testing results
- Transcripts of grades
- Family background information

Family Educational Rights and Privacy Act of 1974, as Amended (FERPA)

In compliance with the Family Educational Rights and Privacy Act 1974, as amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless the NTNCI Records Office is notified in writing by the student before the 12th class day of a Module or a Course, the 3rd class day of a four Week Module. Your request may be accepted after these deadlines, but NTNCI will not be responsible for the release of Directory Information prior to receiving the request to withhold directory. This statement of nondisclosure will remain on your records unless you cancel your request to withhold directory information. You may request on an item-by-item basis (such as a transcript release for employment purposes) the release of directory or non-directory information.

Directory Information

Student's name

Local address

Home address

Electronic mail address

Telephone number

Date and place of birth

Major field of study

Dates of attendance

Diploma, Certificates, awards and honors received

Most recent previous educational agency or institution attended

Photographs

Participation in officially recognized activities and sports

Date of graduation

Access to any other records by persons other than the student will be limited to those persons specified in the statute. Records will be maintained of persons granted such access.

Students may inspect and review their educational records upon request to the appropriate record custodian. For more information, contact the NTNCI Records Office.

STUDENT CONDUCT CODE

North Texas Nursing and Career Institute maintain professional level standards for conduct and behavior for all her students. The standards of conduct are patterned after professionalism as practiced in the Medical profession. NTNCI maintains the right to discipline any student found in violation of it's policies. The disciplinary action can range from verbal warnings to written warning to immediate dismissal.

NTNCI POLICY:

- ✚ All code violations shall be documented in student's academic record
- ✚ The Campus president/Director of Education or designee has the authority to make decisions concerning disciplinary action to be taken against a student who is found in violation of the institute's policies.
- ✚ Students dismissed for violation of conduct code shall remain responsible for any financial responsibility to NTNCI.

STUDENT CONDUCT CODE VIOLATIONS- FORMAL DISCIPLINARY PROCEDURE

If NTNCI has reason to believe that a student has violated the institutions conduct code policy, the NTNCI shall investigate and follow up with the appropriate action.

Violations that threaten the health and safety of the campus employees, students, or visitors shall result in immediate dismissal from NTNCI.

For other conduct code violations NTNCI will employ progressive disciplinary procedure. This may range from academic advising, verbal warning to probation, suspension and dismissal.

APPEALS

A student dismissed for violations of the student conduct code violations may appeal the dismissal by submitting a letter to the school president for consideration. The letter should include reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within Ten (10) days of the decision. The president will send a written notice of his decision and the decision of the President is final.

Falsification of Records

Students who knowingly falsify NTNCI records, or who knowingly submit any falsified records to NTNCI, are subject to disciplinary action, which may include suspension and expulsion from NTNCI.

Hazing and Disruptive Activities

NTNCI enforces the Texas state laws prohibiting hazing, disruptive activities, or disruption of lawful assemblies on NTNCI property. This is usually stressed during student orientation. Students found violating this policy will be dismissed immediately and State and Federal laws will be enforced.

Scholastic Honesty

All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

Plagiarism The taking of passages from the writing of others without giving proper credit to the sources.

Collusion using another's work as one's own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.

Cheating Giving or receiving information on examinations.

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and subject to disciplinary action, which may include suspension and expulsion.

Alcohol and Other Drug Abuse

Students are admitted to NTNCI for the purpose of educational, social and personal enhancement. As a student, you have rights and privileges, as prescribed by State and federal constitutions, statutes and policies of the Board of Trustees of the NTNCI. With these rights and privileges, you also have certain duties and responsibilities essential for creating an environment where all students can learn how to live productive, fulfilling lives. Substance and alcohol abuse disrupt this environment and threatens not only the lives and well being of students, faculty and staff but also the potential for educational, social and personal enhancement. Therefore, it is important for all members of the institution to take responsibility for preventing substance and alcohol abuse.

In recognition of the problems associated with alcohol and other drug abuse, NTNCI has developed an institution wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse but also education, prevention, intervention and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community. Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any NTNCI owned facility or at any NTNCI-sponsored event is prohibited. NTNCI will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse. To ensure compliance with applicable institutional, state and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, NTNCI will annually distribute an information

flyer to all employees and students which addresses standards of conduct, counseling options, legal sanctions, disciplinary actions and health risks.

Student Discipline

Students are admitted to NTNCI for the purpose of educational, social and personal enhancement. Each student has rights, privileges, duties and responsibilities, as prescribed by State and Federal Constitutions and statutes and policies of the Board of Trustees of the Institution. Students who do not adhere to NTNCI disciplinary policies will be subject to disciplinary action.

If disciplinary action is taken, a student will be afforded due process and the right to appeal.

SEXUAL HARASSMENT POLICY

Definition: Sexual harassment may involve the behavior of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's experience;

Summons

On some occasions it will be necessary for a faculty member, counselor, or administrative official to contact an individual student. Any student receiving a summons must respond promptly as requested. A summons may take the form of a call from class or a notice by mail. Failure to respond to a summons renders the student subject to disciplinary action.

Guarantee for Job Competency

If a recipient of a Certificate of Completion is judged by his or her employer to be lacking in technical job skills identified as exit competencies for his or her Certificate program, the graduate will be provided up to 10 tuition-free hours of additional skills training by NTNCI under the conditions of the guarantee policy.

Special conditions which apply to the guarantee include the following:

- The graduate must have completed requirements for the Certificate of Completion with the NTNCI, with a minimum of 70 percent earned at NTNCI and must have completed the certificate within a one year span.
- Graduates must be employed full-time in an area directly related to the program concentration as certified by the Director of Education.
- Employment must commence within 6 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by NTNCI as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, Director of Education and appropriate department chair will develop a written educational plan for retraining.
- Retraining will be limited to 10 hours related to the identified skills deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

- The graduate and/or employer are responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against NTNCI and its employees for skills deficiencies shall be limited to 10 hours of tuition-free education under the conditions described above. Activation of the Graduate Guarantee Program may be initiated by the graduate by contacting the Institution President within 90 days of the graduate's initial employment.

Graduation

Application for Certificate or Diploma

NTNCI awards certificates/ Diplomas to successful graduates. The Application for Certificate with the appropriate nonrefundable fee of \$ 25 must be submitted to the Graduation office. The graduation fee is for processing of the certificate only.

All NTNCI admissions and certificate requirements must be completed prior to the award of the certificate.

All NTNCI admissions and certificate requirements must be completed prior to the award of the certificate. A student who misses the filing deadline will be processed in the next Certificate order time frame.

Students applying for graduation who do not complete remaining requirements on or about the graduation date will be declared non graduates and will forfeit the fee. Students declared non graduates will be required to reapply for graduation and pay the appropriate graduation fee as published in this Catalog.

Deadline

For December Graduation October 1

For April Graduation February 1

For August Graduation May 1

Commencement

NTNCI holds three annual graduation ceremonies each year in April, August and December.

Students order and purchase their caps and gowns directly through the Director of Education.

Individuals must contact the Office of Career Services by one month before the event, to be eligible to participate in the graduation ceremonies.

Replacing a Lost Certificate

If a certificate has been lost, stolen, or damaged, a replacement may be obtained at the Admissions office. An appropriate fee is required to replace a certificate.

Graduation with Honors

Candidates for Certificate/ Diploma of NTNCI may graduate with highest honors or honors based on the following criteria:

- To graduate with honors, a candidate must have a 3.5 grade point average on a 4.0 scale with no grades below “B” on all coursework taken. In computing the candidate’s grade point average for honors, the grades in all courses taken at NTNCI. Repeating an NTNCI course in which a “C” or lower grade was earned does not clear a student to graduate with honors.
- In any graduating class, the student(s) with the highest grade point average and who meet(s) all other requirements above will be designated as graduating with highest honors.
- Public recognition for graduating with honors or highest honors is conferred only when the student participates in the formal commencement ceremony.

PLACEMENT ASSISTANCE

NTNCI assist students in finding part-time or full-time employment upon completion of their chosen program. Assistance is rendered in the following ways:

- ✚ Assistance in preparing resumes and cover letters
- ✚ Conducting mock interviews for students.
- ✚ Aid in securing Interviews.
- ✚ Networking with employers and providing a list of available jobs to students

The Institute encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. All graduating students participate in the following placement assistance activities;

- ✚ Preparation of resumes and letters of introduction. An important step in a well- planned job search
- ✚ Interviewing techniques. Students acquire effective skills through practice exercises.
- ✚ Job referral by Career and placement Department. The Placement compiles job openings from employers in the area. All students are expected to participate in the placement assistance program at no additional cost.

Tuition Schedule for 2022-2023

* All tuition and fees are subject to change as approved by the President, or Board of Trustees.

Other Fees *

In addition to tuition, the following fees are required or applicable. Except for Individual Instruction, all fees are nonrefundable.

Return Check Fee.....	\$25
Graduation Certificate Processing fee	\$25
Graduation and Diploma replacement.....	\$25
Transcript and Records by mail (per copy).....	\$3
Transcript and Records, walk-in less than 24 hours service (per copy).....	\$5
Student I.D Card, Replacement (per card).....	\$5
Schedule Change (per drop action).....	\$5

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Late Registration.....	\$10
Late Payment (plus 18 percent annual interest on amounts remaining after final due date).....	\$25
Installment Plan (nonrefundable).....	\$20
Installment Plan Late Payment (18 percent annual interest until tuition is paid in full,calculated from the date the second installment was due).....	\$25

Tuition and Fees

TUITION AND FEES FOR THE NURSING ASSISTANT PROGRAM

Registration Fee	\$ 50.00
Tuition Fee	\$ 650.00
Textbooks and Hand-outs	\$ 94.00
Uniform	\$ 25.00
TOTAL PROGRAM COST	<u>\$ 819.00</u>

TUITION AND FEES FOR MEDICAL INSURANCE CODING AND BILLING

Registration Fee	\$ 50.00
Tuition	\$ 8,680.00
Textbooks & Hand-outs	\$ 295.00
Uniforms	\$ 100.00
TOTAL PROGRAM COST	<u>\$ 9,125.00</u>

TUITION AND FEES FOR MEDICAL ASSISTING PROGRAM

Registration Fee	\$ 50.00
Tuition	\$ 10,530.00
Textbooks & Hand-outs	\$ 295.00
Uniforms	\$ 100.00
TOTAL PROGRAM COST	<u>\$ 10,975.00</u>

TUITION AND FEES FOR MEDICAL ASSISTING WITH ECG

Registration Fee	\$ 50.00
Tuition	\$ 13,180.00
Textbooks & Hand-outs	\$ 295.00
Uniforms	\$ 100.00
TOTAL PROGRAM COST	<u>\$ 13,625.00</u>

**TUITION AND FEES FOR MEDICAL ADMINISTRATIVE SECRETARY
WITH EHR**

Registration Fee	\$ 50.00
Tuition	\$ 11,999.00
Textbooks & Hand-outs	\$ 550.00
Uniforms	\$ 100.00
TOTAL PROGRAM COST	<u>\$ 12,699.00</u>

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TUITION AND FEES FOR MEDICATION AIDE PROGRAM

Registration Fee	\$ 50.00
Tuition Fee	\$ 850.00
Textbook and Hand-outs	\$ 74.00
Uniform	\$ 25.00
TOTAL PROGRAM COST	<u>\$ 999.00</u>

*Fees for the State Certification Examination are the responsibility of the student and must be paid before the school schedules the graduate for State Certification examinations.

Installment Payment Plan

NTNCI now accepts installment payments for all programs offered

- **One half of tuition and fees must be paid before the start of the semester. A promissory note must be executed for the balance, with equal payments due before the start of the sixth class week and the eleventh class week.**
- **All financial aid will be applied to the amount due before the multiple payment plans is offered.**
- **A nonrefundable fee of \$5 will be assessed each month for use of the plan.**
- **A late fee of \$25 will be assessed on any payment not made before the due date.**
- **Finance charges of 18 percent annually will be assessed on any account balance remaining after the final payment due date.**
- **A student who fails to make full payment of tuition and fees including any incidental fees by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment before the end of the Module / Four weeks will be denied credit for the work done that module or four week block until full payment is made.**
- **In the event of default on the installment plan, NTNCI has the right to employ a collection agency and/or any other legal means to collect this debt. All applicable collection costs, attorney fees, interest and/or penalties will be paid by the student.**
- **The installment plan is not available to a student who registers during late registration except a special approval is obtained by the President who will look at the peculiarity of each individual case.**

NORTH TEXAS NURSING AND CAREER INSTITUTES POLICY ON CANCELLATION AND REFUND POLICY

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

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 nonrefundable administrative fees 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, the school may retain not more than \$100 in nonrefundable administrative fees 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.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should 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:

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

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- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

8. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

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.

NTNCI GRIEVANCE RESOLUTION POLICY

A grievance is defined as a difference or dispute between a student and North Texas Nursing and Career Institute or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to express their concerns within ten calendar days of the event which gave rise to the grievance in order to ensure the matter is resolved quickly. Students with grievances that emanates from the classroom must first discuss their concerns with the instructor. If the matter is not resolved the matter is now referred to the Director of Education and if still not resolved it is then resolved to the Institute's President. If the grievance is still not resolved, the student may write to:

**Texas Workforce Commission
Career Schools and Colleges
101 E. 15th Street
Austin, Texas 78778-0001
Telephone: 512-936-3100**

Modular Programs

PROGRAM TITLE: MEDICAL ASSISTING PROGRAM

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four weeks in length.

**Diploma Program -8 Months
720 Clock Hours
20-Hour Weeks**

In recent years the Medical Assisting profession has become indispensable to the Health Care field. Not only have physicians become more dependent on Medical Assistants, but their services are also being utilized by hospitals, clinics, and nursing homes. Medical Supply businesses, Home Health agencies, Insurance companies, and Pharmaceutical companies also hire Medical Assistants. They are fast becoming an important part of the Health Care team as their responsibilities continue to expand and the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them qualify for entry-level positions as Medical Assistants. Since they are trained in both administrative and clinical procedures, Medical Assistants are capable of filling a variety of entry-level positions, including, but not limited to Clinical or Administrative Assistant, Medical Receptionist and Medical Insurance Billing Specialist.

This training program is divided into eight learning units called Modules. Students must complete Modules 1, 2 and 3, not necessarily in that order, and then continue into Modules 4, 5, 6 and 7. If students do not complete any portion of one of these Modules, the entire Module must be repeated. Upon successful completion of Modules 1 through 7, students will then participate in the 160 clock-hour Externship, which is the 8th Module.

On completion of the Medical Assisting Program, a diploma is awarded. Also, the graduate is eligible to take the Nationally-registered Certified Medical Assistant Examination (NR-CMA).

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Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Extern Hours	
Module A					
MA101	Patient Care & Communication		32	0	
	Integumentary and Nervous Systems			0	
LB101	Clinical Laboratory		0	32	
MC102	Introduction to Computers, Keyboarding		<u>8</u>	<u>8</u>	
	Total		40	40	
Module B					
MA201	Pharmacology, Surgery & Disease		32	0	
	Transmission and Muscular System			0	
LB201	Clinical Laboratory		0	32	
MC202	Keyboarding		<u>8</u>	<u>8</u>	
	Total		40	40	
Module C					
MA301	Medical Insurance, Management & Digestive Systems		32	0	
LB301	Clinical Laboratory		0	32	
MA302	Introduction to Insurance, EHR.		<u>8</u>	<u>8</u>	
	Total		40	40	
Module D					
MA401	Cardiovascular and Respiratory Systems & EKG		32	0	
LB401	Clinical Laboratory		0	32	
MC402	Word Processing, Medisoft.		<u>8</u>	<u>8</u>	
	Total		40	40	
Module E					
MA501	Clinical Laboratory Procedures		32	0	
LB501	Clinical Laboratory		0	32	
MC502	Patient Billing, Keyboarding.		<u>8</u>	<u>8</u>	
	Total		40	40	
Module F					
MA601	Endocrinology & Reproduction		32	0	
LB601	Clinical Laboratory		0	32	
MC602	Medical Insurance Coding, Keyboarding		<u>8</u>	<u>8</u>	
	Total		40	40	
Module G					
MA701	Therapeutic Care and Muscular/Skeletal Systems		32	0	
LB701	Clinical Laboratory		0	32	
MC701	Career Development		16	0	
MA801	Externship		0	160	
Program Total			288	272	160 =720 hours



Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory or Externship hours, and credit units. For example, the listing "40/0" indicates that the course consists of 40 hours of lecture/theory and 0 hours of laboratory.

LB101 Clinical Laboratory

0/32/

In this course, students apply theories of examination assisting by positioning, draping, charting, scheduling, and records management. Setting up of Trays for complete Physical Examination Students practice bandaging techniques and the correct use of Biohazard waste containers. Students check visual acuity, practice invasive procedures, and check vital signs and blood pressure.

Prerequisite: None

LB201 Clinical Laboratory

In this course, students apply theories of minor office surgery by using the autoclave, setting up surgery trays, practicing sterile techniques, and using asepsis. Students perform dosage calculations for medication administration. Students learn inventory control techniques. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisite: None

LB301 Clinical Laboratory

0/32/

In this course, Learn how to apply basic Theories of bookkeeping, bank procedures Reconciling Accounts and Pay roll. Students learn how to fill the CMS 1500 form and HIPAA in details. Students are have hands on Training on Electronic Health Record. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisite: None

LB401 Clinical Laboratory

0/32/

In this course, students apply theories of Cardiology by correctly setting up, running, and mounting an EKG tracing. Students will be introduced to Pulmonary Function testing techniques and practice the correct use of Nebulae. Students practice CPR techniques on mannequins. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisites: LB101, 201, 301

LB501 Clinical Laboratory

0/32/

In this course, students will apply theories of clinical laboratory assisting by collecting and labeling specimens. Students are introduced to the basics of a microscope and its functions. Students practice different urinalysis techniques, routine hematology skills, and blood chemistry procedures. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisites: LB101, 201, 301

LB601 Clinical Laboratory

0/32/

In this course, students will apply theories of OB/GYN tray set up and examination assisting. Students practice Pediatric Assisting and restraint techniques. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisites: LB101, 201, 301

LB701 Clinical Laboratory

0/32/

In this course, students apply theories of therapeutic techniques and modalities. Students learn how to position patients properly for ultrasound treatment, Electroneurostimulation, and traction. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisites: LB101, 201, 301

MA101 Patient Care and Communication

32/0/

This course emphasizes patient care. Students develop skills in records management, telephone techniques, and interpersonal communications. Students receive Anatomy and Physiology lectures on the Integumentary System, the Senses and the Nervous System. Students are introduced to OSHA regulations.

Prerequisite: None

MA201 Pharmacology and Disease Transmission

32/0/

Anatomy and physiology of the Muscular System is discussed in this Course. This course stresses the importance of asepsis and sterile technique in today's health care environment. Basic bacteriology and its relationship to infection and disease control are presented. Students are introduced to basic pharmacology and learn the principles of administering medication.

Prerequisite: None

MA301 Medical Insurance, Management and Digestive Systems

32/0/

Topics discussed in this course include the structure and function of the human digestive system. The various types of medical insurance and Billing Codes are discussed in this course. Banking Procedures are also discussed. The medical management portion of this course focuses on bookkeeping, collections, and payroll procedures essential to the medical office. Equipment and supplies ordered for the medical office are identified, and students learn their proper care and storage.

Prerequisite: None

MA401 Cardiovascular and Respiratory Systems

32/0/

This course examines the circulatory and respiratory systems including the structure and function of the heart and lungs. The electrical pathways of the heart muscle are studied as a basis for electrocardiograph (EKG). Students are given a cardiopulmonary resuscitation (CPR) course.

Prerequisite: MA101, 201, 301

MA501 Clinical Procedures

32/0/

This course introduces laboratory procedures commonly performed in a physician's office. Students learn about specimen labeling, collection, handling, and transportation procedures. Basic hematology and the procedures

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used in microbiology and bacteriology tests are covered. Coverage of the anatomy and physiology of the lymphatic and urinary systems and procedures for performing different types of urinalysis are included.

Prerequisite: MA101, 201, 301

MA601 Endocrinology and Reproduction

32/0/

Endocrinology and male and female reproduction are taught in this course. The theory of pediatrics, obstetrics, and gynecological examination techniques are also covered in this course.

Prerequisite: MA101, 201, 301

MA701 Therapeutic Care and Skeletal Systems

32/0/

In this course, students learn about the basic techniques, equipment and modalities used in therapeutic medicine. Skeletal structures of the body as they relate to therapeutic care are covered.

Prerequisite: MA101, 201, 301

MA801 Externship

0/160/

Upon successful completion of modules 1 through 7, medical assisting students participate in a 160-hour Externship at an approved facility

The Externship enables students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under the supervision of a person with appropriate instructor credentials. Externs are evaluated by supervisory personnel at 80 and 160-hour intervals, and the evaluations are placed in the students' permanent record. Medical assisting students must successfully complete their Externship to fulfill requirements for graduation.

*Prerequisite: LB101-LB701
MA101-MA701
MC102-MC701*

MC102 Introduction to Computers

08/08/

This course introduces the computer and information processing. Students are introduced to what a computer is, how it works, and how it is used in solving problems. This course is also designed to teach students the keyboard by the touch system and to improve keyboarding skill and accuracy.

Prerequisite: None

MC202 Keyboarding

08/08/

This course is designed to improve keyboarding speed and accuracy. Emphasis is placed on using proper keyboarding techniques. *Prerequisite: MC102*

MC302 Introduction to Insurance

08/08/

This course is designed to provide hands-on introduction to basic commands of word processing application software for the PC. The student will learn to create, edit, and manipulate documents using a popular PC word processing software package.

Prerequisite: MC102, MC202

MC402 Word Processing

08/08/

NORTH TEXAS NURSING AND CAREER INSTITUTE

This course provides students with current insurance terminology applicable to various insurance company providers, patients, computerized systems, and administrative services.

Prerequisite: MC102, 202, 302

MC502 Patient Billing

08/08/

This course introduces the application of billing techniques, delinquent claims, credit and collections, legal issues affecting insurance claims, and medical records.

Prerequisite: MC102, 202, 302

MC602 Medical Insurance Coding

08/08/

This course is designed to introduce the student to the fundamentals of the ICD-9 and CPT-4 coding systems.

Prerequisite: MC102, 202, 302

MC701 Career Development

16/0/

This course is designed to provide practical applications of job hunting, résumé writing, interviewing, setting employment objectives and career goals, networking, and effective communication. Mock interviews are also included in this course.

Prerequisite: MC102, 202, 302

PROGRAM TITLE: MEDICAL ASSISTING WITH ECG PROGRAM

Modular Program

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four weeks in length.

**Diploma Program -10 Months
880 Clock Hours
20-Hour Weeks**

In recent years the Medical Assisting profession has become indispensable to the Health Care field. Not only have physicians become more dependent on Medical Assistants, but their services are also being utilized by hospitals, clinics, and nursing homes. Medical Supply businesses, Home Health agencies, Insurance companies, and Pharmaceutical companies also hire Medical Assistants. The Medical assistant who has a national certification in ECG is preferred in a cardiology office. They are able to work in a telemetry unit. They are fast becoming an important part of the Health Care team as their responsibilities continue to expand and the need for their services grows.

The objective of the Medical Assisting with Electrocardiography Program is to provide graduates with the skills and knowledge that will enable them qualify for entry-level positions as Medical Assistants. Since they are trained in both administrative and clinical procedures, Medical Assistants are capable of filling a variety of entry-level positions, including, but not limited to Clinical or Administrative Assistant, Medical Receptionist and Medical Insurance Billing Specialist.

This training program is divided into eight learning units called Modules. Students must complete Modules 1, 2 and 3, not necessarily in that order, and then continue into Modules 4, 5, 6 and 7. If students do not complete any portion of one of these Modules, the entire Module must be repeated. Upon successful completion of Modules 1 through 7. Students will now participate in an 8 week program where they will be trained on Electrocardiography (Modules 8 and 9). This course will expose the students to Electrocardiography, Holter Monitor and Exercise Electrocardiography.

Students will then participate in the 160 clock-hour Externship, which is the 10th Module.

On completion of the Medical Assisting with Electrocardiography Program, a diploma is awarded. Also, the graduate is eligible to take the Nationally-registered Certified Medical Assistant Examination (NR-CMA) and National Electrocardiography Certification Examination (NECE).

Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Extern
Module A				
MA101	Patient Care & Communication	32	0	0
	Integumentary and Nervous Systems			
LB101	Clinical Laboratory	0	32	0
MC102	Introduction to Computers, Keyboarding	<u>8</u>	<u>8</u>	<u>0</u>
	Total	40	40	0

Module B

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MA201	Pharmacology, Minor office Surgery & Disease Transmission and Muscular Sys.	32	0	0
LB201	Clinical Laboratory	0	32	0
MC202	Keyboarding	<u>8</u>	<u>8</u>	<u>0</u>
	Total	40	40	0
Module C				
MA301	Medical Insurance, Management & Digestive Systems	32	0	0
LB301	Clinical Laboratory	0	32	0
MA302	Introduction to Insurance, EHR.	<u>8</u>	<u>8</u>	<u>0</u>
	Total	40	40	0
Module D				
MA401	Cardiovascular and Respiratory Systems & EKG	32	0	0
LB401	Clinical Laboratory	0	32	0
MC402	Word Processing, Medisoft.	<u>8</u>	<u>8</u>	<u>0</u>
	Total	40	40	0
Module E				
MA501	Clinical Laboratory Procedures	32	0	0
LB501	Clinical Laboratory	0	32	0
MC502	Patient Billing, Keyboarding.	<u>8</u>	<u>8</u>	<u>0</u>
	Total	40	40	0
Module F				
MA601	Endocrinology & Reproduction	32	0	0
LB601	Clinical Laboratory	0	32	0
MC602	Medical Insurance Billing, Keyboarding	<u>8</u>	<u>0</u>	<u>0</u>
	Total	40	40	0
Module G				
MA701	Therapeutic Care and Muscular/Skeletal Systems	32	0	0
LB701	Clinical Laboratory	0	32	0
MC701	Career Development	16	0	0
MA801	Externship	0	0	160
Module X				
	Advanced Electrocardiography	32	0	0
MA801	Clinical Laboratory	0	32	0
MC801	Keyboarding / Medisoft office	<u>8</u>	<u>8</u>	<u>0</u>
	Total	40	40	0
MODULE Y				
MA901	Arrhythmia Recognition, Patient Care and, Specialized Procedures	32	0	0
MA901	Clinical Laboratory	0	32	0
MC901	Keyboarding / Medisoft office	<u>8</u>	<u>8</u>	<u>0</u>
	Total	40	40	0
MA1001	Externship	0	0	160
Program Total		368	352	160

Course Descriptions

NORTH TEXAS NURSING AND CAREER INSTITUTE

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory or Externship hours, and credit units. For example, the listing "40/0" indicates that the course consists of 40 hours of lecture/theory and 0 hours of laboratory.

LB101 Clinical Laboratory

0/32/

In this course, students apply theories of examination assisting by positioning, draping, charting, scheduling, and records management. Setting up of Trays for complete Physical Examination Students practice bandaging techniques and the correct use of Biohazard waste containers. Students check visual acuity, practice invasive procedures, and check vital signs and blood pressure.

Prerequisite: None

LB201 Clinical Laboratory

In this course, students apply theories of minor office surgery by using the autoclave, setting up surgery trays, practicing sterile techniques, and using asepsis. Students perform dosage calculations for medication administration. Students learn inventory control techniques. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisite: None

LB301 Clinical Laboratory

0/32/

In this course, Learn how to apply basic Theories of bookkeeping, bank procedures Reconciling Accounts and Pay roll. Students learn how to fill the CMS 1500 form and HIPAA in details. Students are have hands on Training on Electronic Health Record. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisite: None

LB401 Clinical Laboratory

0/32/

In this course, students apply theories of Cardiology by correctly setting up, running, and mounting an EKG tracing. Students will be introduced to Pulmonary Function testing techniques and practice the correct use of Nebulae. Students practice CPR techniques on mannequins. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisites: LB101, 201, 301

LB501 Clinical Laboratory

0/32/

In this course, students will apply theories of clinical laboratory assisting by collecting and labeling specimens. Students are introduced to the basics of a microscope and its functions. Students practice different urinalysis techniques, routine hematology skills, and blood chemistry procedures. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisites: LB101, 201, 301

LB601 Clinical Laboratory

0/32/

In this course, students will apply theories of OB/GYN tray set up and examination assisting. Students practice Pediatric Assisting and restraint techniques. Students practice invasive procedures, and check vital signs and blood pressure.

LB701 Clinical Laboratory

0/32/

In this course, students apply theories of therapeutic techniques and modalities. Students learn how to position patients properly for ultrasound treatment, Electroneurostimulation, and traction. Students practice invasive procedures, and check vital signs and blood pressure.

Prerequisites: LB101, 201, 301

MA101 Patient Care and Communication

32/0/

This course emphasizes patient care. Students develop skills in records management, telephone techniques, and interpersonal communications. Students receive Anatomy and Physiology lectures on the Integumentary System, the Senses and the Nervous System. Students are introduced to OSHA regulations.

Prerequisite: None

MA201 Pharmacology and Disease Transmission

32/0/

Anatomy and physiology of the Muscular System is discussed in this Course. This course stresses the importance of asepsis and sterile technique in today's health care environment. Basic bacteriology and its relationship to infection and disease control are presented. Students are introduced to basic pharmacology and learn the principles of administering medication.

Prerequisite: None

MA301 Medical Insurance, Management and Digestive Systems

32/0/

Topics discussed in this course include the structure and function of the human digestive system. The various types of medical insurance and Billing Codes are discussed in this course. Banking Procedures are also discussed. The medical management portion of this course focuses on bookkeeping, collections, and payroll procedures essential to the medical office. Equipment and supplies ordered for the medical office are identified, and students learn their proper care and storage.

Prerequisite: None

MA401 Cardiovascular and Respiratory Systems

32/0/

This course examines the circulatory and respiratory systems including the structure and function of the heart and lungs. The electrical pathways of the heart muscle are studied as a basis for electrocardiograph (EKG). Students are given a cardiopulmonary resuscitation (CPR) course.

Prerequisite: MA101, 201, 301

MA501 Clinical Procedures

32/0/

This course introduces laboratory procedures commonly performed in a physician's office. Students learn about specimen labeling, collection, handling, and transportation procedures. Basic hematology and the procedures used in microbiology and bacteriology tests are covered. Coverage of the anatomy and physiology of the lymphatic and urinary systems and procedures for performing different types of urinalysis are included.

Prerequisite: MA101, 201, 301

MA601 Endocrinology and Reproduction

32/0/

Endocrinology and male and female reproduction are taught in this course. The theory of pediatrics, obstetrics, and gynecological examination techniques are also covered in this course.

Prerequisite: MA101, 201, 301

MA701 Therapeutic Care and Skeletal Systems

32/0/

In this course, students learn about the basic techniques, equipment and modalities used in therapeutic medicine. Skeletal structures of the body as they relate to therapeutic care are covered.

Prerequisite: MA101, 201, 301

MA801 Advanced Electrocardiography

The anatomy of the heart and Circulatory system is taught in depth in this course. The electro conduction pathway of the Heart is also taught. The history of ECG, the Einthoven triangle, the ECG paper and calculation of the heart rate using the ECG paper is taught. The ECG machine and possible artifacts and trouble shooting is also taught in this course

Prerequisite: MA101, 201, 301,401

MA901 Arrhythmia Recognition, Patient Care and, Specialized Procedures

Interpretation of ECG is taught in this Course. Specialized procedures such as Exercise Electrocardiography, Holter Monitor and Tran telephonic monitor is also taught.

*Prerequisite: MA101, 201, 301, 401, 801
0/0/160*

MA1001 Externship

Upon successful completion of modules 1 through 9, medical assisting students participate in a 160-hour Externship at an approved facility

The Externship enables students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under the supervision of a person with appropriate instructor credentials. Externs are evaluated by supervisory personnel at 80 and 160-hour intervals, and the evaluations are placed in the students' permanent record. Medical assisting students must successfully complete their Externship to fulfill requirements for graduation.

*Prerequisite: LB101-LB701
MA101-MA701
MC102-MC701*

MC102 Introduction to Computers

08/08/

This course introduces the computer and information processing. Students are introduced to what a computer is, how it works, and how it is used in solving problems. This course is also designed to teach students the keyboard by the touch system and to improve keyboarding skill and accuracy.

Prerequisite: None

MC202 Keyboarding

08/08/

This course is designed to improve keyboarding speed and accuracy. Emphasis is placed on using proper keyboarding techniques.

Prerequisite: MC102

MC302 Introduction to Insurance

08/08/

This course is designed to provide hands-on introduction to basic commands of word processing application software for the PC. The student will learn to create, edit, and manipulate documents using a popular PC word processing software package.

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Prerequisite: MC102, MC202

MC402 Word Processing

08/08/

This course provides students with current insurance terminology applicable to various insurance company providers, patients, computerized systems, and administrative services.

Prerequisite: MC102, 202, 302

MC502 Patient Billing

08/08/

This course introduces the application of billing techniques, delinquent claims, credit and collections, legal issues affecting insurance claims, and medical records.

Prerequisite: MC102, 202, 302

MC602 Medical Insurance Coding

08/08/

This course is designed to introduce the student to the fundamentals of the ICD-9 and CPT-4 coding systems.

Prerequisite: MC102, 202, 302

MC701 Career Development

16/0/

This course is designed to provide practical applications of job hunting, résumé writing, interviewing, setting employment objectives and career goals, networking, and effective communication. Mock interviews are also included in this course.

MEDICAL INSURANCE BILLING AND CODING DIPLOMA PROGRAM

Diploma Program - 8 Months

720 Clock Hours

20-Hour Weeks

Program Description: Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

Objectives: The objective of the Medical Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will learn diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

Program At-A-Glance: The Medical Insurance Billing and Coding Program is a 720 Clock Hours course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been

completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 Clock Hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Students who have a GPA of 2.0 or less will be required to attend the Practicum and Students who have a GPA of greater than 2.0 will be required to do Externship in an outside facility

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Program Length: 8 Months/720 Clock Hours

PROGRAM OUTLINE

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hours Lec/Lab</u>	<u>Extern ship Hours</u>
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80 40/40	0
MIBCA	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80 40/40	0
MIBCB	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80 40/40	0
MIBCC	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80 40/40	0
MIBCD	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80 40/40	0
MIBCE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80 40/40	0
MIBCF	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80 40/40/0 0	0
MIBCP	Practicum	00/00	160
OR MIBCX	Externship	00/00/	160
	Program Totals = 720	560	160

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work. (Lecture hours/ Lab hours)

Module MEDINTRO-Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel 40/40

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Students will learn legal aspects of office procedures, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment.

Prerequisite: None

Module MIBCL – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems 40/40

This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.

Prerequisite: MEDINTRO

Module MIBCA – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System 40/40

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to build this skill set to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be

discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the

health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.

Prerequisite: MEDINTRO

Module MIBCB – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology 40/40

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures... Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.

Prerequisite: MEDINTRO

Module MIBCE – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System 40/40

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body

systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.

Prerequisite: MEDINTRO

Module MIBCD – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems 40/40

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.

Prerequisite: MEDINTRO

Module MIBCF – Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology 40/40

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. Students will learn the major medical insurances and claims form processing in an ongoing approach to include information on national and other common insurance plans as well as claim form completion and ICD 9- CM and CPT coding. Problem solving and managed care systems will also be discussed. Students will perform daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures... Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.

Prerequisite: MEDINTRO

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Once a student has completed all modules, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module MIBP – Practicum

0/160

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, Medical Insurance Billing and Coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff. Students are evaluated by an instructor or Department Chair at 80 and 160 hour intervals. Completed evaluation forms are placed in the students permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.

Prerequisite: Successful completion of Modules MIBINTRO, MIBCA, MIBCB, MIBCC, MIBCD, MIBCE, MIBCF, and MIBCG.

Module MIBCP – Externship

0/160

Upon successful completion of Modules MIBINTRO, MIBCA, MIBCB, MIBCC, MIBCD, MIBCE, and MIBCF, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Prerequisite: Successful completion of Modules MIBINTRO, MIBCA, MIBCB, MIBCC, MIBCD, MIBCE, MIBCF, MIBCG

MEDICAL ADMINISTRATIVE SECRETARY WITH ELECTRONIC HEALTH RECORD

PROGRAM OUTLINE

Program Title: Medical Administrative Secretary with Electronic Health Record

Credential: Diploma

Number of clock hours: 800

20 Hour Weeks

Length: 9 months / 37 weeks

Program Description:

The objective of the Medical Administrative Secretary Program is to prepare students for entry-level positions as medical administrative Secretaries in a variety of health care settings. There is an increasing demand and employment opportunities in Hospitals, Medical clinics, Dental offices, Chiropractic offices, Optical clinics, specialty clinics, Nursing and rehabilitation facilities, public health departments, social services, insurance offices and medical supply companies. According to the Bureau of Labor Statistics, Medical Secretaries are expected to be one of the fastest growing occupations over the next decade. Students study various administrative procedures related to the medical office.

Students get instructions in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software applications, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics. A large component of a medical secretary's job includes the use of computers, copiers, faxes and other office technology. The course teaches keyboarding skills, basic personal computer operations and basic office technology operations. Medical Computerized Practice Management Software specific to creating medical appointments and patient billing systems are taught in this program. Medical Transcription skills are used by medical secretaries to produce a written record of a doctor's dictation and it is

taught in this program. Students are also introduced to Voice recognition Technology. Emphasis is placed on Electronic Health Record in this Course and successful students certified in Electronic Health record and Medical Administration. Students are trained on how to take vital Signs.

Objectives:

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

- Process health insurance claim forms and managed care systems
- Understand the Occupational Safety and Health Administration (OSHA) standards and the use of Universal Precautions in the medical office.
- Understand HIPAA regulations and privacy requirements.
- Become familiar with essential medical terminology.
- Perform various tasks with Microsoft Word and Excel programs.
- Understand disability income insurance and legal issues affecting insurance claims.
- Conduct basic administrative procedures performed in the Medical, dental office and hospitals
- Handle appointment setting, telephone techniques and general correspondence and mail processing.
- Recognize and use essential Medical and dental terminology
- Maintain all files and patient records.
- Understand all aspects of the collection process including collection letters, telephone calls and collection servicing agencies.

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- Prepare and processing insurance claims including HMOs, PPOs and workers compensations plans.
- Properly code insurance forms and billing statements.
- Maintain a basic bookkeeping system.
- Organize patient records and maintain them manually and electronically.
- Take patient's vital signs.

Program At-A-Glance:

The Medical Administrative Secretary Program is designed to prepare students for entry-level positions as medical administrative Secretaries in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative Secretaries for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

The program is divided into ten learning units called modules. Student must complete modules A through H before starting Module X, which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through H stands alone as units of study and is not dependent upon previous training. If students do not complete any portion of one of these modules, that entire module must be repeated. Upon successful completion of modules A through H, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Secretary Program is acknowledged by the awarding of a diploma. Students will also qualify to take the National examinations to be certified as Certified Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS)

PROGRAM OUTLINE

Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours
Module A	Medical Administrative Secretary Profession, Law and Ethics and Business Communication.	40	40	0	80
Module B	Office Finance, Accounting, Business Mathematics and Business Practice. Introduction to Electronic Health Records (EHR)	40	40	0	80
Module C	Patient Processing and Assisting and Business Management. Electronic Health Records (EHR)	40	40	0	80

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Module D	Medical Insurance, CPR and First Aid, Electronic Medical Record.	40	40	0	80
Module E	Insurance Plans and Collections Electronic Health Record (EHR)	40	40	0	80
Module F	Office Procedures	40	40	0	80
Module G	Patient Care and Computerized Practice Management. Electronic Health Record (EHR)	40	40	0	80
Module H	Dental Administrative Procedures. A/P of the Oral cavity Special diagnostic procedures in Hospitals and physician's offices. Electronic Health Record (EHR)	40	40	0	80
Module X	Medical Administrative Assistant Externship	0	0	160	160
	TOTAL	320	320	160	800

COURSE DESCRIPTION

Module MAS-A: Medical Administrative Secretary Profession, Electronic Health Record and Business Communication

Module A introduces the student to the Medical Administrative Secretary profession and the Healthcare team. Students will also learn about the history of the healthcare industry and the Medical Secretary Profession. Students are introduced to Electronic Health Records, Medisoft Software, HCPCS, ICD-9-CM and CPT of the Nervous System, the Senses and the integumentary system. This Module introduces the student to Communication and communication skills with patients, coworkers and special circumstances. Written Communication Patient Education with emphasis on promoting health and wellness is also taught in this Module. Students will also learn about Stress and Management of Stress. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office and HIPPA. Students are introduced to the PDR. Students are introduced to basic principles of Medical Spelling and Terminology. Spelling and Terminology of the Anatomy and Physiology of Nervous System, the Senses and the Integumentary System. Microsoft Word and Excel 2007

Lec Hrs: 040 Lab Hrs: 040 (Computer/Medisoft/Keyboarding Hrs: 020, Spelling/Skill building Hrs: 020)

Prerequisite: None

Module MAS-B: Office Finance , Accounting And Business Practices, Business Mathematics.

Module B introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Handling Payroll, calculating and filing Taxes. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self –directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. Introduction to Pharmacology and drug Administration. Students are introduced to Evaluation and Management CPT Codes ICD-9-CM and HCPCS. Introduction to Electronic Health Record. Microsoft Word and Excel 2007, Medisoft and HER are also studied.

Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skill building Hrs: 020)

Prerequisite: None

Module MAS-C: Patient Processing and Medical Business Management

In Module C, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. Audit Patient Records and legal and Mandatory regulatory requirements are taught in this

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module. Students are taught to process Release of Information (ROI) requests for medical records and review of Medical records for demographic, insurance and information and every other information required to be in

compliance is complete. Students are introduced electronic Medical Record (EMR). The basics of health insurance are introduced, as well the basic of coding with CPT HCPCS and ICD-9 codes with emphasis on the Digestive System. Students study essential medical terminology with emphasis on the Digestive System, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Students are trained on EHR, Medisoft, Microsoft Word and Excel 2007.

Lec Hrs: 040 Lab Hrs: 040 (Computer/Medisoft/Keyboarding Hrs: 020, Spelling/Skill building Hrs: 020)

Prerequisite: None

Module MAS-D: Medical Insurance

Module D develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, Medicare (Parts A,B,C,and D), Medicaid, Medicare and Medi-Medi, TRICARE, CHAMPVA and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Spelling and Terminology and CPT codes for the Respiratory, Cardiovascular System.

Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skill building Hrs: 020)

Prerequisite: None

Module MAS-E: Insurance Plans and Collections

Module E develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Spelling and Terminology and CPT codes of the Urinary and Lymphatic System. ICD-9-CM, HCPCS Codes.

Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skill building Hrs: 020)

Prerequisite: None

Module MASF: Office Procedures

In Module F, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build

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on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Students are introduced to Medical law and Ethics in the Medical office. The difference between Law and Ethics. Patient physician contract, preventing Malpractice claims, Administrative duties and the Law. Federal Legislation affecting Health Care – The affordable Care act, Health Care quality improvement Act of 1986, Federal False Claims Act. Prescriptions, Medications and the Classification of Drugs and Controlled Substances and E-prescribing.

Prerequisite: None

Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skill building Hrs: 020)

Module MASG: Patient Care, Electronic Health Record and Computerized Practice Management

Module G emphasizes computerized practice management, including file maintenance, patient records, **bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems.** Hospital billing is introduced this module. Emphasis is laid on Electronic Health Records. Medisoft Software is emphasized. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Students are trained on EHR, Medisoft, Microsoft Word and Excel 2007.

Lec Hrs: 040 Lab Hrs: 040 (Computer/Transcription/Keyboarding Hours: 020, Spelling/Skill building Hours: 020)

Prerequisite: None

Module MAS-H: Dental Administrative Procedures

Module H focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Students are taught how to prepare Resume and Cover letters. Mock interviews are conducted for students. Students are trained on EHR, Medisoft, Microsoft Word and Excel 2007.

Lec Hrs: 040 Lab Hrs: 040 (Computer/Keyboarding Hrs: 020, Spelling/Skill building Hrs: 020)

Prerequisite: None

Module MAS-X – Medical Administrative Secretary Externship

Upon successful completion of modules A through I, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical facility, office or clinic in which the student practices direct application of all administrative functions of the medical administrative Secretary.

Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160

Prerequisite: MAS-A,B,C,D,E,F,G,H

NURSE AIDE PROGRAM

PROGRAM TITLE: NURSE AIDE PROGRAM –

4 weeks

117 Clock hours

B. PROGRAM DESCRIPTION:

Objective: To meet ALL State and Federal guidelines to train and prepare individuals for a career in the medical field as an assistant to the Nurse.

The Nurse Aide Program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to home-bound patients and residents in hospitals and Long-Term care facilities. Graduates of this program will be able to communicate and interact effectively with patients and assist them to attain and maintain maximum functional independence while observing patient rights. Students will learn how to apply basic First Aid, Cardiopulmonary Resuscitation (CPR), take Vital Signs, apply the elements of basic nutrition in meal planning and follow Infection Control measures. Additionally, students will be able to apply proper Body Mechanics in bed making, lifting and turning patients. Graduates of this program may find entry-level employment as Home Health Aides/Nurse Aides with hospitals, Nursing Homes and Home Health agencies. North Texas Nursing and Career Institute uses the Texas Curriculum for Nurse Aides in Long Term Care Facilities(2000 Edition).

PROGRAM OUTLINE:

(From the Texas Curriculum for Nurse Aides in Long Term Care Facilities (Fourth Edition 2013)).

The NURSE AIDE PROGRAM is scheduled as follows:

Identifying Number	Topic/Subject	Class clock Hours	Clinical clock Hours	Lab clock Hours
Class 1	Introduction to Health Care, Role of N.A	4	0	0
Class 2	Infection Control /Taking Care of yourself	3	0	0
Class 3	Safety and Emergency	3	0	0
Class 4	Resident/Patient Rights/Independence	3	0	0
Class 5	Communication and Interpersonal Skills	3	0	0
Class 6	Vital Signs, Height, Weight, Documentation	2	0	1
Class 7	Vital Signs, Admission, Transfer, Discharge	3	0	1
Class 8	Restorative Services/ Role of the N.A	4	0	1
Class 9	Personal Care Skills-Body Mechanics/Moving	3	0	2
Class 10	Personal Care Skills- Resident Environment	2	0	1
Class 11	Personal Care Skills- Bathing, Skin Care	2	0	1
Class 12	Personal Care Skills -Hygiene and Grooming	2	0	1
Class 13	Elimination –Toileting/Perineal Care	4	0	1
Class 14	Nutrition	3	0	0
Class 15	Mental Health/Social Service/Cognitive Care	7	0	0
Clinical 1	Nursing Home	0	6	0
Class 16	Death and Dying and Coping with Death.	2	0	0
Class 17	Conflict Resolution	2	0	1
Class 18	Technologies	2	0	1
Clinical 2	Nursing Home	0	6	0
Class 19	Cardiopulmonary Resuscitation Theory	4	0	0
Class 20	Cardiopulmonary Resuscitation Practical	0	0	2

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Clinical 3	Nursing Home	0	6	0
Clinical 4	Nursing Home	0	6	0
Clinical 5	Nursing Home	0	6	0
Clinical 6	Nursing Home	0	6	0
Clinical 7	Nursing Home	0	6	0
Class 20	Graduate Preparation	3	0	0
Class 21	Final Exam	<u>2</u>	<u>0</u>	<u>0</u>
TOTAL PROGRAM HOURS		117	62	42
			13	

The approximate time required to complete the NURSE AIDE PROGRAM is 4 weeks.

This is a 117-hour program that must be fully completed for successful graduation. The hours are segmented into 62 classroom hours, 13 laboratory hours and 42 clinical hours. Each class is identified with a class number or clinical number and must be completed in numerical sequence as required by the Department of Human Services Texas Curriculum. Clinical may be scheduled to begin after completion of Class 12 or may be scheduled after Class 20. The course's 42 hours of clinical experience are supervised in a local Nursing Home providing hands-on care to patients.

Upon successful completion, the graduate is awarded a Certificate of Completion and is eligible to take the State Examination to be placed on the Nurse Aide Registry.

TOPIC/SUBJECT DESCRIPTION:

Class 1 – (4 hours of Lectures) – INTRODUCTION TO HEALTH CARE AND ROLE OF NURSE AIDE IN LONG TERM CARE.

Introduces the student to the medical field. Job descriptions, roles and responsibilities are explained. Personal qualities, attributes, tolerance and expectations are discussed and realistic goals are set. (No Prerequisite)

Class 2 – (3 hours of Lectures) – INFECTION CONTROL AND TAKING CARE OF YOURSELF

Instruction in minimizing the spread of pathogenic microorganisms. Incorporates all standards of OSHA with applications in both Home Care and Long-Term Care. (No Prerequisite)

Class 3 – (3 hours of Lectures) – SAFETY AND EMERGENCY CARE

Safety issues for both the home and the long-term facility are addressed in this class. Students explore high-risk areas and develop plans for care that include all elements of safety and security. (No prerequisite)

Class 4 – (4 hours of Lectures) – RESIDENT/PATIENT RIGHTS AND PROMOTING INDEPENDENCE

Legal restrictions and obligations are discussed and current trends are identified. Students learn how to perform the job duties and still ensure all patient/resident rights. (No prerequisite)

Class 5 – (3 hours of Lectures) – COMMUNICATIONS AND INTERPERSONAL SKILLS

The art of therapeutic communication is taught with special attention towards realistic daily conversation and activities. Communication requires specific techniques when there is a purpose or

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goal set for a patient. An overview of medical technology is discussed with appropriate abbreviations utilized in documentation drills. Instruction emphasizes the skills involved and the legal ramifications involved in documenting care in the home and in the long-term care setting. (No prerequisite)

Classes 6 and 7 – (2 hours of Lectures each and 2 hour of Laboratory skills.) – VITAL SIGNS, HEIGHT, WEIGHT, ADMISSION AND DISCHARGE (3 HOURS OF Lecture and 1 Hour of laboratory Skills)

Essential skills are taught with emphasis on accuracy. The student is trained to recognize and to report abnormal findings, to use appropriate documentation and to perform appropriate interventions. (Prerequisites are Classes 1 through 5)

Class 8 – (4 hours of Lectures and 1 hour of Lab) – RESTORATIVE SERVICES

Focuses on the Musculo-skeletal System of the patient and the rehabilitative process. The class teaches the student to use appropriate body mechanics when lifting, positioning or transfer of patients. (Prerequisites are Classes 1 through 7)

Classes 9-14 focus on Personal Care Skills. Class 9 focuses on Body Mechanics, Positioning Residents and moving residents. (3 hours of Lecture and 2 Hours of Lab)

Classes 10, 11, 12 – (3 hours of Lectures and 2 hours of lab each) – PERSONAL CARE SKILLS

Training includes personal care skills to the appropriate techniques as identified by the Department of Human Services. (Prerequisites are Classes 1 through 7)

Class 13 – (4 hours of Lectures) – ELIMINATION – TOILETING AND PERINEAL CARE

Discussing the Gastro-intestinal and Genito-urinary Systems clarifies the important role of the Aide in Patient Care. Skills required in this area are also taught with emphasis on maintaining patient dignity and preventing complications. (Prerequisites are Classes 1 through 7)

Class 14 – (3 hours of Lectures) – NUTRITION

Meal preparation and feeding of the patient are integral skills taught in this class. Training includes understanding specialized diets, diabetic nutritional requirements and other disease processes that affect nutritional needs. Hydration. (Prerequisites are Classes 1 through 7)

Class 15 – (7 hours of Lectures) – MENTAL HEALTH/ SOCIAL SERVICES NEEDS

Psychosocial needs of residents, Specific behavior problems and Cognitive impairment are taught in these classes. Holistic care involves all aspects of the patient/resident needs. Training to recognize and understand basic human needs facilitates prioritization of activities. Cultural and religious activities are examined and help the aide to appreciate the vast differences that may be encountered in health beliefs and practices. (Prerequisites are Classes 1 through 14)

Class 16 – (2 hours of Lectures) – DEATH AND DYING AND COPING WITH DEATH

Students discuss and explore the grieving process and how it affects the patient, family and the Health Care team. The Aide is trained to recognize ineffective coping mechanisms and to encourage the use of effective coping mechanisms. (Prerequisites are Classes 1 through 14)

SOCIAL SKILLS

Class 17- CONFLICT RESOLUTION (2 hours of Lectures and 2 hours of class activity and role play)
Examples of Conflict resolution will be discussed. The positive effects of conflict resolution will be discussed. Conflict at the work place with coworkers, Supervisors and Residents will be discussed. Resolving work place conflict. Pre requisite are classes 1 through 16.

Class 18- TECHNOLOGIES (2 Hours of lecture on modern Technology in the nursing home and 2 hours of Computer use in the computer laboratory) Students will be introduced to the different Technology programs used with Residents. The benefits of using Technology will be discussed. The various ways the social media can benefit health care in Nursing homes and the inappropriate use of the social media in the work place will be discussed. Pre requisite are classes 1 through 17.

Class 19 – (2 hours of Lectures) – GRADUATE PREPARATION

The student receives final instruction for entrance into the health care field. This includes job interview techniques, resumes and personal appearance tips. Self-care is emphasized due to the high stress level in the Health Care industry. (Prerequisites are Classes 1 though 16)

Class 20 - (2 hours of Lectures) – FINAL EXAM

Final Exams are prepared for and taken. (Prerequisites are Classes 1 though 16)

Classes 21 and 22 – (4 hours of Lectures and 4 hours of Lab) - CARDIOPULMONARY RESUSCITATION THEORY & PRACTICAL

This class is taught according to the American Heart Association regulations. The classes are designed for Healthcare Providers and it meets all the minimum requirements for employment in home care agencies, long-term care facilities or acute care settings. (Prerequisites are Classes 1 though 7)

Clinical Rotations 1, 2, 3 and 4 – (6 hours each) – NURSING HOME

Each clinical is supervised by Registered Nurses. Skills learned through the training program are implemented in this patient/resident setting. This practical experience is vital to the success of the Aide.

Prerequisite Classes 1 through 7.

MEDICATION AIDE PROGRAM

Clock Hours: 140
Length: 12 Weeks

Program Description

Objective: The Medication Aide Program is designed to prepare Nurse Aides for administration of medicines under supervision and guidance stipulated by the *Texas Department of Aging and Disability Services, Medication Aide Permit Program*. The students will learn the following topics:

- Procedures for preparation and administration of medications
- Responsibility, control, accountability, and storage of medications
- Use of Reference Material
- Documentation of medications in residents' clinical records
- Lines of authority in the facility
- Responsibilities and liabilities associated with the administration and safeguarding of medications
- Allowable and prohibited practices of permit holders
- Medications commonly administered to facility residents
- Drug reactions and side effects of medications commonly administered to facility residents
- Rules governing the Medication Aide Training Program.

Students will learn how to use these skills and procedures through classroom and clinical hands-on training. Students learn how to prepare and administer drugs in a licensed health care agency. Topics include: drug legislation, drug references, basic anatomy and physiology and common diseases. You will learn medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements) required for medication administration. After completion of the class, you will be prepared to take the Texas Department of Human Services Medication Aide Licensure Exam. This course includes 10 hours of clinical practice. This course of study prepares candidates to be certified as Medication Aide in the State of Texas.

This 140-hour program is designed to teach students the skills essential for Entry-level work as a Medication Aide in licensed health care agencies. Academic course work and lab activities are completed at the North Texas Nursing and Career Institute. Clinical training is conducted at local, approved long-term care facility under the direct supervision of a Licensed Vocational Nurse (LVN) or Registered Nurse (RN). The long term Care facility used for clinical by the North Texas Nursing and Career Institute is The Cotton Wood Nursing and Rehabilitation Nursing Home. The approved curriculum for this course is under the direction and guidelines set by the Department of Aging and Disability Services (DADS). Upon successful completion of the program, students will be prepared to take the Texas State written 100 multiple choice questioned exam that covers their knowledge of accurate and safe medication therapy. The Medication Aide graduates will be qualified for entry-level employment as direct-care Medication Aides in Long-Term or Personal Care Facilities, Correctional Settings or State Schools.

APPROVALS

North Texas nursing and Career Institute is approved and regulated by:

- Texas Department of Aging and Disability Services, Nurse Aide Training Program
- Texas Workforce Commission, Career Schools and Veterans Education, Austin, Texas.

ADMISSION / ENROLLMENT POLICIES

1. All applicants must:
 - a.) be 18 years old or over
 - b.) Read, understand, sign and receive a copy of the enrollment application and School Catalog.
 - c.) Tour the school facility.
 - d.) complete IN PERSON a copy of the Application Form
 - e.) be able to demonstrate the ability to read, write and comprehend the English Language
 - f.) Be a graduate of a high school or have a general equivalency diploma;

Detailed Medication Aide Course Curriculum (Texas Department of Aging and Disabilities Services)

Unit I	Introduction and Orientation and Basic Concepts
Unit II	Administration of Medications
Unit III	Affecting the Cardiovascular System
Unit IV	Drugs Affecting the Urinary System
Unit V	Drugs Affecting the Respiratory System
Unit VI	Drugs Affecting the Digestive System, Vitamins and Minerals
Unit VII	Drugs Affecting the Central Nervous System
Unit VIII	Affecting the Musculoskeletal System
Unit IX	Drugs Affecting the Endocrine System
Unit X	Antibiotics and Other Anti-Infective Agents
Unit XI	Drugs Affecting the Eye
Unit XII	Drugs Affecting the Ear
Unit XIII	Drugs Affecting the Skin
Unit XIV	Alzheimer's Disease Patients and Related Disorders
Unit XV	Immuno-Compromised Residents
Unit XVI	Pediatric Patients
Unit XVII	Care Planning Assistance
Unit XVIII	Suggested Teaching Procedures
Unit XIX	Handouts

MEDICATION AIDE PROGRAM COURSE DESCRIPTION

The listing "X/Y/Z" indicates that the Course consists of X hours of Lecture, Y hours of Laboratory and Z hours of Clinical/Extern

MDA-100 *Introduction to Medication Aide & Basic Concepts*

The students will learn the basic roles and responsibilities of the medication aide in the allied health field. They will learn history and reasons of drug use, drug administration, legislation and therapy, pharmacodynamics, competency skills, and use of generic drugs.
Prerequisites: None 32/0/0

MDA-101 *Demonstration Skills*

The students will learn and participate in all the vital signs return demonstrations related to the topics covered in MDA 100 – Introduction to Medication Aide and Basic Concepts. This will also include learning accurate vital signs assessment.
Prerequisite: Co-requisite MDA-100 0/20/0

MDA-200 *Basic Principles of Medical Administration*

The students will learn comprehensively the basic principles of medication administration. They will learn about medication supply and storage, medication orders and potential causes of medication errors and roles and responsibilities of medication aides in drug therapy. They would also learn medication preparation, procedures and techniques for administering medications and how to keep medication records.
Prerequisite: None 20/0/0

MDA-201 *Demonstration Skills*

The students will learn and participate in all the vital signs return demonstrations related to the topics covered in MDA 200 – Basic Principles of Medical Administration. This will also include learning accurate vital signs assessment.
Prerequisite: Co-requisite MDA-200 0/10/0

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MDA-300	<i>Drug Therapy of Common Disease Processes</i> Students will learn the value of drugs for therapeutic purposes, and the government regulations to be followed in prescribing, dispensing, and administering drugs. They will learn about drugs affecting the various body systems (Cardiovascular, respiratory, gastro-intestinal etc). They will learn how identify possible reactions to particular drugs, and to recognize possible adverse reactions. Prerequisite: None	32/0/0
MDA-400	<i>Age Related Patient Medication Administration</i> The students will learn special skills in the administration of medication to patients suffering from age related diseases and disorders as well as younger children. The students will also learn about administering medication to immuno-compromised patients. Prerequisite: None	12/0/0
MDA-500	<i>Care Planning and Role of Medication Aide</i> The students will learn the purpose of care planning, the significance of interdisciplinary care plans and the role of the medication aide in relation to patient care planning. Prerequisite: None	4/0/0
MDA-600	<i>Clinical Observation (Externship)</i> Students will perform on-the-job training in local medical facilities such as nursing homes, physician's offices, health care facilities and emergency clinics. The students will broaden their working knowledge of the responsibilities of a medication aide. The students will receive no remuneration while gaining valuable experience. Prerequisite: Completion of Program Requirements	0/0/10

Textbooks

1. Gauwitz, Donna F., Administering Medications 8th Edition, McGraw-Hill, 2014.

ISBN-9780073513751

2. CLINICIANS DRUG REFERENCE 2016 – LEONARD G. GOMELLA, THOMAS JEFFERSON UNIV OF KENTCKY-MED/LEXINGTON Aimee G Adams 2016,

OFFICIAL NTNCI OBSERVED HOLIDAYS FOR 2022/2023 CALENDAR YEAR.

LABOR DAY	SEPTEMBER 5, 2022
VETERANS DAY	NOVEMBER 11, 2022
THANKSGIVING DAY	NOVEMBER 24-27, 2022
WINTER BREAK	DECEMBER 23, 2022-JANUARY 5, 2023
FIRST DAY OF CLASS	MONDAY, JANUARY 9, 2023
MARTIN LUTHER KING DAY	MONDAY, JANUARY 16, 2023
SPRING BREAK	MARCH 13-18, 2023
MEMORIAL DAY	MONDAY, MAY 29, 2023
JUNETEENTH	MONDAY, JUNE 19, 2023
INDEPENDENCE DAY	TUESDAY, JULY 4, 2023
LABOR DAY	MONDAY SEPTEMBER 4, 2023

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**HOURS OF OPERATION FOR THE
MEDICAL ASSISTING PROGRAM**

MORNING CLASSES	AFTERNOON CLASSES	EVENING CLASSES
8:00 – 8:50	2:00 – 2:50	7:00 – 7:50
8:50 – 9:00 - BREAK	2:50 – 3:00 - BREAK	7:50 – 8:00 - BREAK
9:00 – 9:50	3:00 – 3:50	8:00 – 8:50
9:50 – 10:00 - BREAK	3:50 – 4:00 - BREAK	8:50 – 9:00 - BREAK
10:00 - 10:50	4:00 – 4:50	9:00 – 9:50
10:50 – 11: 10 - LUNCH	4:50 – 5:10 - LUNCH	9:50 – 10:10 - LUNCH
11:10 – 11:50	5:10 – 5:50	10:10 – 11:00
11:50 – 12:00 - BREAK	5:50 – 6:00 - BREAK	11:00 – 11:10 - BREAK
12: 00- 12:50	6:00 – 6:50	11:10 – 12:00

**HOURS OF OPERATION FOR THE
MEDICAL ASSISTING WITH ECG PROGRAM**

MORNING CLASSES	AFTERNOON CLASSES	EVENING CLASSES
8:00 – 8:50	2:00 – 2:50	7:00 – 7:50
8:50 – 9:00 - BREAK	2:50 – 3:00 - BREAK	7:50 – 8:00 - BREAK
9:00 – 9:50	3:00 – 3:50	8:00 – 8:50
9:50 – 10:00 - BREAK	3:50 – 4:00 - BREAK	8:50 – 9:00 - BREAK
10:00 - 10:50	4:00 – 4:50	9:00 – 9:50
10:50 – 11: 10 - LUNCH	4:50 – 5:10 - LUNCH	9:50 – 10:10 - LUNCH
11:10 – 11:50	5:10 – 5:50	10:10 – 11:00
11:50 – 12:00 - BREAK	5:50 – 6:00 - BREAK	11:00 – 11:10 - BREAK
12: 00- 12:50	6:00 – 6:50	11:10 – 12:00

**HOURS OF OPERATION FOR THE
MEDICAL INSURANCE AND CODING PROGRAM**

MORNING CLASSES	AFTERNOON CLASSES	EVENING CLASSES
8:00 – 8:50	2:00 – 2:50	7:00 – 7:50
8:50 – 9:00 - BREAK	2:50 – 3:00 - BREAK	7:50 – 8:00 - BREAK
9:00 – 9:50	3:00 – 3:50	8:00 – 8:50
9:50 – 10:00 - BREAK	3:50 – 4:00 - BREAK	8:50 – 9:00 - BREAK
10:00 - 10:50	4:00 – 4:50	9:00 – 9:50
10:50 – 11: 10 - LUNCH	4:50 – 5:10 - LUNCH	9:50 – 10:10 - LUNCH
11:10 – 11:50	5:10 – 5:50	10:10 – 11:00
11:50 – 12:00 - BREAK	5:50 – 6:00 - BREAK	11:00 – 11:10 - BREAK
12: 00- 12:50	6:00 – 6:50	11:10 – 12:00

**HOURS OF OPERATION FOR THE
MEDICAL ADMINISTRATIVE SECRETARY WITH
ELECTRONIC RECORD PROGRAM**

MORNING CLASSES	AFTERNOON CLASSES	EVENING CLASSES
8:00 – 8:50	2:00 – 2:50	7:00 – 7:50
8:50 – 9:00 - BREAK	2:50 – 3:00 - BREAK	7:50 – 8:00 - BREAK
9:00 – 9:50	3:00 – 3:50	8:00 – 8:50
9:50 – 10:00 - BREAK	3:50 – 4:00 - BREAK	8:50 – 9:00 - BREAK
10:00 - 10:50	4:00 – 4:50	9:00 – 9:50
10:50 – 11: 10 - LUNCH	4:50 – 5:10 - LUNCH	9:50 – 10:10 - LUNCH
11:10 – 11:50	5:10 – 5:50	10:10 – 11:00
11:50 – 12:00 - BREAK	5:50 – 6:00 - BREAK	11:00 – 11:10 - BREAK
12: 00- 12:50	6:00 – 6:50	11:10 – 12:00

**HOURS OF OPERATION
NURSE AIDE PROGRAM**

MORNING CLASSES	AFTERNOON CLASSES	EVENING CLASSES
8:00 – 8:50	2:00 – 2:50	7:00 – 7:50
8:50 – 9:00 - BREAK	2:50 – 3:00 - BREAK	7:50 – 8:00 - BREAK
9:00 – 9:50	3:00 – 3:50	8:00 – 8:50
9:50 – 10:00 - BREAK	3:50 – 4:00 - BREAK	8:50 – 9:00 - BREAK
10:00 - 10:50	4:00 – 4:50	9:00 – 9:50
10:50 – 11: 10 - LUNCH	4:50 – 5:10 - LUNCH	9:50 – 10:10 - LUNCH
11:10 – 11:50	5:10 – 5:50	10:10 – 11:00
11:50 – 12:00 - BREAK	5:50 – 6:00 - BREAK	11:00 – 11:10 - BREAK
12: 00- 12:50	6:00 – 6:50	11:10 – 12:00

**HOURS OF OPERATION
MEDICATION AIDE PROGRAM**

MORNING CLASSES	AFTERNOON CLASSES	EVENING CLASSES
8:00 – 8:50	2:00 – 2:50	7:00 – 7:50
8:50 – 9:00 - BREAK	2:50 – 3:00 - BREAK	7:50 – 8:00 - BREAK
9:00 – 9:50	3:00 – 3:50	8:00 – 8:50
9:50 – 10:00 - BREAK	3:50 – 4:00 - BREAK	8:50 – 9:00 - BREAK
10:00 - 10:50	4:00 – 4:50	9:00 – 9:50
10:50 – 11: 10 - LUNCH	4:50 – 5:10 - LUNCH	9:50 – 10:10 - LUNCH
11:10 – 11:50	5:10 – 5:50	10:10 – 11:00
11:50 – 12:00 - BREAK	5:50 – 6:00 - BREAK	11:00 – 11:10 - BREAK
12: 00- 12:50	6:00 – 6:50	11:10 – 12:00

MEDICAL ASSISTING PROGRAM START DATES

START DATES	END DATES
09 /06/2022	09/30/2022 (1 Makeup Day)
10/03/2021	10/28/2022 (1 Makeup Day)
10/31/2022	11/ 29 /2022 (2 Makeup Days)
11/30/2022	12/23/2022 (1 Makeup Day)
01/09/2023	01/31/2023 (1 Makeup Days)
02/01/2023	03/01/2023
03/02/2023	04/07/2023
04/10/2023	05/05/2023
05/08/2023	06/02/2023
06/05/2023	06/30/2023
07/03/2023	07/28/2023
07/31/2023	08/25/2023

**MEDICAL ASSISTING WITH ELECTROCARDIOGRAPHY
PROGRAM START DATES**

START DATES	END DATES
09 /06/2022	09/30/2022 (1 Makeup Day)
10/03/2021	10/28/2022 (1 Makeup Day)
10/31/2022	11/ 29 /2022 (2 Makeup Days)
11/30/2022	12/23/2022 (1 Makeup Day)
01/09/2023	01/31/2023 (1 Makeup Days)
02/01/2023	03/01/2023
03/02/2023	04/07/2023
04/10/2023	05/05/2023
05/08/2023	06/02/2023
06/05/2023	06/30/2023
07/03/2023	07/28/2023
07/31/2023	08/25/2023

MEDICAL INSURANCE BILLING AND CODING

START DATES	END DATES
09 /06/2022	09/30/2022 (1 Makeup Day)
10/03/2021	10/28/2022 (1 Makeup Day)
10/31/2022	11/ 29 /2022 (2 Makeup Days)
11/30/2022	12/23/2022 (1 Makeup Day)
01/09/2023	01/31/2023 (1 Makeup Days)
02/01/2023	03/01/2023
03/02/2023	04/07/2023
04/10/2023	05/05/2023
05/08/2023	06/02/2023
06/05/2023	06/30/2023
07/03/2023	07/28/2023
07/31/2023	08/25/2023

**PROGRAM START DATES
NURSE AIDE PROGRAM**

START DATES	END DATES
09 /06/2022	09/30/2022 (1 Makeup Day)
10/03/2021	10/28/2022 (1 Makeup Day)
10/31/2022	11/ 29 /2022 (2 Makeup Days)
11/30/2022	12/23/2022 (1 Makeup Day)
01/09/2023	01/31/2023 (1 Makeup Days)
02/01/2023	03/01/2023
03/02/2023	04/07/2023
04/10/2023	05/05/2023
05/08/2023	06/02/2023
06/05/2023	06/30/2023
07/03/2023	07/28/2023
07/31/2023	08/25/2023

**MEDICATION AIDE PROGRAM
START DATES**

START DATES	END DATES
09 /06/2022	09/30/2022 (1 Makeup Day)
10/03/2021	10/28/2022 (1 Makeup Day)
10/31/2022	11/ 29 /2022 (2 Makeup Days)
11/30/2022	12/23/2022 (1 Makeup Day)
01/09/2023	01/31/2023 (1 Makeup Days)
02/01/2023	03/01/2023
03/02/2023	04/07/2023
04/10/2023	05/05/2023
05/08/2023	06/02/2023
06/05/2023	06/30/2023
07/03/2023	07/28/2023
07/31/2023	08/25/2023

MEDICAL ADMIN. SECRETARY WITH EHR PROGRAM START DATES

START DATES	END DATES
09 /06/2022	09/30/2022 (1 Makeup Day)
10/03/2021	10/28/2022 (1 Makeup Day)
10/31/2022	11/ 29 /2022 (2 Makeup Days)
11/30/2022	12/23/2022 (1 Makeup Day)
01/09/2023	01/31/2023 (1 Makeup Days)
02/01/2023	03/01/2023
03/02/2023	04/07/2023
04/10/2023	05/05/2023
05/08/2023	06/02/2023
06/05/2023	06/30/2023
07/03/2023	07/28/2023
07/31/2023	08/25/2023

FACULTY AND STAFF 2022/2023

Dr. Aghogho Evarherhe, MBBS,MD.	President and Director of Education. Medical Assistant with ECG, Medical Administrative Secretary with EHR and MIBC instructor	MBBS, University of Benin, Nigeria; Graduate of Anesthesiology and Pain Management Residency and Fellowship at the University of Texas, Southwestern Dallas Texas.
Geoffrey Heme Ndungu, RN	Director of Nurse Aide program and Medication Aide Instructor, MA, MAS, EHR	Registered Nurse, College of Health Professions, Nairobi Kenya.
Humphrey Uangbaoje, RN	Nurse Aide Instructor	LVN, Concorde Career Institute Arlington Texas.
Erin Graves, D. Pharm	Medication Aide Instructor	University of Houston, Pharm D

MA –	MEDICAL ASSISTING
MAS	MEDICAL ADMINISTRATIVE SECRETARY
EHR	ELECTRONIC HEALTH RECORD
MIBC-	MEDICAL INSURANCE BILLING AND CODING
ECG -	ELECTROCARDIOGRAPHY
CNA-	CERTIFIED NURSE ASSISTANT
CMA-	CERTIFIED MEDICATION AIDE