SCHOOL FOR ALLIED HEALTH PROFESSIONALS

2017-2018 Catalog
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• Arlington, Texas 76013
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• Fax (682) 238-3508

Administrative Office Hours:
Monday - Friday 9 a.m. - 4 p.m. CST

Class Hours:
Monday – Friday 9 a.m – 10 p.m. CST
Saturday - (for select programs)

www.sfahp.com

General Email: admissions@sfahp.com

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(All Pictures Below Are Not Actually Apart of the Institutions Facility)
A Message from the President

At the School for Allied Health Professionals, we believe in providing our students opportunities to open new doors into their lives. Many of our students have found that by taking that first step today, has lead them toward a better tomorrow.

The School for Allied Health Professionals is a community partner with a drive toward educating the future workforce professionals of tomorrow with skills and training that will help answer the demand of the marketplace today. Our students are trained with practical hands-on experience and classroom academic discipline. This is to insure that not only do our students have the book knowledge, but the hands on training that today’s industry is looking for. This enables our students to leave prepared and confident.

“Remember when you are standing still, everybody else is moving forward. So don’t get left behind.”

The choice is yours, so move forward today. We at the School for Allied Health Professionals look forward to helping you take that next step to a brighter and better future for you and your family.

Nora Flores, President,
School for Allied Health Professionals
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The mission of the School for Allied Health Professionals is to provide excellence in education that can be found in the curriculum, staff, faculty and equipment. The School for Allied Health Professionals believes that quality instruction as well as hands-on clinical instruction is paramount to a student’s success. The School believes that instructors that come directly from the allied health field will enhance the instruction, making the student more employable thereby meeting the needs of the field.

The School for Allied Health Professionals has established the following objectives:

- To provide students with the skills and knowledge to qualify or re-qualify for employment in their field of study.
- To provide student services that contributes to student success and achievement.
- To provide qualified faculty to ensure that appropriate and applicable curriculum, learning materials and training are delivered to students.
- To provide an educational environment that respects and accommodates a diversity of individual backgrounds, abilities, interests and opinions.
- To respond to the changing needs of the medical and business communities we serve.
- To provide placement assistance to facilitate students successful transition into their careers.
- To encourage students to envision education as a life-long learning process.
- To exercise honesty, integrity, and the highest ethics in every facet of the school’s operation.
**HISTORY AND OWNERSHIP**
The School for Allied Health Professionals is independently owned & operated in Tarrant County on March 30, 2006. The school’s first classes began March 9, 2008. The institution is located in Arlington, Texas and is supported by local area physicians.

**APPROVAL**
The School for Allied Health Professionals is approved and licensed by The Texas Workforce Commission, Career School and Colleges, Austin, Texas. The school obtains institutional accreditation by the Accrediting Bureau of Health Education Schools.

**Texas Workforce Commission**
101 E 15th St, Rm 651
Austin, TX 78778-0001
Phone: 512-463-2236  Fax:
Email: ombudsman@twc.state.tx.us
http://csc.twc.state.tx.us

**Accrediting Bureau of Health Education Schools (ABHES)**
7777 Leesburg Pike, Suite 314N., Falls Church, VA 22043
Phone: (703) 917-9503 Fax: (703) 917_4109
Email: info@abhes.org

**MEMBERSHIPS**
National Association for Health Professionals
ABSA- American Board of Surgical Assistants
Accrediting Bureau of Health Education Schools

**DESCRIPTION OF FACILITY**
The School for Allied Health Professionals consists of 2,700 square feet of floor space, which is divided into 3 large classroom/laboratories, 4 administrative offices, 1 large conference room and a student break room/library area. Parking is available at no additional charge to the student. All classrooms and labs combined are designed for a maximum capacity of 45 students during the day and 45 students during the evening courses when available. The equipment used for training consists of operating room equipment and instruments, medical equipment, and computers. The campus is centrally located to apartments, shopping and banking. Close Proximity to Arlington Memorial Hospital in Arlington. Easy access to I-30 and near the main street in Arlington “Cooper”.
Admissions Policies and Standards

HOW TO APPLY
Students interested in applying for admission to the School for Allied Health Professionals should call, write the school, or email Admissions at admissions@sfahp.com.
ADMISSION POLICY
This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at The School for Allied Health Professionals as a regular student. The School for Allied Health Professionals must adhere to the Texas Workforce Commission – Career Schools and Veterans Education guidelines.

GENERAL ADMISSION REQUIREMENTS
The School For Allied Health Professionals is an equal opportunity employer and follows the same policies in accepting applications from potential students. The School For Allied Health Professionals is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. The admission policy is in compliance with the Texas Workforce Commission – Career Schools and Veterans Education.

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

- Be at least 17 years of age (Age will be verified with Individual’s ID)
- Have an initial interview with an Admissions Representative (student, spouse and/or parent)
- Provide a valid driver’s license, state ID with photo, or valid passport.
- Complete a Career Assessment Form
- Pass an Entrance Exam, with a score of 12. The School For Allied Health Professionals uses the Wonderlic Scholastic Level Exam.
- The School For Allied Health Professionals does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program
- Students must also be able to provide proof of appropriate educational requirement such as:
  1) Copy of high school diploma
  2) Copy of high school transcript showing graduation date. (Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)
  3) Proof of GED Completion.
  4) Have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school. prior study from English speaking schools.
- Provide documentation of eligibility to work in the United States.
- Pay the required Registration Fee.
The student must make financial arrangements with the Financial Office in regards to scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with a school official and is given a pre-enrollment questionnaire, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student’s satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

**STUDENTS WITH DISABILITIES:**
If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

If you are interested in attending the School For Allied Health Professionals but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School For Allied Health Professionals, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;

- how the diagnosis was determined (what tests were given and the results); and

- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

The school reserves the right to reject a student for admission. If the school does not accept an applicant, all fees paid to the school will be refunded. Letters of denial are retained for one year.
TRANSFER STUDENTS

Enrollment is available for students wishing to transfer to the School For Allied Health Professionals after they have withdrawn from other schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study.

School for Allied Health Professionals does not accept transfer credits.
ATTENDANCE
The school’s attendance policy approximates the expectations found in a working situation. Each student needs to learn the discipline of regular and prompt attendance as well as skills involved in his or her field of study. When the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled, an employee is valuable only when present on the job. Satisfactory student attendance is established when the student is present in his/her assigned classroom for the required amount of scheduled time.

Students are expected to attend all scheduled classes and to be on time for their classes. The loss of subject material due to tardiness or absence can be very costly in this intensive educational environment. In the event of an emergency or an unavoidable absence, students must call the front desk. The message will then be forwarded to the Instructor.

To maintain satisfactory attendance a student may not miss in excess of 20% of the scheduled class days of a grading period. At the end of the grading period, if a student has missed in excess of 20% of the grading period, he/she may be placed on attendance probation or terminated beginning with the next grading period. While on attendance probation a student may not miss in excess of 20% of the scheduled class days of the grading period. If, at the end of the grading period for which a student is on attendance probation the student has violated the terms of probation the student will be immediately withdrawn. A student who is absent for ten consecutive days may be automatically terminated from the school.

If a student on attendance probation does not exceed the 10% rule during the grading period, the student will be removed from attendance probation.

The school reserves the right to withdraw any student who incurs excessive absences. A student who misses an announced test, any examination or class work shall receive a “0” on the test, examination or class work unless the instructor deems the absence to be a justifiable nature; then the student will be allowed to make-up the work.

TARDINESS POLICY
A student who reports to class after the scheduled start time, returns late from a class break, or who departs prior to the designated class dismissal time, is considered tardy. All absences and tardiness are recorded, regardless of the reason and become part of the student’s records at the school. If accumulated tardiness and absences reach more than 20% of the scheduled hours, the student may be placed on Attendance Probation.

MAKE UP WORK
Any student who accumulates absent hours over the 20% allowed time must make up the time in the amount the student is over, or may lose credit for that course. Make up time can ONLY be made up by attending another class, once that the student is not currently enrolled in. All makeup sessions are scheduled and approved by the instructor and/or Compliance officer. Any make up time done outside of the scheduled class session cannot be recorded.
Each make up session must be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor. The make-up session document must be signed and dated by the student to acknowledge the make-up session. The make-up time will be supervised by an instructor approved for the subject being made-up.

**UNIT OF CREDIT**

One semester credit hour earned is defined as the successful completion of 15 clock hours of lecture, 30 clock hours of laboratory activities or 45 clock hours of externship. All program credit totals have been rounded to the nearest whole number. Each designated clock hour represents a minimum of 50 minutes of instruction within a 60 minute period.

**LEAVE OF ABSENCE**

The Campus Director may grant a leave of absence after determining that good cause is shown. In a 12-month calendar period, a student may have no more than two leaves of absence. For a program of 200 clock hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs of more than 200 clock hours, a student may be on leave of absence for a total of 60 calendar days.

School attendance records shall clearly define the dates of the leave of absence. A written statement signed by both the student and the Campus Director indicating circumstances and approval shall be placed in the student’s permanent file.

**TERMINATION BY THE SCHOOL**

Students may be terminated/dismissed for violation of policies as listed in this catalog to include: not maintaining satisfactory academic progress, excessive absences/tardiness, improper conduct, and failure to fulfill financial obligations to the school. In all cases, tuition and fees will be charged according to the approved refund policy.

**APPEAL AND RE-ENTRY**

Students whose enrollment is terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period. Re-entry is at the discretion of the Campus Director and requires an interview with the student who must demonstrate a commitment to complete the program and maintain satisfactory progress. Students re-entering the school maybe charged current tuition rates for the time required to complete the program plus a $100 reinstatement fee. Students may be required to re-enter on probationary status.

Please see additional re-entry policies in SAP policy PAGE 18-21
DRESS CODE AND APPEARANCE STANDARD POLICY
Appearance is an important indication of professionalism. Our students are preparing for professional employment in the allied health industry. Our Dress and Appearance Policy was created so that our students always make a favorable first impression to the guests who visit our campuses each year. Many of these visitors are employers or potential employers of our graduates. Our dress code was also created to be appropriate for the types of activities that the students learn and practice while they are a student. The school feels that it is important for all students to understand the specifics of the policy and to agree, before starting school, to abide by the policy. The school reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require students to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

DRESS CODE FOR ALL STUDENTS
We expect all of our students to come to school well groomed and clean. If beards are worn they should be short and neat in appearance. Hair on all students must be natural color (no blue or green, etc). Hair must also be neatly combed, clean and pulled back so that it does not hang in the face when bending over. In addition, no hats, caps, or hair coverings of any kind are to be worn in building, with exception to those approved for medical or religious reasons, as would be allowed in a medical work setting. No visible or facial piercing (including tongue) is permitted.

Students are required to wear the designated school uniform. Two sets of scrubs are issued to each student (except the nursing assistant students). Plain white long or short sleeve T-Shirts or turtlenecks may be worn under the uniform top. Closed toe and heel shoes must be worn.

Since all students enrolled in the health care programs have some aseptic procedures to learn and practice, hands must always be clean and the fingernails neat and well maintained. Fingernails must never extend more than 1/8” beyond the fingertip and only clear nail polish may be worn. Jewelry must be limited to a simple watch, stud earrings (one per ear), and one simple ring on each hand. Students should also understand that there may be other more stringent dress code requirements in some programs and on Externship sites.

HEALTH SCREENING
The School provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, TB and Hep B series at an additional cost to the student. CPR course is offered at an additional cost of $65.00. Items such as books, uniforms and other fees are included in the total cost (except the nursing assistant students).

USE OF CELLULAR PHONES
Cell phone use is prohibited in the classroom; therefore phones must be turned off while in class. They may be used in designated break rooms, restrooms, or outside during scheduled break times only. Students violating this policy may be subject to disciplinary action.

USE OF COMPUTERS
Classroom computers are to be used exclusively for educational purposes only. Any student using computers for personal use may be suspended for violation of school policies.
**CHILDREN ON CAMPUS**
While a parent is attending class, children are not allowed on campus.

**CONDUCT**
Students are to treat all members of the staff and other students with respect and dignity. Anyone who willfully destroys school property, attends the school under the influence of drugs or alcohol, is disruptive, insubordinate, caught cheating, is boisterous, obscene or vulgar, or is sexually harassing another individual on campus may be suspended or terminated.

Students who have been dismissed for violating the Conduct Policy shall submit a letter in writing to the Campus Director requesting re-entry. The Campus Director will meet with the terminated student to discuss re-entry eligibility. The Campus Director reserves the right to request evidence of remediation in the event of criminal behavior, alcohol or drug use or any other infraction of the Conduct Policy in which such evidence would be relevant for consideration or re-entry.

**NON–DISCRIMINATION POLICY**
The School for Allied Health Professionals offers equal opportunities, without distinction or discrimination because of race, color, sex, religion, age, national origin, physical or mental handicap, or Vietnam Era Veteran status, in any of its academic programs or activities, or in any of its employment practices.

**STUDENT COMPLAINT/GRIEVANCE PROCEDURE**
Student grievances relating to school matters should first be discussed with the individual Instructor and then the Compliance/Student Service Dept.

If the grievance is not resolved satisfactorily with the Campus Director, it can then be submitted to the President of the School for Allied Health Professionals, whose decision is considered final in all matters pertaining to the School.

1. Complaints made by students or school employees shall first be directed to their instructor. All complaints must be made within 7 days of the occurrence.
2. If the complaint cannot be resolved informally then students will submit the issue in writing to the Campus Director who will research the problem and respond with a resolution within 10 working days.
3. If there has been no satisfactory resolution then the student may take the problem to the President of the school.
4. All communications must be in writing and on file.

If the complaint cannot be resolved after exhausting the school’s grievance procedure, the student may file a complaint with:
**Texas Workforce Commission**, Career Schools and Colleges Section: 101 E. 15th Street; Room number 226T and CSC; Austin, TX 78778-0001; Website: [http://csc.twc.state.tx.us](http://csc.twc.state.tx.us) Phone: (512) 936-3100.
**HOURS OF OPERATION**
The School for Allied Health Professionals is open for student use Monday through Friday 9:00 a.m. to 4:00 p.m. Please see the Program Description section of the catalog for more information on Program Schedules. The school reserves the right to change scheduled hours when necessary.

**CHANGES TO PROGRAMS AND SCHEDULES**
The school reserves the right, with approval of Texas Workforce Career Schools and Colleges, to make changes to the instructional staff, equipment and curriculum to reflect the latest technology, to reset class schedules and hours, to consolidate classes, to add or delete programs of study, and to change locations.

Students enrolled in programs will be notified in advance of adjustments in their programs and will be protected from undue hardship that might otherwise result from such adjustments.

A student who wishes to transfer from a longer to a shorter program of study must request so in writing to the Campus Director. The Transfer will be permitted only if the student has extenuating circumstances that cause hardship. Documentation is required and a $100 transfer fee will be charged.

**PROGRAM TITLES**
The programs offered by the school are not necessarily intended to lead to employment with titles of the same name.

**BACKGROUND CHECK**
All students in the medical programs will be required a criminal background check by the Texas Department of Public Safety and the Texas Department of Aging and Disability.

**CLASS LOCATION**
All classes are taught residentially at 1615 West Abram Street, suite 110, Arlington, TX 76013
Financial Options

FINANCIAL OPTIONS
The School for Allied Health Professionals is committed to assisting its students in developing financial plans for their education through a combination of loans, scholarships, family contributions, and other sources of aid. The School for Allied Health Professionals does participate in the following:

ALTERNATIVE LOAN PROGRAMS / PRIVATE LOANS
Alternative Loan Programs (not sponsored by a government agency) are available for those students that qualify. The School for Allied Health Professionals will assist students in applying for Alternative Loans. Private loans are offered by banks or other financial institutions to parents and students for the following programs: Medical Insurance and Coding Specialist, Nursing Assistant.

parents are responsible for applying for Private Loans.

TUITION
Tuition charges are outlined on a student’s Enrollment Agreement and may be paid through cash, scholarships, loans, or a combination thereof.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL INFORMATION
Email jsmith@sfahp.com for more information.
Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

INSTITUTION CANCELLATION AND REFUND POLICY
A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the Facilities and inspection of the equipment is made by the prospective student. Any potential student who has not been provided the opportunity to tour the school facilities and inspect the equipment before signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays, following a tour and released from all obligations. The student shall sign and date an acknowledgement form certifying the completion of the tour. The school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.
REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
   (a) The last day of attendance, if the student is terminated by the school;
   (b) The date of receipt of written notice from the student; or
   (c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once they are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student’s academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of “incomplete” and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.
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 45 days after the effective date of termination.
Standards of Satisfactory Academic Progress

The satisfactory academic progress (SAP) Policy applies to all students enrolled in an Accrediting Bureau of Health Education a Texas Workforce Commission – Career Schools and Veterans Education approved program, whether receiving partial funding assistance, or self-pay.

PROCESS OVERVIEW & RESPONSIBILITIES

The school is not approved for Federal Financial Aid. Policies, however, are in effect following federal guidelines. The Campus Director reviews the academic progress of students. Any student placed on academic probation and fails a probationary period is not considered to be making Satisfactory Academic Progress and may re-establish SAP by bringing his or her progress up to minimum standards by taking mandatory tutoring after class.

The Student Services office reviews the SAP policy to ensure it meets all federal requirements. The Campus Director notifies financial aid office if the school changes its academic policies. The Campus Director establishes SAP policy, as well as the standards, which are summarized below.

Evaluations are maintained in the student file.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Qualitative and Quantitative standards.

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment.

ATTENDANCE (QUANTITATIVE) PROGRESS

Students must attend a minimum of 70% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed period of 150%. The attendance percentage is determined by dividing the total hours attended by the total number of hours scheduled. Students are expected to attend classes as per the attendance policy.
**ACADEMIC (QUALITATIVE) PROGRESS**

1. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory portion of the course will be evaluated after each unit of study. Students must maintain a minimum clinical grade level of “C” (70%) or higher, at the end of each progress report period.

2. A student must also maintain a cumulative academic average of “C” (70%) or better at the end of each evaluation period.

3. Successful completion of a class is defined as earning a grade of 2.0 or higher.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Average</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90%-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80%-89.99%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70%-79.99%</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>60%-69%</td>
<td>1.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and are therefore, not a component of satisfactory progress. If performance does not meet satisfactory academic requirements, it is not counted and the performance must be repeated until a satisfactory level of performance are achieved.

5. Quantitative (PACE) Requirement: Students are required to complete his/her educational program in no longer than 150% of the published length of the program. The student agrees to complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement.

**MAXIMUM TIME FRAME**

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
<th>Weeks of instruction</th>
<th>Max Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Asst.</td>
<td>640</td>
<td>28</td>
<td>960</td>
</tr>
</tbody>
</table>

For example, if the student has contracted to complete the course within 640 clock hours and 28 weeks and the maximum time allowed under the quantitative standards of 150% would be 960 clock hours and 42 weeks.

6. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

7. The student will receive a SAP report at the time of evaluation, which the student must sign. One copy will be provided to the student, and the other copy will be placed in the student’s file.

8. 
EVALUATION PERIODS
Formal Satisfactory Progress Evaluations for TWC in both attendance (clock hours and weeks) and academics (Grade Point Average) will occur when the students reach 320 hours.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>320</td>
<td>14</td>
</tr>
</tbody>
</table>

Note: There is an additional evaluation at 480 hours before the student goes on his/her externship to be sure the student has met the required level of competency to go on the externship. During the externship, the supervisor will evaluate the student and relay reports back to the main campus.

DETERMINATION OF PROGRESS
Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next evaluation period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period will be considered making SAP until the next scheduled evaluation.
TRANSFER STUDENTS:
School for Allied Health Professionals does not accept transfer credits.

REINSTATEMENT
A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing to the School Director. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) days following the decision of School Director. Students who are reinstated will re-enter with the same progress status held prior to termination.

LEAVES OF ABSENCE
If student enrollment is temporarily interrupted for a Leave of Absence (LOA) and documentation to support the required leave of absence is submitted to the school director (i.e. Doctor’s excuse, etc.), the student will return to school in the same progress status held prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the projected grad date by the same number of clock hours and days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation.

REINSTATEMENT BEFORE 180 DAYS
Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a $50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school’s re-enrollment policy and will be evaluated by the school Director for placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

COURSE INCOMPLETES, REPETITIONS AND NON–CREDIT REMEDIAL COURSES
Course incompletes, repetitions and non-credit remedial courses do not apply to this institution’s form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student’s GPA; however these hours will be counted toward the quantitative requirements.
Student Services

**HOUSING**
The school does not provide formal assistance but will provide contact with various apartment locator services in the general vicinity of the campus.

**STUDENT JOB PLACEMENT**
The School will assist students in locating part-time employment while attending school, but cannot guarantee employment. Many students are able to defray a part of their expenses by working while pursuing their studies.

**RESOURCE CENTER**
The School for Allied Health Professionals has a Resource Center available to all students. This facility contains materials applicable to the programs of the study presented at the campus. Hours of operation are Monday through Friday and are posted at the school. Access to the Internet information system is also available at the Resource Center.

**GRADUATE PLACEMENT ASSISTANCE**
Graduates are advised regarding opportunities for job interviews. While no ethical school can guarantee employment, the School for Allied Health Professionals makes a sincere effort toward the successful placement of all its graduates. The school believes that assisting graduating students in obtaining employment is one of its most important responsibilities. Each student participates in instruction regarding proper interview techniques, preparation of resumes, and letters of introduction prior to being given directions on how to conduct a job search.

Following graduation or at any other time thereafter, graduates may take advantage of the school’s Placement Assistance Program at no charge. The school makes reasonable effort to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in placement. Failure on the student’s part to follow placement procedures may result in discontinuation of placement services.
**TUTORING**
The school’s faculty arranges and conducts a number of interactive activities in which students are able to reinforce learning material presented in their program of study. Tutoring is available through scheduling with faculty for one-on-one or group style review of material and development of study skills. Review classes may also be held prior to certification and licensure exams. Additional laboratory time is available for students wishing to practice the hands-on performance of technical applications. There are two types of tutoring. 1) Voluntary 2) Mandatory. Both of these are to assist the student in reaching their goal of graduation.

**GRADUATION**
Formal graduation ceremonies are held twice annually. Students must complete all areas of the program with a cumulative grade point average of 2.0 or better and satisfactorily complete the externship portion, if applicable, in an approved facility. In addition, students must satisfy all financial obligations to the school and participate in an exit interview. A student has completed all required hours and any make up work that has been assigned to the student in compliance with school policies. One must have met with student services to discuss placement and update student records. A Certificate of Completion is awarded to those meeting the graduation requirements.

**SPECIAL RECOGNITION AWARDS**
Students have the opportunity to earn special awards while pursuing their studies. Specific awards that can be achieved are Perfect Attendance, Student of the Month and various Academic Excellence Awards that are broken down by programs.

The accomplishments are acknowledged by the presentation of special certificates at graduation. Students who achieve a cumulative grade average of 95% or higher will graduate with honors.
Programs

Medical Assistant

Medical Insurance, Billing and Coding Specialist

Nursing Assistant
ADMISSION REQUIREMENTS
Applicants may be admitted if they satisfy the following:
Please also see admissions policy page 8-12.

PROGRAM OBJECTIVE
The Medical Assistant plays an important role as a member of the Health Care team in a physician’s office or clinic. Theory and practical application in the fundamentals of medical diagnostic laboratory techniques are taught. Students are introduced to the anatomy and physiology of the body systems and become CPR certified. In addition, students will have hands-on training with regard to venipuncture, injections, urinalysis, electrocardiography, measurement of vital signs, and preparation for physical and specialty exams. Students will learn basic medical office administrative duties.

This program will enable the students to assume a responsible entry-level position as a Medical Assistant. Laboratory skills and administrative procedures are taught for use in a physician’s office/clinic. This Certification Program also emphasizes communication skills. The knowledge gained in this program, combined with work experience will provide opportunities in managing an office. Graduates of this program may seek positions as: Clinical Medical Assistant, Administrative Medical Assistant, Medical Receptionist, and Laboratory Assistant.

CLASSROOM PROCEDURES
Each course offers hands-on training in the classroom and lab. The classroom is setup for the combination of class and lab (simulating a physician’s office). Computers are available for computer classes. During the classroom and lab training, students will learn the internal organs and cavities, the systems and structures of the body, principles of diagnostic imaging, the various uses of a microscope, electrocardiography, pathological urine specimens with emphasis on the correct way to collect record and report laboratory results, as well as taking patient vital signs and draping patients for specific examinations. Students will also learn the technique of venipuncture with vacutainer and syringes. Students will learn how to obtain accurate medical information from patients and document this information.


CAREER OPPORTUNITIES
Job prospects are expected to be very good for Medical Assistants. Employment is expected to grow much faster than average for the next eight to ten years because of increasing demands for qualified office personnel. About six out of ten Medical Assistants will work in physician offices. Medical Assistant positions are expected to be one of the fastest growing occupations from 2004 through 2014. Career prospects should be best for Medical Assistants with certification. About fourteen percent work in public and private hospitals, including inpatient and outpatient facilities; and eleven percent work in offices of other health practitioners, such as chiropractors and podiatrists. Employment growth will be driven by the increase in the number of group practices, clinics and other health care facilities that need a high proportion of support personnel, particularly the flexible Medical Assistant who can handle both administrative and clinical duties. Medical Assistants work primarily in an outpatient setting, which is a rapidly growing sector of the health care industry.

CLASS SCHEDULES
Day Students (Session I) will attend class Monday through Friday lasting four hours in duration. Night Students (Session II) will attend class Monday through Friday lasting 4 hours in duration. Session I will be held from 9:00 a.m. through 1:00 p.m. Session II will be held from 5:00 p.m. through 9:00 p.m. when available. There will be a ten-minute break every hour beginning at ten minutes until the hour.

EXTERNSHIP
The externship is a crucial part of the students overall training to become a Medical Assistant. The externship is undertaken following the successful completion of all classroom training and consists of 160 unpaid hours. Students will work Monday through Friday for eight (8) hours each day, for a total of (4) weeks. The maximum number of externs expected in the program at any one time is seventy five (75). The student will have to make-up for the hours missed. Students will work in either a medical office or hospital setting where they will participate in patient management of the office including patient reception, appointment scheduling, charting procedures, and telephone techniques. Externs will also perform administrative tasks such as mail handling, bookkeeping, and record filing. Externs will also perform routing diagnostic laboratory tests including urinalysis, blood counts sedimentation rates, blood chemistries, and agglutination tests. Evaluations of externs with verbal critique by the work site supervisor will occur weekly. The externship coordinator will visit the externship sites at least once per week. Externs are required to attend a weekly meeting on the school's campus every Friday to discuss their observations/ experiences. Externs are required to maintain a daily journal to be discussed during their weekly meetings. Students are required to write a final report that will be turned in on the day of their externship meeting.

Students will be required to sign off on an Externship Policy and Procedures document before the start of the externship portion of their program. Please see Externship Policy and Procedure document for details.
MEDICAL ASSISTANT CAREER OPPORTUNITIES

Graduates are able to secure employment in a Physician’s Office, Hospital, Nursing Homes, Specialty Clinics and Mobile Clinics.

PROFESSIONAL DUTIES

- Assist Physician with Exams
- Assist Physician with Minor Surgery
- Administer Medication
- Perform EKG’s
- Phlebotomy
- Diagnostic Coding
- Minor Laboratory Procedures
- Vital Signs
- Interviewing Patients
- Insurance Processing
- Front Office Assistant
- Billing
- Procedure Coding
- Diagnostic Coding
- Instrument Sterilization
- Charting

OCCUPATIONAL OUTCOMES

- Medical Assistant
- Back Office Assistant
- Back Office Lab
- Front Office Assistant
- Phlebotomist
- EKG Tech

POTENTIAL EARNINGS

Average starting salaries could vary in range depending on previous work experience, continuing education and location. Please refer to www.salary.com and http://www.bls.gov/ for the most up to date information regarding the salary range for Medical Assistants.
COURSE DESCRIPTIONS

MA101 - Introduction to Medical Assistant
Clock Hours: 48 Lecture / 32 Lab / 0 Extern  Semester Credit Hours: 4.0
Upon completion of this module students will learn the concepts of medicine and bloodborne pathogens. In this course students will learn the history of medicine, allied health professions, and general responsibilities as a medical assistant. Students will also learn how to assist with patient examinations, OSHA regulations, with an emphasis on asepsis, universal and standard precautions, and bloodborne pathogens. Students will have practical knowledge of the anatomical structure and key elements of the Nervous, Integumentary, and Senses systems.
Prerequisites: None

MA102 - Clinical Laboratory I
Clock Hours: 48 Lecture / 32 Lab / 0 Extern  Semester Credit Hours: 4.0
Upon completion of this module students will gain a practical knowledge of the clinical laboratory and their organization procedures. Students will learn procedures to immunology and chemistry testing. Students will have the knowledge of assisting the physician in minor office surgical procedures. Students will have practical knowledge of the anatomical structure and key elements of the Immune and Endocrine System. Students will also learn electronic medical records, medical correspondence, and management software.
Prerequisites: None

MA103 - Pharmacology
Clock Hours: 48 Lecture / 32 Lab / 0 Extern  Semester Credit Hours: 4.0
Upon completion of this module students will gain the practical knowledge of human disease process and rational pharmacotherapeutics relating to drugs utilized for the human body. Students will learn the drug indications, contraindication, and mechanism of action, side effects, dosages, and methods of administering medications. The students will learn to react and assist in medical emergencies. Students will have practical knowledge of the anatomical structure and key elements of the Muscular and Skeletal systems. Students will also learn medical law and ethics relating to federal and state guidelines.
Prerequisites: None

MA104 - Clinical Laboratory II
Clock Hours: 48 Lecture / 32 Lab / 0 Extern  Semester Credit Hours: 4.0
Upon completion of this module students will gain the practical knowledge of medical diagnostic and laboratory techniques. Students will learn procedures to hematology testing, including venipunctures, hemoglobin, hematocrit, and blood chemistry testing. Students will also learn diagnostic testing involving electrocardiogram and pulmonary functions. Students will gain the knowledge and practice of quality control and quality assurance in the laboratory. The students will learn to react and assist in medical emergencies. Students will have practical knowledge of the anatomical structure and key elements of the Cardiovascular and Respiratory systems.
Prerequisites: None
MA105 - Clinical Laboratory III  
Clock Hours: 48 Lecture / 32 Lab / 0 Extern  
Semester Credit Hours: 4.0  
Upon completion of this module students will be able to perform basic office procedures typical in a doctor's office. Students will learn a comprehensive study of the chemical and microscopic aspect of urinalysis. Students will learn to provide education to patients related to diet and nutrition. Students will be able to perform basic office procedures typical in a doctor’s office including scheduling appointments, work with patients, telephone etiquette, maintaining patient medical records. Students will have practical knowledge of the anatomical structure and key elements of the Digestive and Urinary systems.  
Prerequisites: None

MA106 - Management & Finances  
Clock Hours: 48 Lecture / 32 Lab / 0 Extern  
Semester Credit Hours: 4.0  
Upon completion of this module students will gain the practical knowledge of management and financial procedures. Students will learn filing insurance claims, medical billing and coding, accounts payable and accounts receivable. Students will learn the basics to being a medical manager serving as a liaison to physicians, employees, and patients. Students will have practical knowledge of the anatomical structure and key elements of the Body Structure, Function and Reproductive systems.  
Prerequisites: None

MA199 - Externship  
Clock Hours: 0 Lecture / 0 Lab / 160 Extern  
Semester Credit Hours: 3.5  
The externship is undertaken following the successful completion of all classroom training and consists of 160 hours (eight hours per day, five days per week). The students will spend 160 hours under the direct supervision of a preceptor (office employee) in a medical office or other healthcare setting. The student will practice all skills taught during classroom/lab courses while at the extern-site. Administrative and clinical patient management procedures are a vital part of their externship.  
Prerequisites: MA101, MA102, MA103, MA104, MA105, MA106
2017-2018 COURSE SCHEDULE

<table>
<thead>
<tr>
<th>START DATE</th>
<th>EXPECTED GRAD DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2, 2017</td>
<td>August, 2017</td>
</tr>
<tr>
<td>January 30, 2017</td>
<td>September, 2017</td>
</tr>
<tr>
<td>February 27, 2017</td>
<td>October, 2017</td>
</tr>
<tr>
<td>March 27, 2017</td>
<td>November, 2017</td>
</tr>
<tr>
<td>April 24, 2017</td>
<td>January, 2018</td>
</tr>
<tr>
<td>May 22, 2017</td>
<td>February, 2018</td>
</tr>
<tr>
<td>June 19, 2017</td>
<td>March, 2018</td>
</tr>
<tr>
<td>July 24, 2017</td>
<td>April, 2018</td>
</tr>
<tr>
<td>August 28, 2017</td>
<td>May, 2018</td>
</tr>
<tr>
<td>September 25, 2017</td>
<td>June, 2018</td>
</tr>
<tr>
<td>October 23, 2017</td>
<td>July, 2018</td>
</tr>
<tr>
<td>November 27, 2017</td>
<td>August, 2018</td>
</tr>
<tr>
<td>January 8, 2018</td>
<td>September, 2018</td>
</tr>
</tbody>
</table>

*The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.

HOLIDAY SCHEDULE

January 16, 2017..............Martin Luther King Jr. Day
February 20, 2017...............Presidents Day
March 15-21, 2017..................Spring Break
April 14, 2017.............................Good Friday
May 29, 2017............................ Memorial Day
July 4, 2017.............................. Independence Day
September 4, 2017.......................Labor Day
November 20-24, 2017...............Thanksgiving Break
December 18, 2017 – January 2,2018.................Winter Break

TUITION FEES

<table>
<thead>
<tr>
<th></th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>50.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>8,500.00</td>
</tr>
<tr>
<td>Books/ Tools</td>
<td>250.00</td>
</tr>
<tr>
<td>Uniforms / Fees</td>
<td>160.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>8,960.00</strong></td>
</tr>
</tbody>
</table>

*Registration fee is required when making application to the School. The School provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, TB and Hep B series at an additional cost to the student. CPR course is offered at an additional cost of $65.00. Items such as books, uniforms and other fees are included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost $50). Financing is available for those who qualify.
## PROGRAM LENGTH AND CREDIT

<table>
<thead>
<tr>
<th></th>
<th>WEEKS</th>
<th>CLOCK HOURS</th>
<th>SEMESTER CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSROOM</td>
<td>24</td>
<td>480</td>
<td>24</td>
</tr>
<tr>
<td>EXTERNSHIP</td>
<td>4</td>
<td>160</td>
<td>3.5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>28</td>
<td>640</td>
<td>27.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE / NO.</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>EXTERN HOURS</th>
<th>TOTAL HOURS</th>
<th>SEM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA101 - Introduction to Medical Assisting</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>MA102 - Anatomy and Physiology</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>MA103 - Pharmacology</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>MA 104 - Clinical Procedures I</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>MA105 - Administrative Procedures</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>MA106 - Laboratory</td>
<td>48</td>
<td>32</td>
<td>0</td>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>MA199 - Externship</td>
<td>0</td>
<td>0</td>
<td>160</td>
<td>160</td>
<td>3.5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>288</td>
<td>192</td>
<td>160</td>
<td>640</td>
<td>27.5</td>
</tr>
</tbody>
</table>
ADMISSION REQUIREMENTS
Applicants may be admitted if they satisfy the following:
Please also see admissions policy page 8-12.

PROGRAM OBJECTIVE
The Medical Insurance and Coding Specialist is trained to work with health- related information and the systems used to collect, process, store, retrieve, and communicate information for the support operations, management, and decision making in a medical facility or related industry. As computerization of information advances the Medical Insurance and Coding Specialist is vital to the processing of patient care data analysis. Students receive instructional and hands-on training in medical terminology, law and ethics, anatomy and physiology, insurance billing and coding, insurance claims and reports, medical office procedures, records management software, accounts receivable, posting accounts and Internet.

CAREER OPPORTUNITIES
Employment of Medical Insurance and Coding Specialists is expected to grow much faster than the average for all occupations due to rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by third party payers, regulators, courts, and consumers. The fastest employment growth and a majority of the new jobs are expected in offices of physicians, due to increasing demand for detailed records, especially in large group practices. Rapid growth also is expected in nursing care facilities, home healthcare services, mental healthcare facilities, rehabilitation centers, insurance companies, consulting firms and outpatient care centers.
CLASSROOM PROCEDURES
Each course is a unique study allowing the student to have hands-on training in the classroom and lab. The classroom is set up for the combination of class and lab (simulating a business office). Each course will allow the student to learn the fundamentals and the structure of a Medical Coding Specialist. The Classroom lecture/lab is designed to help the students understand and utilize the importance of Medical Insurance, Insurance Management, Office Procedures/Billing, Principles of Health Insurance, Anatomy, Physiology and Medical Terminology, ICD-9, CPT-4 Coding, and HCPCS, Professional Development and Professional Coding Certification.

CLASS SCHEDULES
Day Students (Session I) will attend class Monday through Friday lasting four hours in duration. Night Students (Session II) will attend class Monday through Friday lasting 4 hours in duration. Session I will be held from 9:00 a.m. through 1:00 p.m. Session II will be held from 5:00 p.m. through 9:00 p.m. when available. There will be a ten-minute break every hour beginning at ten minutes until the hour.

EXTERNSHIP
The externship is a crucial part of the students overall training to become a Medical Insurance and Coding Specialist. The externship following the successful completion of all classroom training and consists of 160 unpaid hours. Students will work Monday through Friday for eight (8) hours each day, for a total of four (4) weeks. The maximum number of externs expected in the program at any one time is thirty (30). Students will have to make up for any externship hours missed. Students will work in either a medical office or hospital setting where they will perform administrative tasks such as, writing communications, processing mail, bookkeeping, machine transcriptions, record keeping and filing, and completing and processing medical insurance claim forms.

Evaluations of externs with verbal critique by the work site supervisor will occur weekly. The externship coordinator will visit the externship site at least once per week. Externs are required to attend a weekly meeting on the school’s campus every Friday to discuss their observations and experiences. Students are required to write a final report that will be turned in on the day of their externship meeting.
**CAREER OPPORTUNITIES**
Graduates are able to secure employment in Medical Offices, Dental Offices, Hospitals, and Insurance Processing Centers, Specialty Clinics and be Independent Transcriptionists

**PROFESSIONAL DUTIES**
- Billing Private and Third Party
- Insurance Filing/Processing/Forms
- Transcription
- Referrals to Specialty Clinics
- Diagnostic Coding
- Office Accounting
- Front Office Procedures
- Scheduling Surgeries
- Office Management
- Posting Fees and Charges/Payments
- H.I.P.A.A.

**OCCUPATIONAL OUTCOMES**
- Transcriptionist
- Dental/Medical Billing Specialist
- Medical Records Specialist
- Medical/Dental Accounting
- Medical/Dental Insurance Specialist

**POTENTIAL EARNINGS**
Average starting salaries could vary in range depending on previous work experience, continuing education and location. Please refer to www.salary.com and http://www.bls.gov/ for the most up to date information regarding the salary range for Medical Insurance and Coding Specialists.
MICS101 - Anatomy & Physiology and Pharmacology
Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern/ Semester Credit Hours: 4.0
This course includes lectures on Anatomy and Physiology and Medical Terminology, covering structure and function of the human body. General issues regarding organization and structure including orientation to the human body, anatomical descriptors, cells, tissues and both mechanical and visceral organizational structures are discussed.
Prerequisites: None

MICS102 - Medical Terminology, Anatomy & Physiology and Other Studies
Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern/ Semester Credit Hours: 4.0
This course introduces students to the language and nomenclature of medicine via study of the structure, meaning, and use of medical terms related to diseases, operations, and the human body. This course continues in the study of human diseases, the processes that cause disease, and ways in which disease manifests as signs symptoms, physical findings and laboratory findings.
Prerequisites: None

MICS103 - Diagnostic and Procedural Coding and Outpatient Reimbursement Methodology
Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern/ Semester Credit Hours: 4.0
Students will learn the theory and practice of medical coding for professional services, procedures and supplies using CPT (Current Procedure Terminology) and HCPCS Level II system and modifiers. Students will apply coding conventions and guidelines and follow instructional notes for professional provider evaluation and management & surgical cases. In addition to radiology, laboratory and anesthesia reports, outpatient medical records and scenarios will be utilized to access student knowledge of and ability to apply NCCI edits.
Prerequisites: None

MICS104 - ICD-9-CM, ICD-10-CM/10PCS Coding and Inpatient Reimbursement Methodology
Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern/ Semester Credit Hours: 4.0
At the completion of the course the student should be able to demonstrate how to use ICD-9-CM, ICD-10-CM/10PCS book and CPT book; demonstrate how to code different procedures and diagnoses related to body systems; demonstrate how to use different modifiers demonstrate how to code Evaluation and Management, Anesthesia, Pathology and Laboratory, Radiology and Medicine; demonstrate proper procedures for reimbursement methodologies AND coding for medical necessity
Prerequisites: None

MICS 105 - Principles of Health Insurance and Insurance Management
Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern/ Semester Credit Hours: 4.0
Upon completion of this course the student will have an advanced working knowledge of how to use various billing software programs, and identify the basic elements of insurance plans. This course also identifies elements of the revenue cycle as it relates to inpatient and outpatient reimbursement, insurance procedures and Medicare regulations. The focus is on disease and procedural coding for the IPPS, DRG, APC and UHDDS definitions, guidelines, and conventions and correct sequencing for optimal reimbursement.
Prerequisites: None
**MICS -106 Practice Management and Health Data Management**

Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern/ Semester Credit Hours: 4.0

Fundamental components of this course include introduction of the medical administrative professional to integration of electronic health records systems into professional practice. In addition the student will receive instruction in medical office accounting, revenue cycle management techniques, evaluating the practice assets, human resource management, developing office policy and business ethics and legal requirements necessary for establishing up and maintaining the medical practice as a viable business.

**Prerequisites:** None

**MICS199 - Externship**

Clock Hours: 0 Lecture/ 0 Lab/ 160 Extern/ Semester Credit Hours: 3.5

Externship follows the successful completion of all the classroom training. The externship program will consist of a total of 160 hours (8 hours per day, 5 days per week). Students will be directly supervised by appropriate medical coding staff on site. Upon completion of the externship, students will have demonstrated competency in the various areas of medical billing, coding and related medical office administration responsibilities.

**Prerequisites:** MICS101, MICS102, MICS103, MICS104, MICS 105, MICS 106
# 2017-2018 COURSE SCHEDULE

<table>
<thead>
<tr>
<th>START DATE</th>
<th>EXPECTED GRAD DATE</th>
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<tbody>
<tr>
<td>January 2, 2017</td>
<td>August, 2017</td>
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<td>January 30, 2017</td>
<td>September, 2017</td>
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<td>February 27, 2017</td>
<td>October, 2017</td>
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<td>April 24, 2017</td>
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<td>May 22, 2017</td>
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<td>January 8, 2018</td>
<td>September, 2018</td>
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</tbody>
</table>

*The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.*

# HOLIDAY SCHEDULE

- January 16, 2017: Martin Luther King Jr. Day
- February 20, 2017: Presidents Day
- March 15-21, 2017: Spring Break
- April 14, 2017: Good Friday
- May 29, 2017: Memorial Day
- July 4, 2017: Independence Day
- September 4, 2017: Labor Day
- November 20-24, 2017: Thanksgiving Break

# TUITION FEES

- Registration Fee .................................................. $ 50.00
- Tuition ................................................................. $ 8,000.00
- Books/ Tools ....................................................... $ 425.00
- Uniforms / Fees .................................................. $ 120.00
- **Total Cost** .......................................................... $ 8,595.00

*Registration fee is required when making application to the School. The School provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, TB and Hep B series at an additional cost to the student. CPR course is offered at an additional cost of $65.00. Items such as books, uniforms and other fees are included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost $50). Financing is available for those who qualify.*
### Program Length and Credit

<table>
<thead>
<tr>
<th></th>
<th>Weeks</th>
<th>Clock Hours</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>Classroom</td>
<td>24</td>
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<td>24</td>
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<tr>
<td>Externship</td>
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<td>160</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>28</strong></td>
<td><strong>640</strong></td>
<td><strong>27.5</strong></td>
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<table>
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<tr>
<th>Course / No.</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Extern Hours</th>
<th>Total Hours</th>
<th>SEM Hours</th>
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<tbody>
<tr>
<td>MICS101 - Anatomy &amp; Physiology</td>
<td>50</td>
<td>30</td>
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<tr>
<td>MICS102 - Medical Terminology, Anatomy &amp; Physiology</td>
<td>50</td>
<td>30</td>
<td>0</td>
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<tr>
<td>MICS103 - Diagnostic and Procedural Coding and Outpatient Reimbursement Methodology</td>
<td>50</td>
<td>30</td>
<td>0</td>
<td>80</td>
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<tr>
<td>MICS104 - ICD-9-CM, ICD-10-CM/10PCS Coding and Inpatient Reimbursement Methodology</td>
<td>50</td>
<td>30</td>
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<tr>
<td>MICS105 - Principles of Health Insurance and Insurance Management</td>
<td>50</td>
<td>30</td>
<td>0</td>
<td>80</td>
<td>4</td>
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<tr>
<td>MICS106 - Practice Management and Health</td>
<td>50</td>
<td>30</td>
<td>0</td>
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<tr>
<td>MICS199-Externship</td>
<td>0</td>
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<td>160</td>
<td>160</td>
<td>3.5</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>300</strong></td>
<td><strong>180</strong></td>
<td><strong>160</strong></td>
<td><strong>640</strong></td>
<td><strong>27.5</strong></td>
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Nursing Assistant

ADMISSION REQUIREMENTS
Applicants may be admitted if they satisfy the following:
Please also see admissions policy page 8-12

PROGRAM OBJECTIVE
The Nursing Assistant course includes instruction in basic nursing skills, basic restorative services, mental health, social service needs, personal care skills, and resident’s rights. Students will learn the knowledge and skills necessary to care for convalescing residents in long term care facilities. Graduates of this program will be able to perform basic first aid, CPR, take vital signs, apply the element of basic nutrition in meal planning, and follow infection control measures. Following successful completion of the course, the student will receive a certificate of completion of the nursing assistant course. A permanent record of course completion will be maintained at SFAHP. The nursing assistant training is an excellent starting place in health care for those students intending to go further with their medical education.
CAREER OPPORTUNITIES
Work settings include but are not limited to:

- Nursing Homes
- Care Agencies
- Home Health
- Assisted Living Facilities
- Hospices
- Hospitals
- Day Care Centers and Schools
- Doctor Offices
- Medical Clinics
- Urgent Care Centers

CLASSROOM PROCEDURES
This course offers hands-on training in the classroom and lab. The classroom is setup for the combination of lecture and lab. Students will learn objectives by listening to lecture, attending audio-visual presentations, observing demonstrations, reading course materials and studying for written tests. In addition, students will participate in clinical practice in a lab setting.

CLASS SCHEDULES
Students will attend class Monday through Thursday. Classes will each last five hours in duration scheduled from 11:00 am through 4:00 pm (Classroom hours are subject to change). There will be a ten-minute break every hour beginning at ten-minutes until the hour.
COURSE DESCRIPTIONS

**NA101 – Introduction to Long Term Care**
Clock Hours: 8 lecture/ 8 lab   Semester Credit Hours: 0.5
To prepare Nurse Aids with the knowledge, skills and abilities essential for the provision of basic care to residents in long-term care facilities.
Prerequisites: NONE

**NA102 – Personal Care Skills**
Clock Hours: 6 lecture/ 4 lab   Semester Credit Hours: 0.5
Students will learn personal hygiene, providing for body alignment and mobility needs. They will learn the importance of proper patient positioning, wheelchair transfer to and from bed, assisting patient in walking using cane or walker. In addition, students will also learn proper care of catheters, enemas, and toilet care.
Prerequisites: NA101

**NA103 – Basic Nursing Skills**
Clock Hours: 5 lecture/ 4 lab   Semester Credit Hours: 0.0
Students will have a working practical knowledge of how to properly bathe patients, make patient’s bed, dress and undress patients, mouth care, grooming, and perineal care.
Prerequisites: NA102

**NA104 – Restorative Services**
Clock Hours: 4 lecture/ 3 lab   Semester Credit Hours: 0.0
Students will learn about services given to maintain or give new strength or vigor. They will learn to give care that will attain and maintain the highest possible level of independence and functional ability.
Prerequisite: NA103

**NA105 – Mental health & Social Service Needs**
Clock Hours: 5 lecture/ 4 lab   Semester Credit Hours: 0.0
Upon completion of this course, students will be able to identify the 5 basic human needs as well as demonstrate skill in assisting residents with psychosocial needs.
Prerequisites: NA104

**NA106 – Social Skills**
Clock Hours: 5 lecture/ 4 lab   Semester Credit Hours: 0.0
Upon completion of this course, students will understand how to identify avoid and resolve conflicts with coworkers, supervisors and residents.
Prerequisites: NA 101,102,103,104,105

**NA199 – Externship**
Clock Hours: 0 lecture/ 0 lab   Semester Credit Hours: 0.5
Students will develop an understanding and a hands on approach of how to meet physical, social and emotional needs of the patients through communication and care that maintains dignity, privacy and independence.
Prerequisites: NA 101,102,103,104,105,106
2017 - 2018 COURSE SCHEDULE

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HOLIDAY SCHEDULE

- January 16, 2017...Martin Luther King Jr. Day
- February 20, 2017...Presidents Day
- March 15-21, 2017...Spring Break
- April 14, 2017...Good Friday
- May 29, 2017...Memorial Day
- July 4, 2017...Independence Day
- September 4, 2017...Labor Day
- November 20-24, 2017...Thanksgiving Break
- December 18, 2017 – January 2, 2018...Winter Break

TUITION FEES

- Registration Fee: $ 100.00
- Tuition: $ 500.00
- Books/ Tools: $ 100.00
- Fees: $ 88.00
- Total Cost: $ 788.00

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## PROGRAM LENGTH AND CREDIT

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<th>WEEKS</th>
<th>CLOCK HOURS</th>
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<tr>
<td>EXTERNSHIP</td>
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<th>COURSE / NO.</th>
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<th>LAB HOURS</th>
<th>EXTERN HOURS</th>
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<td>NA101 – Introduction to Long Term Care</td>
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<td>NA102 – Personal Care Skills</td>
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<td>NA103 – Basic Nursing Skills</td>
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<td>NA105 – Mental Health &amp; Social Service Needs</td>
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<tr>
<td>NA106 – Social Skills</td>
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<td>27</td>
<td>40</td>
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</table>
State Approved Programs

“THESE PROGRAMS ARE NOT BEING OFFERED AT THIS TIME”

The Listed Programs Below Are Not Approved by Accrediting Bureau of Health Education Schools

(All Pictures Below Are not Actually Apart of the Institutions Facility)

Dental Assistant
Pharmacy Technician
Surgical Assistant
Surgical Assisting Preparatory
Anesthesia Preparator
Officers, Faculty and Staff

OFFICERS, FACULTY AND STAFF:

Officers and Faculty

Dr. Manuel Pecana (Full Time)
Owner/Program Director

- Doctor of Medicine, University of Santo Tomas, Philippines
- Bachelor of Science, University of Santo Tomas, Philippines
- Rotating Family Residency Intern, Saint Michael Hospital, Milwaukee Wisconsin
- Ethics of Care, American Academy of Pain Management, California

Nora I. Flores (Full Time)
Owner / Corporate President

- Vocational Nurse, Western New Mexico University, Silver City New Mexico
- Nursing, Dona Ana Branch Community College, Las Cruces New Mexico
- Surgical Technologist – First Assist, Colorado Surgical Assisting, INC, Denver Colorado

Robert Gutierrez (Full Time)
Campus Director

- Bachelors of Music, University of Texas Pan America, Edingberg Texas

Heidi Garcia (Full Time)
Nursing Assistant Instructor/ Nursing Assistant Program Director

- Nursing, Tarrant County College, Fort Worth Texas

Cindy Dickey (Full Time)
Medical Assistant Instructor

- Certified Medical Assistant, NEC Remington College, Fort Worth Texas

Laverne Williams (Part Time)
Medical Insurance and Coding Specialist Instructor

- Vocational Nurse, St Joseph Hospital School of Vocational Nursing, Fort Worth Texas
- Certified Coding Specialist/ Certified Medical Biller, Rasmussen College- Online, Ocala, FL

Alisa Holland (Part Time)
Medical Insurance and Coding Specialist Instructor

- Certified Medical Assistant -NCMA, Concord Career Institute, Dallas Texas
- Health Information Business Management, Mountain View College, Dallas Texas
**Staff**

Jocelyn Smith (Full Time)  
*Student Financial Director*

**Mariana Santana (Full Time)**  
*Student Financial Assistant*

**Jessica Smith (Full Time)**  
*Student Service/Compliance Officer*

**Samantha Garza (Full time)**  
*Admissions Representative*

**Veronica Vasquez (Full Time)**  
*Admissions Representative*

**Charlotte Anderson (Full Time)**  
*Accounts/Booking Representative*