



Altierus Career College – Catalog Addendum

NORCROSS

Addendum to the 2022 College Catalog – Version VIII Volume I

September 2022 – October 2023

The catalog addendum contains the academic calendar and any changes to policy or programming that are effective after the publication of the current catalog version identified above. In addition, this catalog addendum contains temporary changes related to the COVID-19 campus response. All information listed below is considered to be policy based on the effective date that corresponds with the item and will be deemed to remain in effect unless removed from the addendum or accompanied by an end date.

As of April 2022, Altierus Career College is no longer accepting applications or enrolling new students. All programs are being taught out. Classes and programs will continue for current students and the campus will continue to provide support resources and career services through graduation and for a period of time thereafter.

Due to campus teach-out, the 2022 College Catalog – Version VIII Volume I catalog remains valid and in effect until the campus closure in October 2023 unless a new version is published before that date.

CAMPUS ADMINISTRATION

Norcross Campus	
Sharon Clay	Campus Director
Anie Bonilla	Academic Dean
Elena Panchana	Director of Financial Aid
Nikiti Harp	Director of Career Services

CAMPUS OPERATING HOURS

Administration:	School:
<u>Monday through Thursday</u> 8:00 am to 7:00 pm	<u>Monday and Friday</u> 8:00 am to 2:00 pm
<u>Friday</u> 8:00 am to 5:00 pm	<u>Tuesday through Thursday</u> 6:00 am to 10:00 pm
<u>Saturday</u> 9:00 am to 1:00 pm	

TUITION AND FEES*

Diploma Program	Program Length	Quarter Credits	Tuition	Textbooks & Equipment	Total Cost (estimated)
Dental Assistant	37 weeks	54	\$15,822	Included in tuition	\$15,822
HVAC Technician	36 weeks	54	\$15,822	Included in tuition	\$15,822
Medical Assistant	41 weeks	60	\$18,060	Included in tuition	\$18,060
Medical Billing and Coding	33 weeks	48	\$14,976	Included in tuition	\$14,976
Pharmacy Technician	33 weeks	48	\$14,976	Included in tuition	\$14,976
Refrigeration Technician	36 Weeks	54	\$15,822	Included in tuition	\$15,822
Associate of Science Program	Program Length	Quarter Credits	Tuition	Textbooks & Equipment	Total Cost (estimated)
Surgical Technology	24 Months	98	\$345/credit hour attempted	Included in tuition	Expected total \$33,810

Table Updated: November 8, 2021

* The campus stopped enrolling new students in April 2022

Textbooks are included in the undergraduate tuition and are provided as eBook or hard copy at the School's discretion. When electronic books are issued, hard copies may be purchased at an additional cost.

Book Costs and Opt-Out Policy - The School has an arrangement with a third-party textbook provider that enables the School to make required books available to students below competitive market rates. These book costs are included in tuition, and the School provides these books to students, without additional charges, by the seventh day of the financial aid payment period. Opting out of the included books and automatic delivery of required print/electronic books and materials, is not recommended. However, students wishing to opt-out of receiving their books from the School may obtain an Opt-Out and Waiver of Supplied Books Request form by requesting one from a Financial Aid planner or student services advisor, and complete and return the form to the Financial Aid planner at least 10 days before the beginning of the term. Students who register late and wish to opt-out may receive books automatically delivered, and must return such automatically delivered books in new, unused condition. As there is no additional charge for books, opting out of receiving books from the School will not result in any change to tuition.

The tuition table only applies to:

1. New enrolling students. A new student is defined as a student who has never attended an ECMC Education school or has graduated and enrolled in a new program; or
2. Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.); or
3. Re-entering degree students who are re-entering within 180 days

For re-entering diploma students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:

- Same Program (Same / New Program Version): Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
- Same Program (New Program Version of Different Credits / Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
- Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

ACADEMIC CALENDARS (2022 – 2023)

DIPLOMA MODULAR PROGRAMS

Modular/Diploma Calendar 2022-2023	
Module Start Dates	End Dates*
1/10/2022	2/06/2022
2/07/2022	3/06/2022
3/07/2022	4/03/2022
4/11/2022	5/08/2022
5/09/2022	6/05/2022
6/06/2022	7/03/2022
7/11/2022	8/07/2022
8/08/2022	9/04/2022
9/06/2022	10/02/2022
10/10/2022	11/06/2022
11/07/2022	12/04/2022
12/05/2022	1/08/2023
1/09/2023	2/05/2023
2/06/2023	3/05/2023
3/06/2023	4/02/2023

Modular/Diploma Student Holiday/Breaks – 2022 - 2023		
Holiday/ Student Breaks**	Start Dates	End Dates
Christmas & New Year Holidays	12/24/2021	1/02/2022
Martin Luther King Day	1/17/2022	1/17/2022
Presidents Day	2/21/2022	2/21/2022
Student Break	4/04/2022	04/10/2022
Memorial Day	5/30/2022	5/30/2022
Student Break	7/04/2022	7/10/2022
Labor Day	9/05/2022	9/05/2022
Student Break	10/03/2022	10/09/2022
Veterans Day	11/11/2022	11/11/2022
Thanksgiving Holiday	11/23/2022	11/25/2022
Christmas & New Year Holidays	12/24/2022	1/02/2023
Martin Luther King Day	1/16/2023	1/16/2023
Presidents Day	2/20/2023	2/20/2023

* For programs that contain externships/practicums, the typical scheduled end date will be one week later as there is an additional scheduled week of instruction for those courses. This time is reflected in the approved program length for each applicable program. The scheduled end date will be adjusted for scheduled breaks.

** For published breaks not exceeding 5 calendar days, students will be able to access and complete online assignments through Canvas. Externship courses will be scheduled to exclude holiday breaks. Students working at externship sites may be asked to complete hours during these published breaks and will have attendance posted for any hours completed during any breaks.

DEGREE LINEAR PROGRAMS

Linear - 2022				
Winter Term Starts		January	10	2022
Winter Term Add/Drop Deadline <i>6 Week / Courses</i>		January	16	2022
M.L. King Jr. Birthday Holiday		January	17	2022
Winter Term Add/Drop Deadline <i>12 week courses</i>		January	24	2022
Presidents' Day		February	21	2022
Mini-Term Starts		February	22	2022
Mini Term Add/Drop Deadline		February	28	2022
Winter Term Ends		April	3	2022
Spring Vacation	From:	April	4	2022
	To:	April	10	2022
Spring Term Starts		April	11	2022
Spring Term Add/Drop Deadline <i>6 Week / courses</i>		April	17	2022
Spring Term Add/Drop Deadline <i>12 Week Courses</i>		April	24	2022
Mini-Term Starts		May	23	2022
Mini Term Add/Drop Deadline		May	29	2022
Memorial Day Holiday		May	30	2022
Spring Term Ends		July	3	2022
Independence Day Holiday		July	4	2022
Summer Vacation	From:	July	5	2022
	To:	July	10	2022
Summer Term Starts		July	11	2022
Summer Term Add/Drop Deadline <i>6 Week / Courses</i>		July	17	2022
Summer Term Add/Drop Deadline <i>12 Week Courses</i>		July	24	2022
Mini-Term Starts		August	22	2022
Mini-Term Add/Drop Deadline		August	28	2022
Labor Day Holiday		September	5	2022
Summer Term Ends		October	2	2022
Fall Break	From:	October	3	2022
	To:	October	9	2022
Fall Term Start		October	10	2022
Fall Term Add/Drop Deadline <i>6 Week / Courses</i>		October	16	2022
Fall Term Add/Drop Deadline <i>12 Week Courses</i>		October	23	2022
Mini-Term Starts		November	21	2022
Thanksgiving Day Holiday	From:	November	24	2022
	To:	November	25	2022
Mini-Term Add/Drop Deadline		November	29	2022
Winter Holiday	From:	December	24	2022
	To:	January	1	2023

Linear - 2023				
Classes Resume		January	2	2022
Fall Term Ends		January	8	2023
Winter Term Starts		January	9	2023
Winter Term Add/Drop Deadline <i>6 Week / Courses</i>		January	15	2023
M.L. King Jr. Birthday Holiday		January	16	2023
Winter Term Add/Drop Deadline <i>12 week courses</i>		January	23	2023
Presidents' Day		February	20	2023
Mini-Term Starts		February	21	2023
Mini Term Add/Drop Deadline		February	27	2023
Winter Term Ends		April	2	2023
Spring Vacation	From:	April	3	2023
	To:	April	9	2023
Spring Term Starts		April	10	2023
Spring Term Add/Drop Deadline <i>6 Week / courses</i>		April	16	2023
Spring Term Add/Drop Deadline <i>12 Week Courses</i>		April	23	2023
Mini-Term Starts		May	22	2023
Mini Term Add/Drop Deadline		May	28	2023
Memorial Day Holiday		May	29	2023
Juneteenth Holiday		June	19	2023
Spring Term Ends		July	2	2023
Summer Vacation	From:	July	3	2023
	To:	July	9	2023
Summer Term Starts		July	10	2023
Summer Term Add/Drop Deadline <i>6 Week / Courses</i>		July	16	2023
Summer Term Add/Drop Deadline <i>12 Week Courses</i>		July	23	2023
Mini-Term Starts		August	21	2023
Mini-Term Add/Drop Deadline		August	27	2023
Labor Day Holiday		September	4	2023
Summer Term Ends		October	1	2023

CATALOG UPDATES

Any updated School policies or information since the last publication date of the catalog will be included below.

ACADEMIC AND DISTANCE EDUCATION ADVISING AND READINESS

Online Readiness – *Revision to information on Page 8 of the Catalog – Correction to minimum score*

Prospective students are required to complete an Online Readiness Demonstration (ORD) and Online Readiness Assessment (ORA) and prior to enrollment. In the comprehensive process, individuals will demonstrate their ability to use course-related technology and will be assessed on their readiness to complete distance learning in their coursework. Any prospective student who scores below 25 points on the Online Readiness Assessment (ORA) will be required to meet with an advisor to discuss his/her scores and will be reassessed.

STUDENT GRIEVANCE PROCEDURE – *Revision to information on Page 39 of the Catalog – Effective April 2022*

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal his/her decision to the Campus Director. You may then appeal the Campus Director's decision to the Vice President of Academic Affairs of ECMC Education. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at studentservices@ecmc.org. A student filing a grievance will not be subject to adverse or unfair actions by any school official as the result of initiating the grievance.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the School has adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

Students may also contact and file a complaint with the Georgia Nonpublic Postsecondary Education Commission at the following mailing address:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
Phone: (770) 414-3300
<https://gnpec.georgia.gov/student-resources/student-complaints>

Students enrolled in distance education programs at the institution that have exhausted all grievance resolution attempts with the institution may also file a grievance with the Georgia State Authorization Reciprocity Agreement (SARA) office. Information on the procedure and applicable form can be accessed electronically at the following location: <https://gnpec.georgia.gov/student-resources/student-complaints>

STATEMENT OF OWNERSHIP – *Revision to information on Page 67 of the Catalog – Effective July 2022*

This campus is operated by ECMC Education, Inc., a Delaware nonprofit corporation. ECMC Education's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for ECMC Education and ECMC Group are located at:

111 Washington Avenue South
Minneapolis, MN 55401

ECMC Group	
Directors	Officers
Dan Fisher	Dan Fisher, President and CEO
Jennifer Anderson	Martin Scanlon, Chief Financial Officer and Treasurer
Julia Gouw	Brian Boardman, General Counsel and Corporate Secretary
Diana Ingram	
Derek Langhauser	
James V. McKeon, Chair	
Jack O'Connell	
James Runcie	
Maurice M. Salter	
K. Paul Singh	

PROGRAM UPDATES

Any updated program information since the last publication date of the catalog, including updated program tables and additional course descriptions will be provided below.

As of April 2022, Altierus Career College is no longer accepting applications or enrolling new students. All programs are being taught out. Classes and programs will continue for current students and the campus will continue to provide support resources and career services through graduation and for a period of time thereafter.

DENTAL ASSISTANT – *Revision to information on Pages 45-47 of the Catalog – Effective March 2022*

Diploma Program

37 Weeks – 840 Hours - 54 Quarter Credit Hours

Modality: Blended

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. As the need for their services continues to grow, the role and responsibilities of the dental assistant also continue to expand.

PROGRAM DESCRIPTION: The goal of the Dental Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, general dentists, dental office facilities specializing in pedodontics, orthodontics, endodontics and other specialties, dental schools, hospital dental departments, and correctional dental clinics, seek their services.

OBJECTIVES: The objective of the Dental Assisting 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 dental assistants in today's modern dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The skills taught in this program will prepare students for the ever-changing field of dentistry. Students study preventive dentistry, nutrition, dental health, restorative dentistry, dental sciences, dental radiography, and dental specialties such as endodontics, periodontics, pedodontics, prosthodontics and oral surgery. Other areas of study are dental materials, dental pharmacology, law and ethics, front office procedures and software, and career development.

PROGRAM OUTCOMES: Completion of the Dental Assistant Program, including the classroom training and externship or practicum, is acknowledged by the awarding of a diploma. Upon successful completion of this program, the graduate will be able to:

- Explain and demonstrate proper infection control procedures in the dental setting with OSHA and HIPAA guidelines
- Demonstrate knowledge and competence in responding to office emergencies
- Gain CPR certification
- Take and record vital signs
- Explain the role of HIPAA in the operation of the dental office
- Understand and discuss the requirements and protocol for Blood-borne Pathogen and HIV and AIDS training
- Identify and explain the use of dental instruments
- Demonstrate aspirating techniques on a patient

- Demonstrate dental health and preventive measures such as diet and nutrition as well as dental fluorides and sealants
- Demonstrate chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry during restorative procedures with dental manikins. Students will also demonstrate the use of Bases, liners and bonding systems
- Demonstrate the appropriate skills and techniques involved in taking impressions and constructing study and master casts
- Demonstrate proper isolation such as dental dam placement and removal on dental manikins;
- Articulate the dental sciences, anatomy and physiology as related to the head and neck as well as dental anatomy as well as the body systems
- Apply knowledge of various dental materials and dental technology such as CAD/CAM;
- Understand all dental specialties such as Endodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, Prosthodontics and Orthodontics
- Demonstrate knowledge of dental pharmacology and the proper assembly of the anesthetic syringe;
- Explain and demonstrate appropriate skills involved in processing exposed radiographs using the manual and automatic techniques, mounting a full-mouth survey of radiographs, identifying radiographic errors, and demonstrating how to correct those errors
- Students will prepare for their future as a dental assistant through various career development techniques such as resume building and interviewing skills
- Demonstrate the skills necessary to perform functions as an expanded duty dental assistant

Dental Assistant Program – Program-Specific Admissions Requirements

- Due to regulations regarding X-rays, applicants of the Dental Assistant program must be at least 17 years old.
- Applicants must complete a student disclosure form.

This 840-clock hour/54.0 credit hour program consists of eight (8) individual learning units, plus a hands-on clinical externship or practicum. Each of these “modules” stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students must start the program in IHC1000 – Introduction to the Healthcare Profession. After successful completion of IHC1000, students may enter the program at the beginning of any other module and continue through the sequence until all modules have been completed. Upon completion of the eight, (8), classroom modules, the students participate in a 200-clock-hour-externship.

Course Code	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
Prerequisite Course						
IHC1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
Core Courses						
DAD1010	Preventive Dentistry, Nutrition, Periodontics and Pedodontics	40	40	0	80	6.0
DAD1020	Restorative Dentistry	40	40	0	80	6.0
DAD1030	Dental Sciences, Oral and Maxillofacial Surgery, Pharmacology	40	40	0	80	6.0
DAD1040	Prosthodontics and Dental Materials	40	40	0	80	6.0
DAD1050	Anatomy, Endodontics and Orthodontics	40	40	0	80	6.0
DAD1060	Office Administration, Law & Ethics and Career Development	40	40	0	80	6.0
DAD1070	Dental Radiography	40	40	0	80	6.0
DAD1080	Dental Assistant Externship	0	0	200	200	6.0
Program Totals:		320	320	200	840	54.0

COURSE DESCRIPTIONS

<p>IHC1000 – Introduction to the Healthcare Profession</p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skill, and critical professionalism skills. Students will have the opportunity to learn program-specific topics throughout the course. CPR certificate is also included in the course. Prerequisite: None</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>DAD1010 - Preventive Dentistry, Nutrition, Periodontics and Pedodontics</p> <p>This module covers the specialty area of periodontics with an emphasis in preventive dentistry and nutrition. Diet and nutrition will be discussed highlighting on how it is related to dental caries and periodontal disease with attention to patient education. Related areas of dental sealants and fluorides are presented. Coronal polish, fluoride application and pit and fissure sealant theory and procedures are taught and practiced. The specialty Pedodontics is also discussed. Related spelling and terminology are studied throughout the module. Prerequisite: IHC1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>DAD1020 - Restorative Dentistry</p> <p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry during restorative procedures. Students practice required skills such as dental dam placement, placement, wedging and removal of Tofflemire retainers. Procedures to include placement of bases, liners, and bonding systems are also practiced. Related spelling and terminology are studied throughout the module. Prerequisite: IHC1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>DAD1030 - Dental Sciences, Oral and Maxillofacial Surgery, Pharmacology</p> <p>In this module the area of the dental sciences, Oral and Maxillofacial Surgery as a specialty and dental pharmacology are studied. Dental sciences will have an emphasis in embryology and histology, oral pathology and basic microbiology. The sciences will focus on how they relate to dentistry and dental procedures. Theory and common clinical procedures of the specialty in Oral and Maxillofacial Surgery are presented and demonstrated on dental manikins. Pharmacology will be discussed as related to anesthesia and pain management and other basic pharmacology in the dental setting. Related areas of the dental anesthetics and syringe assembly are presented. Related spelling and terminology are studied throughout the module. Prerequisite: IHC1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>DAD1040 - Prosthodontics and Dental Materials</p> <p>This module covers the specialty area of prosthodontics in conjunction with dental materials. Prosthodontics will focus on fixed and removable prosthodontics including dental implants and latest advances in technology related to prosthodontics such as CAD/CAM. In conjunction, students will discuss and demonstrate the use and manipulation of various materials used in the dental setting such as dental cements, alginate impression materials, hydrocolloids, elastomers, dental plasters and other impression materials used in prosthodontic fabrications. Students will gain hands on experience with many dental materials used chairside and in the dental lab. Related spelling and terminology is studied throughout the module. Prerequisite: IHC1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>DAD1050 – Anatomy, Endodontics and Orthodontics</p> <p>In this module the body systems, head and neck anatomy, physiology and the dental specialties of Endodontics and Orthodontics are studied. The dental specialties of Endodontics and Orthodontics and their scope of practice and educational levels will be introduced. Theory and common clinical procedures of each specialty are presented and demonstrated on dental manikins. Related spelling and terminology is studied throughout the module. Prerequisite: IHC1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>DAD1060 - Office Administration, Law & Ethics and Career Development</p> <p>In this module the student will learn the essential skills of understanding dental office etiquette such as delivering quality customer service, phone skills and effective communication with other dental professionals and patients. Patient records and The Health Insurance Portability and Accountability Act (HIPAA) of 1996 are discussed. Law and ethics related to the dental environment are explored. Students are also introduced to the various billing and financial methods in the dental office utilizing the Dentrix dental software system. Students will have the opportunity to become acquainted with accounts receivables and payables. Students will be oriented in treatment planning and communicating with the patient. Business operating systems and marketing are also discussed. Students will also prepare for a successful career in the dental field by understanding the role and duties of the professional dental assistant and complete a resume and cover letter. Writing skills are emphasized as well as mock job interviews. State required certifications are explored as well as national certification. Prerequisite: IHC1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>DAD1070 - Dental Radiography</p> <p>This course is designed to introduce students to the basic anatomy of the head and teeth in order to be familiarized with the anatomical structures involved in taking successful radiographs. Radiation protection and the hazards of x-ray radiation are covered. Students will study and demonstrate the various methods and techniques in taking dental x-rays with a digital system and understand the process of automatic and manually processing x-rays. Theory and lab practice will meet state guidelines for a Radiation Health and Safety Certificate through the Dental Assisting National Board.</p>	<p>6.0 Quarter Credit Hours</p>

MAD1080	Pediatrics	40	40	0	80	6.0
MAD1090	Medical Assistant Externship	0	0	200	200	6.0
Program Totals:		360	360	200	920	60.0

COURSE DESCRIPTIONS

<p>IHC1000 - Introduction to the Healthcare Profession 6.0 Quarter Credit Hours</p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, OSHA and HIV/AIDS. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills. Students will have the opportunity to learn program-specific topics throughout the course. CPR Certification is also included in the course. Out-of-class activities will be assigned and assessed as part of this course.</p> <p>Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MAD1010- Dermatology and Immunology 6.0 Quarter Credit Hours</p> <p>This course is designed to provide the student with the theory and hands-on skills involved in working in a dermatology and immunology medical office setting. Students will learn the medical terminology, anatomy and physiology related to the integumentary and lymphatic systems. Students will learn about common diseases and disorders that might be seen with these specialties as well as common medications that might be prescribed. Students will perform administrative skills such as financial management and bookkeeping procedures. Students will perform clinical procedures such as venipuncture, administration of medication, measuring vital signs, and collection of specimens for CLIA-waived testing. Students will learn about professional attire in a medical office setting and what to wear to an interview. Out-of-class activities will be assigned and assessed as part of this course.</p> <p>Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MAD1020- Orthopedics and Emergency Medicine 6.0 Quarter Credit Hours</p> <p>This course is designed to provide the student with the theory and hands-on skills involved in working in an orthopedic or emergency medical office setting. Students will learn the medical terminology, anatomy, and physiology related to the musculoskeletal systems. Students will learn about common diseases and disorders that might be seen with these specialties as well as common medications that might be prescribed. Students will perform administrative procedures such as creating professional correspondence and utilizing computer applications. Students will perform clinical procedures such as venipuncture, administration of medication, measuring vital signs, and collection of specimens for CLIA-waived testing. Students will learn the importance of medical and surgical asepsis and the procedures for disinfecting and sterilizing medical office equipment. Students will understand how to assist with minor surgical procedures, the infection cycle, and wound care. The student will learn about office safety procedures and participate in a mock environmental exposure event. Students will learn the importance and the requirements of gaining a medical assistant credential. Out-of-class activities will be assigned and assessed as part of this course.</p> <p>Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MAD1030 – Family Practice 6.0 Quarter Credit Hours</p> <p>This course is designed to provide the student with the theory and hands-on skills involved in working in a family practice office setting. Students will learn the medical terminology, anatomy, and physiology related to the endocrine system. Students will learn about common diseases and disorders that might be seen in a family practice medical office as well as common medications that might be prescribed. Students will perform administrative skills such as identifying community resources for patients' healthcare needs. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, capillary puncture, and collection of specimens for CLIA-waived testing. Students will learn to assist providers with patient examinations, how to conduct quality assurance measures in a medical office, and disease management. Students will learn the parts of a prescription, appropriate abbreviations for prescription writing, and compliance with legal aspects associated with prescriptions. Students will be introduced to the current outlook for medical assisting and will be able to compare and contrast allied health professionals. Out-of-class activities will be assigned and assessed as part of this course.</p> <p>Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MAD1040 – Cardiology 6.0 Quarter Credit Hours</p> <p>This course is designed to provide the student with the theory and hands-on skills involved in working in a cardiology or pulmonology office setting. Students will learn the medical terminology, anatomy, and physiology related to the cardiovascular and respiratory systems. Students will learn about common diseases and disorders that might be seen in a cardiology office setting as well as common medication that might be prescribed. Students will perform administrative skills such as telephone techniques, electronic correspondence, and diagnostic and procedural coding. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, recording a 12-lead electrocardiogram, pulmonary function testing, and pulse oximetry. Students will learn what continued education is and how it is acquired. Out-of-class activities will be assigned and assessed as part of this course. Prerequisite: IHC1000 Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>

MAD1050 - Urology and Gastroenterology	6.0 Quarter Credit Hours
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in a urology or gastroenterology office setting. Students will learn the medical terminology, anatomy, and physiology related to the urinary, male reproductive, and digestive systems. Students will learn about common diseases and disorders associated with these specialties as well as common medication that might be prescribed. Students will perform administrative skills such as records management, utilizing an electronic medical record and processing mail. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, urinalysis, and assisting with gastroenterology procedures. Students will be introduced to interviewing techniques. Out-of-class activities will be assigned and assessed as part of this course.</p>	
Prerequisite: IHC1000	Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20
MAD1060 – Obstetrics and Gynecology	6.0 Quarter Credit Hours
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in an obstetrics and gynecology office setting. Students will learn the medical terminology, anatomy, and physiology related to the female reproductive system. Students will learn about common diseases and disorders associated with this specialty as well as common medication that might be prescribed. Students will perform administrative skills such as scheduling appointments, insurance and billing procedures and processing documents. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs, and how to assist with prenatal and gynecologic examination. Students will learn how to create a professional resume and a cover letter. Out-of-class activities will be assigned and assessed as part of this course.</p>	
Prerequisite: IHC1000	Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20
MAD1070 – Neurology and Psychology	6.0 Quarter Credit Hours
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in a neurology office setting. Students will learn the medical terminology, anatomy, and physiology related to the nervous system. Students will learn about common diseases and disorders associated with these specialties as well as common medication that might be prescribed. It also focuses on basic principles of psychology, cultural awareness, communication skills, and coping mechanisms. Students will explore medical law and ethics as it relates to a health care setting. Students will perform administrative skills such as medical practice marketing and providing excellent customer service. Students will perform clinical skills such as venipuncture, administration of medication, assisting with neurological procedures, and measuring vital signs. Students will learn job searching strategies. Out-of-class activities will be assigned and assessed as part of this course.</p>	
Prerequisite: IHC1000	Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20
MAD1080 – Pediatrics	6.0 Quarter Credit Hours
<p>This course is designed to provide the student with the theory and hands-on skills involved in working in a pediatric office setting. Students will learn the medical terminology, anatomy, and physiology related to the sensory organs. Students will perform administrative skills such as supervision of a medical office, inventory management, and human resource procedures. Students will perform clinical skills such as venipuncture, administration of medication, measuring vital signs in infants and children, creating and analyzing growth charts, assisting with pediatric examinations, administration of vaccinations, eye and ear assessments, and dosage calculations. Students will learn about time management and effective teamwork. Out-of-class activities will be assigned and assessed as part of this course.</p>	
Prerequisite: IHC1000	Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20
MATD1090 - Medical Assistant Externship	6.0 Quarter Credit Hours
<p>Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete all hours in their externship experience in order to fulfill requirements for graduation.</p>	
Prerequisite: MAD1010, MAD1020, MAD1030, MAD1040, MAD1050, MAD1060, MAD1070, MAD1080	
Lecture Hours: 0 Lab Hours: 0 Other (Externship) Hours: 200	

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.



MEDICAL BILLING & CODING – Revision to information on Pages 53-55 of the Catalog – Effective March 2022

Diploma Program

33 Weeks – 760 Hours - 48 Quarter Credit Hours

Modality: Blended

PROGRAM DESCRIPTION: Medical Billing and Coding professionals perform a variety of administrative functions as they pertain to the anatomy and physiology of the human body. These include functions associated with organizing, analyzing, and technically evaluating health insurance claim forms. These professionals will also perform duties in diagnostic and procedural coding and are eligible for CPC certification through AAPC.

The Medical Billing and Coding Program is a 760-clock hour/48.0-credit unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules. Students must first complete the Module IMB1000 and then continue in any sequence for the remaining six modules. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of all modules, students participate in an externship. This consists of 200 required clock hours of hands-on experience in an outside facility in the field of medical insurance billing and coding.

OBJECTIVES: The objective of the Medical Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills 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 study 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 OUTCOMES: The Medical Billing and Coding program provides the student with the theory and hands-on applications required to perform the following tasks within the medical billing and coding environment:

- Identify the components of a given body system.
- Correctly use medical terminology of a given body system.
- Utilize proper ICD-10-CM/CPT/HCPCS coding.
- Determine the correct application of health insurance forms/documents.
- Demonstrate proficiency of medical office technology.

Course Code	Course Title	Lecture Hours	Lab Hours	Other Hours (Externship)	Total Contact Hours	Quarter Credit Hours
IMB1000	Introduction to the Healthcare Profession	40	40	0	80	6.0
MBC1010	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40	40	0	80	6.0
MBC1020	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	40	40	0	80	6.0
MBC1030	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40	40	0	80	6.0
MBC1040	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40	40	0	80	6.0
MBC1050	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40	40	0	80	6.0
MBC1060	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40	40	0	80	6.0
MBC1070	Medical Billing and Coding Externship	0	0	200	200	6.0
	Program Totals	280	280	200	760	48.0

COURSE DESCRIPTIONS

<p>IMB1000 – Introduction to Medical Billing and Coding</p> <p>This course is designed to provide an introduction to the healthcare profession for new students starting in the medical billing and coding program. Students will learn the basics of medical terminology, anatomy and physiology, HIPAA, and billing and coding. Additional topics covered include professional codes of ethics, medical insurance, computer applications, and professional skills.</p> <p>Prerequisite: None</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MBC1010 – Cardiovascular and Lymphatic Systems</p> <p>Throughout this course, students will identify the components of the Cardiovascular and Lymphatic Systems. Focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.</p> <p>Prerequisite: IMB1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MBC1020 – Genitourinary System</p> <p>Throughout this course, students will identify the components of the genitourinary system. A focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD-10CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.</p> <p>Prerequisite: IMB1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MBC1030 – Integumentary and Endocrine Systems, and Pathology</p> <p>Throughout this course, students will identify the components of the integumentary and endocrine systems. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.</p> <p>Prerequisite: IMB1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MBC1040 – Musculoskeletal System</p> <p>Throughout this course, students will identify the components of the musculoskeletal system. A focus will also be placed on the correct usage of medical terminology related to this system. Students will also utilize the proper ICD10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module. Prerequisite: IMB1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MBC1050 – Respiratory and Gastrointestinal Systems</p> <p>Throughout this course, students will identify the components of the Respiratory and Gastrointestinal Systems. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.</p> <p>Prerequisite: IMB1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MBC1060 – Sensory and Nervous Systems, and Psychology</p> <p>Throughout this course, students will identify the components of the Sensory and Nervous Systems, and Psychology. A focus will also be placed on the correct usage of medical terminology related to these systems. Students will also utilize the proper ICD-10-CM/CPT/HCPCS coding, work through the insurance process, and become proficient using medical office technology in this module.</p> <p>Prerequisite: IMB1000</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 40 Lab Hours: 40 Outside Hours: 20</p>
<p>MBC1070 – Medical Billing and Coding Externship</p> <p>Upon successful completion of IMB1000, MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060, medical insurance billing/coding students will participate in this 200-hour externship. 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. Students are expected to work a full-time (40 hours per week) schedule if possible. Supervisory personnel will evaluate externs at 100- and 200-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. Prerequisites: MBC1010, MBC1020, MBC1030, MBC1040, MBC1050, and MBC1060;</p>	<p>6.0 Quarter Credit Hours</p> <p>Lecture Hours: 0 Lab Hours: 0 Other Hours (Externship): 200</p>

Note: Students that cannot demonstrate academic readiness will be registered to take additional coursework. There is no additional charge any academic readiness coursework. Please refer to the **Academic Advising and Readiness** section for more information.