



Norcross Institute of Allied Health

FOUNDED 2005

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STUDENT CATALOG 2019-2020

**HEALTHCARE CERTIFICATE &
DEGREE PROGRAMS**

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NORCROSS INSTITUTE OF ALLIED HEALTH

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ACADEMIC CALENDAR 2019

Revised 12/18/2018

All dates are subject to change.

Please check with the school for the most recent information.

Spring Semester 2019

Spring Registration Deadline	December 27
Orientation for New Students	January 4
Classes begin	January 7
Martin Luther King Jr., Holiday	January 21
Last Day to Drop/Add	January 18
Midterm Exams	February 25 – March 2
School Closed – Spring Break	March 31 – April 7
Office Closed – Good Friday Holiday	April 19
Classes end	May 4
Final Exams	May 6 – 11
Memorial Day Holiday	May 27
Summer Registration Deadline	May 30

Summer Semester 2019

Orientation for New Students	May 31
Classes Begin	June 1
Last Day to Drop/Add	June 14
School Closed – Independence Day Holiday	July 4 – 7
Midterm Exams	July 8 – July 13
Classes end	August 16
Final Exams	August 18 – 24
Fall Registration Deadline	September 2

Fall Semester 2019

Orientation for New Students	August 29
School Closed – Labor Day Holiday	September 2
Classes begin	September 3
Last Day to Drop/Add	September 13
Midterm Exams	October 20 – 26
School Closed – Thanksgiving Holiday	November 27 – 30
Classes end	December 13
Final Exams	December 14 – 20
School Office Closed for Christmas Holiday	December 24 – 26
Spring Registration Deadline	December 27



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ACADEMIC CALENDAR 2020

Revised 6/18/2019

All dates are subject to change.

Please check with the school for the most recent information.

Spring Semester 2020

Spring Registration Deadline	December 27
School Office Closed for New Year's Holiday	December 31 – January 2
Orientation for New Students	January 3
Classes begin	January 6
Martin Luther King Jr., Holiday	January 20
Last Day to Drop/Add	January 17
Midterm Exams	February 24 – February 29
School Closed – Spring Break	March 29 – April 4
Office Closed – Good Friday Holiday	April 10
Classes end	May 2
Final Exams	May 4 – 9
Memorial Day Holiday	May 25
Summer Registration Deadline	May 29

Summer Semester 2020

Orientation for New Students	June 2
Classes Begin	June 8
Last Day to Drop/Add	June 15
School/Office Closed – Independence Day Holiday	July 3 – 5
Midterm Exams	July 6 – July 11
Classes end	August 8
Final Exams	August 10 – 15
Fall Registration Deadline	September 2

Fall Semester 2020

Orientation for New Students	August 29
Classes begin	September 3
School Closed – Labor Day Holiday	September 7
Last Day to Drop/Add	September 11
Midterm Exams	October 19 – 24
School Closed – Thanksgiving Holiday	November 25 – 29
Classes end	December 12
Final Exams	December 14 – 19
School Office Closed for Christmas Holiday	December 24 – 27
Spring Registration Deadline	December 2
School Office Closed for New Year's Holiday	December 31 – January 3



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Welcome from the School Director

Dear Student:

Welcome to Norcross Institute of Allied Health.

Whether you are a registered student or a potential applicant for the next class, it is my sincere hope that you continue to pursue your career goal. We can help you fulfill that goal by choosing one of the programs below that you wish to complete.

- Diagnostic Medical Sonography – Associate of Applied Science Degree
- Surgical Technology – Associate of Applied Science Degree
- Diagnostic Medical Sonography – Certificate
- Clinical/Medical Laboratory Assistant (CMLA) – Certificate
- Clinical & Administrative Medical Assistant – Certificate
- Administrative Medical Assistant – Certificate
- Clinical Medical Assistant – Certificate
- Pharmacy Technician – Certificate
- Cardiographic/Rhythm Analysis Technician – Certificate
- Dialysis Technician – Certificate
- Physical Therapy Aide – Certificate
- Mental Health Technician – Certificate

Our commitment is to provide a professional curriculum that is student-centered and guided by our view that the student plays a critical role as a member of the interdisciplinary health care team. Our program fosters professionalism and high ethical standards with a focus on integration of knowledge and critical thinking. Our students will be able to adapt to future challenges in the delivery of health care. Our curriculum, coupled with didactic and clinical competency-based assessment and the block delivery of course material, really provides the student with the tools to succeed.

Should you have additional questions, please do not hesitate to contact me or our school administrator at 770-409-1075, or by email at aobazee@norcrossinstitute.com or info@norcrossinstitute.com.

Thanks,

A handwritten signature in black ink, appearing to be "A. Obazee", written over a horizontal line.

Dr. Anthony E. Obazee, MD, RHE
School Director

MISSION, VISION, AND GOALS

Norcross Institute of Allied Health was started in 2005 to provide the community with a postsecondary learning institution that offers students technical training in the field of healthcare. The faculty, staff, and administrators at NIAH share in the desire of becoming a preeminent institute committed to its students and the surrounding community. Drawing on our own experience, the resources at our disposal, and the expertise of others, we strive to provide our students with the best possible training in a timely manner, and with the greatest possible attention to the details that support students' success and their satisfaction with our institution. NIAH's vision is to become a national leader in developing and providing technologically advanced academic and student healthcare services programs and to become a model to other similar institutions by developing collaborative partnerships with various healthcare facilities to deliver public services.

The ultimate goal of Norcross Institute of Allied Health is to assist our students in developing meaningful, rewarding careers in the field of their choice. To accomplish its mission and attain this overarching goal, NIAH has established the following operational goals:

- to provide affordable training in health care programs that will prepare students to take the examination given for national certification in their respective field;
- to develop effective educational programs that lead to careers in in-demand allied health fields.
- to hire qualified instructors and train them to be effective teachers to facilitate student success in pursuit of their educational goals.
- to increase enrollments in existing programs so that the institution is financially successful and capable of helping more prospective students.
- to instill in the student a recognition of the importance of life-long learning.
- to promote the understanding and appreciation of ethical and medical professionalism.
- to ensure that the student will be able to communicate effectively both orally and in writing, with patients, families, and other healthcare professionals.
- to provide administrative and student support services that assure a satisfactory student experience while attending the school.
- to provide career services that assist students in their search for employment in the field of study upon graduation as well as while in school.

AUTHORIZATION AND APPROVALS

Authorized by the Georgia Nonpublic Postsecondary Educational Commission to offer certificate and Associate of Applied Science degree programs.

NIAH's program curricula are also recognized by the following organizations who administer certification examinations in various fields: National Healthcareer Association, American Medical Certification Association, National Center for Competency Testing, Pharmacy Technician Certification Board, American Medical Technologists, Nephrology Nursing Certification Commission, Cardiovascular Credentialing International.

EQUAL OPPORTUNITY

Norcross Institute of Allied Health upholds all federal and state laws that preclude discrimination based on race, sex, age, religion, national origin, marital status, sexual orientation or identification, disabilities or veteran's status.

OUR SCHOOL AND FACILITIES

We are located near the historic area of Norcross, Georgia, in a safe, well-maintained office complex. We have classrooms, laboratories, a library, administrative and student study spaces that are conducive to learning and support our program offerings.

RESOURCE SYSTEM

NIAH provides an ongoing effective educational learning resource center that supports the school's programs of study and enhances students' educational and training experience.

We have program resource aids available, such as:

- classroom and on-line instruction and animation,
- multimedia technology,
- computers, internet access,
- resource laboratories and on-site training,
- library resource center and research databases,
- community-based instruction and activities, and
- other similar resources and equipment.

We have a library with a large assortment of additional texts and a wide range of reference books and journals. The library is open to students for quiet study during normal office hours. We also have study rooms where small groups can meet to review their lessons. There is a computer with internet access located in

the library, as well as a computer lab. We have a list of many on-line resources, including the GALILEO database, that students can access from home, as well.

HISTORY

Norcross Institute of Allied Health, Inc., was founded in 2005 by Dr. Anthony Obazee. He was aware of a need for more healthcare workers in the allied health field at that time, especially in Diagnostic Medical Sonography. The first cohort graduated in 2007 from the original campus on Jimmy Carter Boulevard. Other programs were added through the years. The school outgrew the original campus and moved to the current location near downtown Norcross in 2013.

OFFICERS

The president of Norcross Institute of Allied Health, Inc. is Dr. Anthony Obazee, who is also the owner and founder.

FACULTY AND ADMINISTRATION

Our highly qualified and caring faculty takes pride in their level of excellence and dedication to all students. Each qualified faculty member has, at a minimum, the equivalent of a Bachelor's degree. Some instructors have a master's or a medical degree. See Appendix A for list of current faculty and administration.

ADMISSIONS POLICY AND PROCEDURE

Norcross Institute of Allied Health welcomes applications from all qualified individuals regardless of race, color, sex, religion, creed, age, sexual orientation, gender orientation, disability, or national origin. Admission is based on a number of factors, depending upon level of entry and previous educational experience. A minimum of a high school diploma or a GED is required for admission to any program at NIAH.

Admission and placement decisions are made by the Program Director. Admission decisions are based on factors such as, but not limited to, an applicant's academic record, test scores, circumstances, good conduct and character.

Tests accepted for admissions include the TEAS, COMPASS, or ASSET or TABE exams. If scores for those are not available, NIAH will administer an entrance examination of its choosing. Qualifying scores for our programs are as follows:

Test Cut-Off Scores	Associate Degree	Certificate
TEAS (Total)	80%	60%
COMPASS (Read-Eng-Math)	79-62-37	70-32-27
ASSET(Read-Write-Algebra)	41-42-45	38-38-n/a
TABE	12 th Gr. Level	9 th Gr. Level

Applications received after the deadline for the semester or quarter of application or received without a designated semester or quarter will be processed for the next available semester or quarter, depending on the applicable program.

The application fee is non-refundable. Completed applications submitted to NIAH are valid for 6 months. An offer of admission by the NIAH is valid only for the semester or quarter specified at the time of acceptance and does not constitute approval for any other semester or quarter.

Applicants with a criminal and/or disciplinary history who are determined to be otherwise admissible for a respective semester or quarter based on their academic record and other credentials are required to complete a disciplinary/criminal review process before an admission decision is made by NIAH. Instructions for completing that review process are communicated to the applicant after NIAH has determined that the applicant is otherwise admissible for that semester or quarter.

Absent extenuating circumstances, good disciplinary standing at previously attended colleges and universities is a condition of admission for all applicants. For purposes of admission, good disciplinary standing means that the applicant has no pending disciplinary charges, outstanding disciplinary sanctions or disciplinary issues that would prevent the applicant from re-enrolling at the previously attended institution.

Omissions or misrepresentations on an application for admission are grounds for automatically invalidating consideration by, acceptance to and continuation at NIAH. Applicants have a duty to update their records with NIAH when information changes after application submission. Any changes in a student's record prior to enrollment may necessitate a new review of the application.

All materials submitted as part of an application for admission become and remain the property of NIAH and will not be returned to the applicant, duplicated, or transferred to another institution.

All applicants must provide documentation of their legal residency in the US. Applicants will be required to submit a copy one of the following documents: official state driver's license, state identification card, U.S. passport, Certified U.S. Birth Certificate (must be submitted in person), Military ID (must be verified in

person) or permanent residence card.

ORIENTATION

Please see academic calendar for orientation dates for semester-scheduled programs (Sonography degree and certificate, Surgical Technology and Clinical Medical Laboratory Assistant programs). All other programs include orientation during the first day of class. Any questions may be directed to the administration.

ENROLLMENT POLICY/AGREEMENT

1. The NIAH enrollment policy/agreement is the legal application that you, as an enrolling student, will sign after you have read it. It should not contain any blank spaces.
2. This agreement is a legally binding instrument. All pages of the application are binding only when the agreement is accepted, signed, and dated by the authorized official of the school at the school's place of business.
3. You will be given an exact copy of this application and any disclosure pages you sign.
4. This application and the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school **does not guarantee job placement** to graduates upon program completion or upon graduation.
6. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by established standards of conduct.
7. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is entirely the decision of the receiving institution.

To enroll at NIAH, all prospective students must:

- Be at least 18 years old at the time of starting the program.
- Hold a high school diploma, GED or equivalent. A copy of the diploma or certificate must be submitted; if one is not available, a signed attestation verifying proof of completion is required at the time of enrollment.
- Complete an application and submit a \$50.00 non-refundable application fee. This will also serve as a registration fee.
- Have an interview with the School Director or Program Director.
- Bring to interview an "unofficial" copy of high school diploma or college transcripts, and any relevant certifications, degrees or licenses.

- Pass a mandatory entrance examination. May be waived with approved submission of entry or placement exams described in the Admissions Policy, a college transcript and/or demonstrated readiness for postsecondary instruction as evaluated by School Director.
- Submit official transcripts from prior education and training for review.

OTHER REQUIREMENTS FOR ADMISSION

English Fluency:

Fluency in written and spoken English is essential to succeed in the program and to ensure patient safety. If English is a second language, you must be able to demonstrate fluency. This is demonstrated by the enrollment application and interview.

Immunization Record:

For the protection of patients, students and employees, and in compliance with state regulations, you must show proof of the following immunizations before you begin a program.

- Tuberculin test in the past six months, or chest X-ray in the last year
- Varicella, rubella and rubeola immunity
- Up-to-date diphtheria and tetanus shots
- Hepatitis B vaccinations or signed declination

Documentation of vaccinations should be provided to NIAH prior to the start of class.

CPR:

You must hold a current, valid cardiopulmonary resuscitation Basic Life Support for Healthcare Providers certification through the AHA or Red Cross and keep the certification current throughout your enrollment in the school. We offer CPR-BLS classes at various times through the year. The cost for each certificate is \$65.00.

Background Check:

You must pass a criminal background check prior to enrollment.

Sexual Offender Registry Check:

You must submit evidence you are not on the Georgia Bureau of Investigation Sex Offender Registry. A screenshot is acceptable.

Student Responsibilities:

Students are expected to attend scheduled classes, examinations, and assigned clinical rotations. If given a prior approval for an absence because of extenuating circumstances, the student will still be marked absent for the attendance record, but may be given an opportunity to make up academic work and attendance.

Students are required to exhibit professional and ethical conduct at all times.

TRANSFER STUDENTS

Transfer students make up at least 30% of NIAH's student population. Our students have discovered that small class sizes and individual attention and support by instructors in our school is preferable to the much larger classes offered at other schools.

Transfer applicants must present an official transcript from their last attended college or university with a cumulative grade point average of 2.0 or above (based on a 4.0 scale) on all work attempted and must be in good academic standing at the last institution attended in order to be admitted to NIAH. Students must submit an OFFICIAL transcript if they wish to have credit hours considered for transfer into a program. General education credits (i.e., English, College Algebra, Psychology) may be considered for transfer if they are from an accredited school. Applied general education credits, such as Anatomy and Physiology, Medical Terminology and Medical Ethics, will be considered on a case-by-case basis. Core classes for Diagnostic Medical Sonography and Surgical Technology may only be considered if from a regionally-accredited college or university. If the transcript is from a foreign university, it must be evaluated by an agency that is a member of NACES, AICE OR WES. An interview and letter of recommendation may be submitted voluntarily by the student or may be requested by the admissions office if the student does not meet minimum requirements for acceptance.

ADVANCED PLACEMENT/EXPERIENTIAL LEARNING CREDITS

We currently do not give Advanced Placement credits or credits for experiential learning.

REGISTRATION

Upon admission, the student should submit:

- Official academic transcripts from all institutions attended.
- Copy of Driver's License or State ID and Social Security Card
- Immunization records
- Criminal background check (private company or county public safety office) and Sex Offender Registry (copy of web page is acceptable)
- Copies of CPR Certification and any other certifications (PCT, CMA, Phlebotomy, I, EKG, etc.), if applicable.

- There will be a late charge of \$25.00 if application fee is not remitted prior to first week of class.

PROFESSIONAL LIABILITY INSURANCE

Norcross Institute of Allied Health carries comprehensive professional liability insurance. This insurance is a requirement and is provided to all students who enroll in a healthcare program. Each student is charged \$50.00 per program registration, included in the tuition.

HEALTH/MEDICAL INSURANCE

Norcross Institute of Allied Health does not provide individual student health and medical insurance. While enrolled in our programs, each student is responsible for all costs associated with any medical issue and maintaining health and medical insurance.

PROGRAM COMPLETION REQUIREMENTS

Norcross Institute of Allied Health requires every student to obtain the following in order to be considered for program completion:

- Cumulative GPA of 3.0 or above in degree programs or satisfactory completion of classes and labs, including skills checklists for certificate programs;
- Attendance of at least 80% of both classroom and laboratory sessions and fulfillment of all clinical hours required; and
- All fees must be paid in full.

BOOK INFORMATION

Please check with the office for the most up-to-date textbook requirements. While we attempt to keep textbooks costs as low as possible, due to the changing nature of health care and NIAH's desire to provide a comprehensive educational experience, the use of updated textbooks is often required, leading to increased costs.

CONDUCT POLICY

In the healthcare professions, honesty, integrity, good work ethics, and clear intent are necessary behaviors. Norcross Institute expects all of its students to behave in a professional and courteous manner at all times. A student may be placed on probation indefinitely, suspended for one to two days, or dismissed from their technical program for conduct such as, but not limited to:

1. Attending class under the influence alcohol or illegal drugs. (Warning or Probation, or Dismissal)
2. Use, consumption or distribution of alcohol or illegal drugs on school premises. (Warning, Probation, Suspension or Dismissal)
3. Sexual misconduct, assault, or harassment on or off school premises. (Probation or Suspension)
4. Violation of school safety regulations. (Warning or Probation)
5. Use of inappropriate language or profanity. (Warning)
6. Theft, vandalism or destruction of school property, or property of other students. (Suspension or Dismissal)
7. Possession or use of any weapon on school premises – including parking lot. (Suspension or Dismissal)
8. Behavior which is deemed by the School or Program Director to be inconsistent with the standards of the school and the healthcare profession. (Warning, Probation or Suspension)

The information provided is to highlight possible consequences for typical policy violations and is not absolute; individual circumstances will be reviewed in detail before a decision is rendered. Aggravating factors will also be considered.

All students are required to sign the Student Code of Conduct and Confidentiality Agreements. All students are required to sign the Clinical Code of Ethics upon being assigned their externship.

DISMISSAL

Students can be dismissed from their program for any of the following reasons:

- Inappropriate or disorderly conduct in any class, clinical, or in public, or any behavior which causes public embarrassment to the school or the healthcare profession.
- Poor academic performance or a failing grade in any segment of their program or failure to meet minimum standard(s) as specified in the Satisfactory Academic Progress policy.
- Failure to meet financial obligations to the school.
- Excessive absences (More than 20% of total classes).

- Failure to comply with policies outlined in this catalog, and the enrollment agreement.
- Cheating or plagiarism on any assignment or test.

GRADING OR EVALUATION

Norcross Institute of Allied Health uses evaluative tools that include:

- Written examinations
- Demonstrations of skill
- Self-assessment exercises
- Faculty reviews

Our system of evaluation provides students and faculty with a comprehensive look at individual performance, allowing students who are experiencing academic difficulty access to counseling opportunities.

Report cards are prepared twice each semester, at mid-term and a final grade. Students are notified of their grades by e-mail.

GPA

Grade point average is based on courses offered at NIAH while enrolled in a program. College course grades accepted for advanced standing (transfer) from other schools prior to enrollment are not included in the calculations. If a course is repeated, the higher grade is used to compute the grade point average, however, both the original and second grade are recorded on the students' permanent record. Students must achieve a cumulative GPA of 3.0 in the sonography and surgical technology programs to be eligible for graduation.

The grading scale for determining letter grades in all courses is as follows:

Letter Grade	Percentage
A	90 to 100%
B	80 to 89%
C	70 to 79%
D	65 to 69%
F	Below 65%

ACADEMIC PROBATION (FOR DEGREE PROGRAMS ONLY)

Students enrolled in the Diagnostic Medical Sonography or Surgical Technology

programs MUST maintain a CGPA of 3.0 in order to remain in good standing. Failure to meet or maintain this criterion may result in the student being placed on academic probation. Probationary status may be removed by achieving a 3.0 CGPA in program coursework by the end of the semester. The first offense results in Academic Probation, the second offense results in Continued Probation, and the third offense may result in Dismissal from the program. If a student is on academic probation at the time of their clinical rotation, they will not be allowed to attend that rotation until the status is removed. If all coursework has been completed and their CGPA is below 3.0, they will be removed from the program. They will be eligible to return to NIAH after one semester and will have to reapply and pay all applicable tuition and fees. If the student feels that there are extenuating circumstances, they may submit an Appeal on the form which is found in the Handbook or the office.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All students at Norcross Institute of Allied Health (NIAH) are expected to maintain satisfactory academic progress (SAP) toward the completion of their program of study. Although NIAH does not currently offer financial aid, students are required to meet satisfactory academic progress (SAP) standards according to Federal regulations and policies set by NIAH. The intent of the SAP policy is to ensure that students are making measurable progress toward completion of an approved program in a reasonable period of time and within a reasonable number of clock-hours or credit-hours attempted in their program of study.

Federal regulations require a student's progress to be measured both quantitatively and qualitatively. In addition to a student's Cumulative Grade Point Average (CGPA), students are also required to pass a minimum percentage of all attempted coursework, and to complete their program of study within the maximum timeframe established by the institution. This requirement applies to all students at NIAH.

Standards of Progress for Credit Hour Programs

To stay in good academic standing, the student must maintain satisfactory academic progress toward the completion of the chosen program of study. There are two standards of progress that students must meet in order to maintain satisfactory academic progress:

1. Qualitative Standard: All students in credit hour programs must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 in order to remain in good academic standing.
2. Quantitative Standard: At the time of review, students must have successfully completed 67% of all attempted credits in and through that period of evaluation to maintain the minimum Rate of Progress (ROP). In addition, students must meet the maximum timeframe provision for completing their program. Maximum timeframe is measured in cumulative credit hours required to complete the

program. For example, if the program is 96 credit hours, the maximum number of credit hours that can be attempted is 144, which is 150% of the total program credit hours.

Standards of Progress for Clock Hour Programs

To stay in good academic standing, the student must maintain satisfactory academic progress toward the completion of the chosen program of study. There are two standards of progress that students must meet in order to maintain satisfactory academic progress:

1. Qualitative Standard: All students in clock hour programs must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 in order to remain in good academic standing.
2. Quantitative Standards: Clock hour programs are reviewed when 50% of the total program hours are completed and when 100% of the total program hours are completed. Students must have successfully completed 67% of all attempted clock hours at the time of review to maintain the minimum Rate of Progress (ROP). In addition, students must meet the maximum timeframe provision for completing their program. Maximum timeframe is measured in cumulative clock hours required to complete the program. For example, if the program is 600 clock hours, the maximum number of clock hours that can be attempted is 900 clock hours, which is 150% of the total program clock hours.

Progress Evaluation

NIAH evaluates student progress at set intervals in the program to ensure student success. The following charts indicate the points in each program that satisfactory academic progress is evaluated:

Credit Hour Programs	Total Number of Credit Hours	Evaluation Points	Maximum Number of Credit Hours to Be Attempted
Diagnostic Medical Sonography (AAS)	81	At the end of each academic term	121
Surgical Technology (AAS)	61	At the end of each academic term	91
Diagnostic Medical Sonography (Certificate)	50	At the end of each academic term	75

Clock Hour Programs	Total Number of Clock Hours	Evaluation Points	Maximum Number of Clock Hours to Be Attempted
Clinical Medical	632	At the end of each	948

Laboratory Assistant (Certificate)		academic term	
Clinical & Medical Administrative Medical Assistant (Certificate)	1000	At the end of each academic term	1500
Administrative Medical Assistant (Certificate)	780	At the end of each academic term	1170
Clinical Medical Assistant (Certificate)	760	At the end of each academic term	1140
Pharmacy Technician (Certificate)	382	At 50% and 100% of Total Clock Hours	573
Cardiographic/Rhythm Analysis Technician (Certificate)	376	At 50% and 100% of Total Clock Hours	564
Mental Health Technician Program (Certificate)	176	At 50% and 100% of Total Clock Hours	264
Physical Therapy Aide (Certificate)	176	At 50% and 100% of Total Clock Hours	264
Dialysis Technician (Certificate)	322	At 50% and 100% of Total Clock Hours	483

Treatment of Selected Grades

- **Withdrawals:** Credit or clock hours in which a student receives a grade of "W" are included in the number of attempted hours, but do not count toward successfully completed hours. Students who withdraw may have difficulty meeting Rate of Progress requirements.
- **Incompletes and Failing Grade:** Credit or clock hours in which a student receives a grade of "I" or "F" are included in the number of attempted hours, but do not count toward successfully completed hours. In addition, grades of "F" negatively affect CGPA. Students with "Incomplete" grades may have difficulty meeting Rate of Progress requirements at the time of evaluation, but may request reevaluation upon completion.
- **Transfer of Credit:** Students transferring from another institution will be considered making satisfactory academic progress at the time of enrollment at NIAH. In addition to being factored into the Rate of Progress requirements as attempted and completed credit or clock hours, a student's maximum time to complete the program will be reduced by the equivalent transfer of credit or clock hours toward his/her program.

- **Repeat Courses:** For evaluation of academic progress, all hours (including repeated hours) attempted will continue to be counted in each component of the student's academic progress.

Consequence and Status

- **Satisfactory:** Satisfactory status is achieved when all criteria explained above are met or exceeded.
- **Warning:** Students who fail to achieve the CGPA of 2.0 requirement and/or the ROP of 67% will be placed on SAP Warning status for the following evaluation period. Satisfactory progress will be monitored at the end of the evaluation period to determine if the student has met the standards of progress.
- **Suspension:** Students on SAP Warning status who have not attained at least a cumulative ROP of 67% and/or earned the minimum required CGPA of 2.0 will have their enrollment suspended at the conclusion of the SAP Warning period.
- **Probation:** If a status of Suspension appealed in writing is granted, a status of Probation is assigned. This status requires a student to maintain both an evaluation period GPA greater than or equal to 3.0 and a credit or clock hour completion rate of 100%. If the student fails to maintain the required GPA or credit or clock hour completion rate during the evaluation period, the appeal is terminated and the student may be dismissed from the program. During the Probation period, student progress will be monitored closely by the academic/student advisor assigned.
- **Maximum Timeframe:** Students who have attempted the maximum allowable credit or clock hours, which is 150% of the total program credit/clock hours, will be terminated from the program.
- **Appeal of Satisfactory Academic Progress Standards:** Students who have been suspended from enrollment may appeal to the School Director to waive the satisfactory academic progress requirements only when there are mitigating circumstances. Supporting documentation must be presented along with a written appeal. Mitigating circumstances are situations beyond the control of the student and may include, but are not limited to: major illness or injury, death of a family member, natural disaster and military service. If a status of Suspension is appealed and approved, a status of Probation is assigned.
- **Termination:** Any student, who at the conclusion of the Probation period does not meet the minimum academic progress standards, will be terminated from the program.

Returning Students

Returning students are evaluated on a continuing basis from the first enrollment at NIAH unless a mitigating circumstance was involved and an appeal was warranted. Returning students who were previously enrolled under a satisfactory academic progress policy other than the current policy will be required to meet the standards of the current policy upon returning.

CLASS ATTENDANCE POLICY

ATTENDANCE FOR ASSOCIATE DEGREE CLASSES: Each class is scheduled to study new and necessary material. Therefore, due to the limited class time, each student is allowed to miss ONLY THREE (3) CLASSES PER SEMESTER. After three absences, the student may be referred to the School Review Board for further consideration, including the possibility of involuntary withdrawal. This withdrawal would become effective the last day of attendance.

ATTENDANCE FOR CERTIFICATE PROGRAMS: Attendance is critical in this program as each class builds on the previous class material. Attendance is one component of the entire grade. If a student is going to be absent or late, it is the student's responsibility to contact the school immediately. Students who miss more than two (2) classes and/or two (2) labs per session for the 12-week programs, or miss more than 20% of the classes and labs for 24- or 48-week programs, MUST make up the missed hours, or they will be withdrawn from the program and MUST retake the entire session for an additional tuition fee.

NOTIFICATION OF ABSENCE: Should the student need to be excused from a class, the student MUST notify the instructor at least four (4) hours prior to the scheduled class. Failure to do so will count as an "unexcused absence". Make-up assignments are at the discretion of the Instructor. Our Institute trusts each student to have their Instructor's telephone number, email address, cell phone number and/or fax. We request that the student only uses them to contact the instructor. **DO NOT** give this information out to other individuals without the permission of each instructor.

EMERGENCIES WILL BE CONSIDERED FOR MAKE-UP CLASSES, PROVIDED THE STUDENT COMMUNICATES WITH THEIR INSTRUCTOR AND/OR THE SCHOOL. (The school telephone number is listed on our website and in our letterhead.)

EMERGENCIES WOULD BE CONSIDERED: SUDDEN ILLNESS, EMERGENCY ILLNESS OF A FAMILY MEMBER, AUTOMOBILE ACCIDENT, OR OTHER SITUATION THE DIRECTOR AND/OR YOUR INSTRUCTOR DEEM APPROPRIATE.

TARDIES: The student will be considered tardy ten minutes after the start of class. Leaving class more than ten minutes early counts as early departure. Three tardies or early departures or the combination thereof will constitute a full unexcused absence.

MAKE-UP POLICY: When a student is absent from a class for extenuating circumstances, the student may request make-up of academic work in writing to

the instructor. Upon approval by the instructor, the student may make up the academic work that is comparable to what was completed in the classroom. The instructor may assess the work and assign a grade that is appropriate. Whether or not to apply deduction of grade for late work is at the discretion of the instructor in fairness to the rest of the class.

A student may request make-up of missed attendance when the absence had been caused by extenuating circumstance and the instructor had been given prior notice of the unavoidable absence. The student must request the make-up of attendance in writing to the instructor. Once approved, the student must make arrangement with the instructor to do the make-up on campus, and the learning activities during the make-up session must be comparable to those during the regular class. In aggregate, make-up of attendance time may not exceed 10% of the total class hours of the course.

CANCELLATION OR RESCHEDULING OF CLASS

Should a need to cancel or reschedule a class arise due to circumstances such as inclement weather or power outage, the student will be notified in advance as to when the make-up class will be held. All efforts will be made to reschedule a class at a time comparable to the original class time and day. To remain prepared, the student should continue finishing assignments on their own.

LEAVE OF ABSENCE AND WITHDRAWALS

Should it become necessary, due to circumstances beyond the student's control, that the student MUST discontinue classes for a BRIEF period of time, the student must submit written request with supporting documentation, including the reason for the absence and the effective dates. An attending Physician's statement is necessary for all medical reasons. Your tuition status will be discussed with you at the time of termination with Director.

Voluntary Withdrawal/Leave of Absence

It takes a great commitment to complete a postsecondary education program. Sometimes life circumstances happen and pose challenges for a student to complete a program. When such unexpected and unfortunate situation arises, the student is encouraged to discuss the circumstance with a school administrator so that the situation can be assessed and interventions may be explored to help the student overcome the challenging circumstance. Should it become a must that the student stops attending school for a period of time, the student has two options. If the circumstance meets one of the criteria for a Leave of Absence (LOA), the student may request an LOA and provide supporting documentation thereof (see paragraph below). If the circumstance does not meet one of the

criteria for a LOA, the student may request to withdraw from the program and the school by writing a letter to the school or calling the school to complete the withdrawal process. The request must clearly indicate the date of withdrawal, the reason for the withdrawal, and a potential future date for returning to school. It is the responsibility of the student to officially withdraw, in writing, from the classes or program in order to obtain a refund or credit. Students who withdraw for health reasons must have physician clearance before a return to the program is considered.

Leave of Absence

Students who need to interrupt their program of study because of a medical condition for a Family Medical Leave Act (FMLA) circumstance, active military service, jury duty obligation, or other severe or unanticipated personal circumstance may make an application for a Leave of Absence. Students experiencing these types of circumstances should meet with the School Director or other designated administrator to discuss the need to temporarily interrupt their education and take a Leave of Absence (LOA).

The following are the criteria for making application and approving a Leave of Absence:

- The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave Request Form.
- The applicant for a LOA must be able to resume his or her training at the same point where the training was interrupted.
- The applicant for the LOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- The leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial LOA request may be extended to 120 days. If the student requires an extension of the original leave period requested, the student must apply for an extension and document the need. The request for extension will follow the same approval process as the original request, which requires the written approval from the School Director. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. In any 12 month period, the cumulative leave period(s) may be no longer than 180 days.
- The applicant for a leave must confirm that the applicant understands and agrees that if he or she fails to return to active class attendance at the approved end date of his or her Leave of Absence, that his or her enrollment may be terminated and that his or her federal student loan(s) when applicable will have entered his or her federal loan "grace period" as of the applicant's

actual last day of class attendance. Further, repayment of the student's loans will begin six months after his or her last day of class attendance.

- For students enrolled in a credit hour program, a LOA should be requested prior to the first scheduled class day of a term or module; however, in certain documented, unforeseen and severe circumstances, a student may find it essential to request a LOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of LOA request, the student will be considered as not having started the term or module, and all tuition and fees charges for the term or module will be removed for the term or module, and all tuition and fees payments specifically designated for the term or module will be refunded to the source of the payment. The only exception to this requirement would be a book, uniform or similar item where the item had been provided and used by the student and the item(s) cannot be accepted as a return for full credit.
- For students enrolled in a clock hour program, the student may request and may be granted an LOA that begins at any point in his/her program of study and may be approved to return to his/her clock hour based program of study at any point in the program that the institution determines is academically appropriate.
- A student, who is granted a LOA in a credit hour program, may only return at the beginning of a term or module.

The applicant for a Leave of Absence will be notified by the School Director if his or her application for a Leave of Absence has been approved. If the leave is approved, the student will also be notified of the approved return date and any other conditions required of the student.

Involuntary Withdrawal

Norcross Institute's faculty and administration make every effort to help students who experience difficulty in adjusting to the program and its requirements. However, faculty may recommend withdrawal of a student. The School Review Board reserves the right to dismiss any student whose health, conduct, including excessive absenteeism, or level of achievement does not meet the standards essential to the individual's performance as a student. The student will be afforded due process in the event of such an occurrence.

Students who withdraw from a course prior to midterm will receive a grade of "W" on the permanent record. Students who withdraw from a course after midterm will receive a grade of "F" unless medical or extenuating circumstances exist as determined by the Program Director and the School Director at the time of withdrawal. This "F" will count as a failed course and will be figured into the SAP calculation both qualitatively and quantitatively.

Any student who fails to attend class for 14 consecutive calendar days will be involuntarily withdrawn from the Institute with or without cause.

Readmission of Withdrawn Students

A student who is eligible to return to the program must submit a letter requesting readmission to the School Administrator. Written request for re-entry must be no later than 60 days prior to the start of the semester. The letter of request must include reason for seeking readmission, date of admission desired, statement of academic and personal activities since term of withdrawal, if applicable, transcripts for any schools attended subsequent to withdrawal. The School Review Board will make the decision regarding readmission and will promptly notify the applicant of the decision. Outstanding financial obligations (if any) must be resolved before readmission to the program.

REFUND POLICY

Due to limited class size, a strict refund policy is in effect at Norcross Institute of Allied Health. It is the responsibility of the student to officially withdraw, in writing, from the classes or program in order to obtain a refund or credit.

1. A student may withdraw from a program by submitting **written** request of withdrawal to NIAH. The official withdrawal date will be the date that a written notification is received. All refunds will be calculated based on the official withdrawal date and total tuition paid at time of withdrawal. **Refunds will be made within 45 days from receipt of written notification.**
2. **Written notification** includes letters sent by mail, fax or e-mail sent to the Administrative office. The date used for refund purposes will be the date the document is received.
3. If a student is involuntarily withdrawn for cause, such as excessive absenteeism, the date used for calculation of tuition and/or refund shall be the last day of attendance.
4. Application fees are non-refundable. Special ordered items, used items, and third party vendor fees are also non-refundable.
5. Students who request cancellation within 3 days after signing a student enrollment agreement and prior to first day of class will be refunded 100% of all monies paid.

6. For a student requesting cancellations more than 3 business days after signing the contract, the tuition to be refunded shall be pro-rated, based upon percentage of instruction completed.
7. For a student completing more than 50% of instructional time, the school will not give a refund.
8. Any student who is dismissed for breach of any part of the enrollment agreement or student guidelines will be refunded by Numbers 6 and 7 above.
9. In the event that NIAH has to cancel a program or make substantive changes to a scheduled program, NIAH will make arrangements in a timely manner to accommodate the needs of each student enrolled in the program, OR will refund all money paid by the student for the program of study or course if alternative arrangements determined by NPEC to be equitable to both the institution and the student are not possible.

CLINICAL ROTATIONS (Externships)

Norcross Institute of Allied Health is affiliated with hospitals, clinics and private medical practices at which our students will complete their clinical requirements. Clinical and externship course are mandatory for all programs. Clinical rotations are held during the regular business hours of the clinical site. Therefore, students must keep the possibility of having to adjust their scheduled work hours or child care for this in mind. All students must exhibit an attitude of maturity and responsibility toward their clinical assignment and experiences. Each clinical affiliate expects the student to provide high quality patient services, to attend regularly, to be punctual, and to work with initiative and enthusiasm. NIAH students are expected to be an asset to the team and not simply focused on obtaining competency check-offs. Students must obtain instructor permission for these externships. During these rotations, students gain valuable experience in their particular area, as well as learning how to interact appropriately with the patients, their family members and fellow healthcare professionals. During all clinical rotations, students will work under the supervision of qualified and certified healthcare professionals.

SONOGRAPHY REGISTRY INFORMATION

American Registry for Diagnostic Medical Sonography (ARDMS) and Cardiovascular Credentialing International (CCI) are the two registry organizations for sonographers. Echocardiography and Vascular Technology students may take the CCI exam for their chosen registry upon graduation. After

successful completion of Ultrasound Physics or attendance at one of the many physics workshops available throughout the year, students can take the ARDMS Sonography Principles and Instrumentation (SPI) exam. Graduates are eligible to take specialty registry exams with ARDMS after working as a sonographer for one year.

TECHNICAL STANDARDS

Norcross Institute of Allied Health accepts students who are highly qualified for its programs. To be considered for admittance you should exhibit strong qualifications for the health profession you wish to pursue. Applicants to programs must possess the following general qualities:

- Critical thinking skills
- Sound judgment
- Emotional stability and maturity
- Empathy for others
- Physical and mental stamina
- Ability to learn and function in a variety of settings

In addition to the general standards described above, some of the programs require the following physical abilities:

- Lift more than 50 pounds routinely.
- Push and pull routinely.
- Kneel or squat routinely.
- Have full use of both hands and wrists.
- Adequately view images, including color distinctions.
- Distinguish audible medical instrument signals.
- Work standing 80 percent of the time.
- Care for and communicate effectively with patients.
- Assist patients on and off examining tables.
- Communicate effectively with staff.
- Accurately perform the sequential steps required.

You must be able to perform the essential functions of the profession and meet the standards of the curriculum. To seek exceptions to these standards or reasonable accommodations, you should initiate a request with the Program Director and/or the School Director. When a student cannot meet one or more of the standards, the School Review Board will assess the situation and determine whether or not a student should be allowed to enroll or continue in the program.

SCANS COMPETENCIES

In 1991, the Secretary of the U.S. Department of Labor established the **Secretary's Commission on Achieving Necessary Skills** (SCANS). The

Commission found that “current and future employees will have to read well enough to understand and interpret diagrams, directories, correspondence, manuals, records, charts, graphs, tables, and specifications.”

Integration of the SCANS competencies in both academic and vocational/technical classes will help to prepare students to function more effectively in high school, in college, and in the high-level technological workplace. The knowledge identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities that are needed for solid academic or job performance. SCANS competencies and examples applicable to NIAH’s educational programs are shown in the following table:

All Students

- A. Exercise discretion and judgment in the performance of services.
- B. Demonstrate appropriate communication skills with patients and colleagues.
- C. Act in a professional and ethical manner.
- D. Provide patient education related to medical techniques and promote principles of good health.
- E. Protect the patient’s right to privacy.
- F. Maintain confidentiality.
- G. Perform within the scope of practice.
- H. Understand the fundamental elements for implementing a quality assurance and improvement program and the policies, protocols, and procedures for the general function of the ultrasound or medical laboratory.
- I. Recognize the importance of continuing medical education.

SCANS	Competencies	Examples
1.0 Resources	1.1 Manages Time 1.4 Manages Material and Facility Resources	Completes all assignments within specified time frame; maintains appropriate attendance in all courses; uses appropriate amounts of supplies in performing sonographic studies.

2.0 Interpersonal	2.1 Participates as a Member of a Team 2.3 Serves Clients/Customers 2.6 Works with Cultural Diversity	Participates with the on-site clinical instructor and other members of the health care team to provide optimum patient care. The sonography student communicates appropriately and effectively at all times with patients, families, staff, sonographers and physicians in the clinical setting.
3.0 Information	3.1 Acquires and Evaluates Information 3.2 Organizes and Maintains Information	Correlates patient history, laboratory data, related studies and surgical procedures to the performance of the ultrasound exam; recognizes incorrect exam orders and alerts staff sonographer. Produce a written technical report of sonographic findings, appearances and/or measurements as required.
4.0 Systems	4.1 Understands Systems 4.2 Monitors and Corrects performance	Applies technical settings using ultrasound machine controls to produce diagnostic quality images. Self-critiques images and views; adjusts imaging parameters as needed to produce diagnostic quality exams.
5.0 Technology	5.1 Selects Technology 5.2 Applies Technology to Talk	Selects appropriate transducer and software settings for required sonographic exam. Uses appropriate technical and medical terms.
6.0 Basic Skills	6.1 Reading 6.2 Writing 6.4 Mathematics 6.5 Listening 6.6 Speaking	Completes writing assignments and Internet searches of assigned topics. Able to perform calculations required in ultrasound physics and specialty courses. Able to interview patient to obtain information and history as related to the sonographic examination. Able to provide verbal reports on sonographic findings using clear and concise English language.
7.0 Thinking Skills	7.2 Decision Making 7.3 Problem Solving	Correlates patient information and patient condition with the

	7.4 Mental Visualization 7.5 Knowing How to Learn 7.6 Reasoning	requirements for the diagnostic ultrasound exam; adjusts scanning techniques as needed. Correctly identify pathological conditions demonstrated on sonographic images and adapts exam as needed. Creates a study plan and seeks assistance with educational goals as needed. Decide which formulas to apply given various parameters.
8.0 Personal Qualities	8.1 Responsibility 8.2 Self-esteem 8.3 Sociability 8.4 Self-management 8.5 Integrity/Honesty	Manage personal time and activities as not to interfere with lecture or lab class sessions, assignments or activities. Identifies and acknowledges scanning strengths and weaknesses. Displays enthusiasm for profession; displays a pleasant demeanor in all settings. Maintains confidentiality of personal and clinical information. Complies will all ACC, Program and Clinical Affiliate policies, procedures and rules.
Categories of Essential Functions	Definition	Example of Sonography Technical Standard
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observation and information usually require functional use of visual, auditory, and somatic sensations.	Adequately view sonograms, including color distinctions Recognize and interpret facial expressions and body language Distinguish audible sounds from both the patient and the ultrasound equipment (Doppler) Recognize and respond to soft voices or voices under protective garb
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all	Able to elicit information and assess non-verbal information Accurately transmit information to patients, staff, fellow students, and other members

	members of the healthcare team.	of the health care team Receive/comprehend, write, and interpret verbal and written communication in both the academic and clinical settings
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment	Lift more than 50 pounds routinely Push and pull, bend and stoop routinely Move, adjust, and position patients and equipment Have full use of both hands, wrists and shoulders. Dexterity to manipulate transducer and control panel simultaneously Work standing 80% of the time
Intellectual	Ability to collect, interpret and integrate information and make decisions.	Read and comprehend relevant information in textbooks, medical records, and professional literature Retain and apply information Measure, calculate, reason, analyze, and synthesize Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence and within required time frame Apply knowledge and learning to new situations and problem-solving scenarios
Behavioral and Social Attributes	Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team. Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients.	Manage heavy academic schedules and deadlines Perform in fast paced clinical situations. Able to remain calm and focused during instruction for and performance of sonographic exams Display flexibility and adaptability Demonstrate professional conduct at all times

The goals of the NIAH Allied Health Programs are to respond to the expectations of the community. Achievement of these goals is assessed through annual Program outcome data (graduate and employer surveys, exam pass rates, and employment rates). The faculty will review outcome reports annually and make recommendations for changes to the curricula if outcomes do not meet benchmark levels. On-going assessment of course content and structure is performed by the faculty through the use of end-of-course exams.

1. Prepare competent entry-level technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Produce skilled medical professionals who actively apply accepted principles and techniques within their fields of study throughout their careers.
3. Produce graduates eligible to apply, take and pass the certification examinations of their particular profession upon completion of the program.
4. Maintain high academic and professional standards in students and graduates.
5. Maintain standards for program accreditation.
6. Provide for student retention during the program through using a variety of methods and resources.
7. Serve as a resource for the clinical agencies in the metropolitan Atlanta area.

STUDENT SERVICES

All students are eligible to access the student services we have available. We want all our students to succeed in their careers, and we hope that the assistance we provide will make the journey easier. Please contact the office for more information about these services:

- ❖ Tutoring
- ❖ Academic Advising
- ❖ Career Advising
- ❖ Placement Assistance
- ❖ Accessibility for Students with Disabilities

PLACEMENT AND CAREER SERVICES

Norcross Institute offers a variety of personalized career services to current students and graduates. We offer a range of job search strategies such as:

- Interview tips
- Information about career fields and employment outlook
- Resume and cover letter assistance
- Individual career coaching targeted specifically to the student and his or her goals on topics including resume development, professional etiquette and interviewing techniques

- Assist graduates in job placement with various hospitals

We also offer help on how to utilize various online employment websites for students and graduates, including E-Hire, which can send students job leads within a 50-mile radius of their zip code, specific to their certification.

We work directly with employers to help provide exposure to our highly qualified students and graduates. Our goal is to align current students and graduates with employers and open positions that match their qualifications through our Employer Partnership Program. The school does not guarantee job placement to graduates upon program completion or upon graduation.

Internships emphasize on-the-job training to further enhance an individual's experience in a particular field or industry. NIAH provides a collection of internship resources and works with employers directly to offer our students and graduates internship opportunities.

REQUEST FOR ACCOMMODATION

A student with a professionally diagnosed learning disability may disclose such information during the admissions process and/or after matriculation into a program and request reasonable accommodation. Such a request must be made in writing to the School Director and supported by third-party documentation from a licensed professional. Student must provide specific accommodations in the request. Upon review of the request, the Institute will make a formal decision and notify the student of the Institute's decision, including specific stipulations on accommodations granted. Should the requested accommodation be not granted, the Institute will provide its rationale for not granting the accommodation.

UNIFORM AND ID BADGE

It is mandatory that students wear their school uniform and ID badge whenever they attend class. They must have the uniform and badge on prior to entering the facility. The first school ID badge is at no additional cost to the student. However, there is a \$5 charge for replacement cost for a lost ID badge.

CELL PHONES

Norcross Institute prohibits student from using cell phones, pagers, or similar communication devices in classrooms and laboratory areas. Exceptions to this

policy, due to special circumstances, shall be at the discretion of the instructor and/or Program Director.

Violations of the Cell Phone Use Policy in any of the areas listed above may lead to formal charges of academic dishonesty, class disruption or other charges deemed appropriate and plausible for the situation.

ACADEMIC INTEGRITY

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Such acts cannot be listed exhaustively but examples include:

- Cheating
- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; copying the work of others, allowing another student to copy from the student
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Allowing others to copy or use work that is not his or her own
- Providing answers from graded assignments to others

The institute has established this policy to ensure due process in such cases. State and federal laws involving computer fraud, software piracy, etc., as well as institution policy, govern the use of the school's computer systems. Special regulations are set to relate to Internet usage other than in support of research and educational objectives.

If a student is found to be guilty of dishonesty, cheating or plagiarism, the student will be suspended from Norcross Institute of Allied Health immediately. **There will be no refund of paid tuition, no exceptions.**

NO CHILDREN ALLOWED

For the safety of children and for the protection of students, instructors and staff, children are prohibited from entering the school facility. Students with children must arrange for childcare outside the school while attending classes.

COPYRIGHT PROTECTION

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

An education record is defined as files, materials or documents that contain information directly related to a student. The Institute maintains education records. Education records are supervised by the Office Manager and access is afforded to officials for purposes of recording grades, attendance, and advising. All students attending this post-secondary shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the School Director at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular business hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the School Review Board decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally the Institute must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students' records will not be allowed without prior consent. The Institute may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for the purposes of audit or evaluation
- Organizations conducting certain studies for or on behalf of the Institute's accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in the case of health and safety emergencies
- State and local authorities within the juvenile justice system, pursuant to state-specific law

Directory information includes the student's name, address, telephone number, birth date, program undertaken, honors and awards, and dates of attendance.

This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The Institute requires students to present such a request in writing at the time of enrollment. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

GRIEVANCE PROCEDURE

A grievance is a claim, a complaint, or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with their instructor or program director immediately.

A student has the right to appeal all matters with respect to

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

All grievance cases must be directed to the Program Director, who shall address the matter within three (3) business days. The form for filing grievance or complaints is at the front office of the Institute and may be requested at any time. NIAH will make every attempt to address and resolve all complaints in a timely manner.

Any student or employee who files a grievance and does not receive a response from the Program Director within three (3) business days should escalate the grievance to the School Director. Should that step not resolve the grievance to the satisfaction of the student, the student may contact the Institute's State authorizing agency:

Georgia Nonpublic Postsecondary Education Commission (GNPEC)
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084
Telephone: 770-414-3300
Fax: 770-414-3309

Complaints may be made on the following website:

<https://gnpec.georgia.gov/>

DEFINITIONS AND FORMULAS APPLICABLE TO CREDIT HOURS

The following are used in calculating credit hours:

Semester – Considered to be a minimum of 15 to 16 weeks. Our semester is 16 weeks long.

Semester Credit Hour – one lecture hour per week or a total of 16 hours per semester credit hour; two lab hours per week or a total of 32 hours per semester credit hour; three clinical or externship hours per week or a total of 48 hours per semester credit hour.

Out-of-Class Hours – In a semester credit program, 7.5 out-of-class preparation hours for each credit hour is expected for lecture and lab courses. For example, for a 3 credit hour course, 22.5 out-of-class preparation hours are expected. Out-of-class preparation hours are not expected for clinical or externship courses.

Quarter – Considered to be a minimum of 10 to 12 weeks. Our quarter is 12 weeks long.

Quarter Credit Hour – 10 lecture hours per quarter credit hour; 20 lab hours per quarter credit hour; 30 clinical or externship hours per quarter credit hour.

Out-of-Class Hours – In a quarter credit program, five (5) out-of-class preparation hours are expected for each quarter credit hour. For example, for a 3 quarter credit hour course, 15 out-of-class preparation hours are expected. Out-of-class hours are not expected for clinical or externship courses.

Although such definitions and formulas do not exactly apply to clock hour programs, NIAH uses the same clock hour to credit hour conversion rates in calculating ACADEMIC credits. The academic credit hours in a clock hour program are for academic purpose only, and they are not the basis for awarding any federal student aid.

APPROXIMATE COSTS FOR AAS DEGREE PROGRAMS

Tuition

Diagnostic Medical Sonography	\$24,000
Surgical Technology	\$24,000

Costs Not Included in Tuition

Registration Fee	\$50
Uniform (each)	\$25
Textbooks	\$650 - 900
Lab Fee	\$100
SonoSim (optional)	\$550
Graduation Costs	\$100
National Board Exam(s)	\$155 - 400
Total	\$1,630 - 2125

APPROXIMATE COSTS FOR CERTIFICATE PROGRAMS

Tuition

Diagnostic Medical Sonography Certificate	\$15,000
Clinical/Medical Laboratory Assistant	\$15,000
Clinical & Administrative Medical Assistant	\$15,000
Clinical Medical Assistant; Administrative Medical Assistant	\$5,000
Pharmacy Technician; Cardiographic/Rhythm Analysis Technician	\$5,000
Physical Therapy Aide; Mental Health Technician; Dialysis Technician	\$1,700

Costs Not Included in Tuition

Registration Fee	\$50
Uniform (each)	\$25
Textbooks	\$25 - 600
Lab Fee	\$50 - \$100
Pharmacy Board Fees	\$135
Certification Exam(s)	\$100 - 250
Total	\$360 - 1,160

PROGRAM DESCRIPTIONS

DEGREE PROGRAMS

Diagnostic Medical Sonography

Length: 1,952 Contact Hours; 96 Instructional Weeks

Program Semester Credits: 81

Credential Awarded: Associate of Applied Science

Mode of Delivery: Residential

Objective

The program's goal is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be able to achieve, at a minimum, the following objectives:

- Graduates of this program will be technically proficient, being able to consistently produce images of high diagnostic quality.
- Graduates of this program will demonstrate problem solving, critical thinking skills and communication skills.
- Graduates of this program will provide consistent, high quality patient care.
- Graduates of this program will consistently manifest a professional attitude and adhere to the SDMS Code of Ethics.
- Graduates of this program will be successfully employed in an entry-level position.

Description

This program is designed to produce sonographers who demonstrate competency in the use of ultrasound to create images of structures inside the human body that are utilized by physicians to make a medical diagnosis. This program yields dedicated sonographers who value learning and adhere to the Code of Ethics set forth by the Society of Diagnostic Medical Sonography. We offer the student two paths in the degree program: General (Abdomen and OB/GYN) or Cardiovascular (Echocardiography and Vascular Technology).

Clinicals (Externship)

A clinical (externship) course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required 800 clinical

hours and other related learning activities prior to graduation. Students are not paid for work performed at the clinical site.

Credentialing Exams

There are two credentialing organizations for sonographers, ARDMS and CCI. Echocardiography and Vascular Technology graduates are eligible to take the Cardiovascular Credentialing International exam. After successful completion of Ultrasound Physics or attendance at one of the many physics workshops available throughout the year, all students can take the ARDMS Sonography Principles and Instrumentation (SPI) exam. Graduates are eligible to take specialty registry exams with ARDMS after working as a sonographer for one year.

Career Opportunities

Graduates are prepared for careers in hospitals, outpatient imaging centers, doctor’s offices, clinics and mobile diagnostic ultrasound services, as General Sonographers (Abdomen), Ob/Gyn Sonographers, Echocardiographers or Vascular Technicians.

Plan of Study

Echocardiography and Vascular Technology (DMS)

Course Number	Course Title	Clock Hours	Semester Credits
BIO 193	Anatomy & Physiology I & Chemistry	48	3
BIO 194	Anatomy & Physiology II	48	3
MAT 103	College Algebra	48	3
ENG 101	English	48	3
BIO 185	Medical Microbiology	48	3
PSY 201	Psychology	48	3
AHS 105	Medical Ethics	32	2
AHS 109	Medical Terminology	32	2
PAT 101	Medical Pathology I	48	3
PAT 102	Medical Pathology II	48	3
AHS 104	Introduction to Patient Care	32	2
AHS 110	HIPAA/OSHA	16	1
SON 101	Intro to Sonography	32	2
SON 102	Sonographic Cross-Sectional Anatomy	32	2
SON 103	Ultrasound Physics I	48	3
SON 104	Ultrasound Physics II	48	3
SON 231	Echocardiography I	48	3
SON 231L	Echocardiography Lab I	64	2
SON 232	Echocardiography II	48	3
SON 232L	Echocardiography Lab II	64	2
SON 221	Vascular Sonography I	48	3

SON 221L	Vascular Sonography Lab I	64	2
SON 222	Vascular Sonography II	48	3
SON 222L	Vascular Sonography Lab II	64	2
SON 245	Registry Review	48	3
SON 250	Clinical Rotation	800	17
	Total	1952	81

Abdomen and OB/GYN Sonography (DMS)

Course Number	Course Title	Clock Hours	Semester Credits
BIO 193	Anatomy & Physiology I & Chemistry	48	3
BIO 194	Anatomy & Physiology II	48	3
MAT 103	College Algebra	48	3
ENG 101	English	48	3
BIO 185	Medical Microbiology	48	3
PSY 201	Psychology	48	3
AHS 105	Medical Ethics	32	2
AHS 109	Medical Terminology	32	2
PAT 101	Medical Pathology I	48	3
PAT 102	Medical Pathology II	48	3
AHS 104	Introduction to Patient Care	32	2
AHS 110	HIPAA/OSHA	16	1
SON 101	Intro to Sonography	32	2
SON 102	Sonographic Cross-Sectional Anatomy	32	2
SON 103	Ultrasound Physics I	48	3
SON 104	Ultrasound Physics II	48	3
SON 201	Abdomen I	48	3
SON 201L	Abdomen Lab I	64	2
SON 202	Abdomen II	48	3
SON 202L	Abdomen Lab II	64	2
SON 211	OB/GYN I	48	3
SON 211L	OB/GYN Lab I	64	2
SON 212	OB/GYN II	48	3
SON 212L	OB/GYN Lab II	64	2
SON 240	Registry Review	48	3
SON 250	Clinical Rotation	800	17
	Total	1952	81

Surgical Technology

Length: 1,316 Clock Hours; 96 Instructional Weeks

Program Semester Credits: 61

Credential Awarded: Associate of Applied Science

Mode of Delivery: Residential

Objectives

The objectives of this program are to prepare the student for an entry-level position as a surgical technician and:

- Provide students the opportunity to develop the skills necessary to function safely and efficiently in the clinical setting.
- Perform as a competent entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.
- Demonstrate and integrate the principles of asepsis into practice to protect the patient, self, and surgical team members in the perioperative stages.
- Gain knowledge to successfully be credentialed and employed as a Certified Surgical Technologist.

Description

This program prepares the student to perform general technical support tasks in the operating room before, during and after surgery. It includes pre-operative instruction, handling surgical instruments at the table side, maintaining supply inventory before and during operations, sterilization and cleaning of equipment, maintaining clean and sealed environments, following operating room safety procedures and record-keeping and working with the surgical team. It prepares students to function as a member of the surgical team, including anesthesiologists and scrub nurses. The graduates of this program will have the knowledge, attitude and skills which will enable them to become safe and competent Surgical Technologists.

Clinicals

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required 500 externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates are eligible to challenge the National Center for Competency Testing (NCCT) Tech in Surgery - Certified exam (TS-C).

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as Surgical Technologist, Operating Room Technologist, or Sterile Processing Technologist.

Plan of Study

Surgical Technology

Course Number	Course Title	Clock Hours	Semester Credits
BIO 193	Anatomy & Physiology I & Chemistry	48	3
BIO 194	Anatomy & Physiology II	48	3
MAT 103	College Algebra	48	3
ENG 101	English	48	3
BIO 185	Medical Microbiology	48	3
PSY 201	Psychology	48	3
AHS 105	Medical Ethics	32	2
AHS 109	Medical Terminology	32	2
PAT 101	Medical Pathology I	48	3
PAT 102	Medical Pathology II	48	3
AHS 104	Introduction to Patient Care	32	2
AHS 110	HIPAA/OSHA	16	1
SUR 200	Introduction to Surgical Technology	48	3
SUR 210	Sterile Technique and Instrumentation	48	3
SUR 210L	Sterile Technique and Instrumentation Lab	32	1
SUR 220	Surgical Pharmacology	48	3
SUR 230	Surgical Procedures I	48	3
SUR 240	Surgical Procedures II	48	3
SUR 260	Comprehensive Surgical Tech Exam Review	48	3
SUR 250	Clinical Rotation	500	11
	Total	1316	61

CERTIFICATE PROGRAMS

Diagnostic Medical Sonography

Length: 1456 Contact Hours; 72 Instructional Weeks

Program Semester Credits: 50

Credential Awarded: Certificate

Mode of Delivery: Residential

Description

This program is **only** for students who already have a Bachelor's Degree, an Associate's Degree in an Allied Health field, or ARDMS or CCI Registry. You may choose from General Sonography, including Abdomen and Obstetrics & Gynecology Sonography, OR Cardiovascular Sonography, including Vascular Technology and Echocardiography.

Objectives

The goal of this program is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. For students who are already registered sonographers, this program will add value to the student's career by augmenting the skills already learned and encompassing new skills, to enable the graduate to excel in their chosen career. Graduates will be able to achieve, at a minimum, the following objectives:

- Graduates of this program will be technically proficient, being able to consistently produce images of high diagnostic quality.
- Graduates of this program will demonstrate problem solving, critical thinking skills and communication skills.
- Graduates of this program will provide consistent, high quality patient care.
- Graduates of this program will consistently manifest a professional attitude and adhere to the SDMS Code of Ethics.
- Graduates of this program will be successfully employed in an entry-level position.

Clinicals (Externship)

A clinical (externship) course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required clinical hours

and other related learning activities prior to graduation. Students are not paid for work performed at the clinical site.

Credentialing Exams

There are two credentialing organizations for sonographers, ARDMS and CCI. Echocardiography and Vascular Technology graduates are eligible to take the Cardiovascular Credentialing International exam. After successful completion of Ultrasound Physics or attendance at one of the many physics workshops available throughout the year, all students can take the ARDMS Sonography Principles and Instrumentation exam. Graduates who hold a Bachelor’s degree or sonography registry are immediately eligible to take specialty registry exams with ARDMS.

Career Opportunities

Graduates are prepared for careers in hospitals, outpatient imaging centers, doctor’s offices, clinics and mobile diagnostic ultrasound services, as General Sonographers, Ob/Gyn Sonographers, Echocardiographers or Vascular Technicians.

Plan of Study

Cardiovascular Sonography Certificate

Course Number	Course Title	Clock Hours	Semester Credits
SON 101	Intro to Sonography	32	2
SON 102	Sonographic Cross-Sectional Anatomy	32	2
SON 103	Ultrasound Physics I	48	3
SON 104	Ultrasound Physics II	48	3
SON 231	Echocardiography I	48	3
SON 231L	Echocardiography Lab I	64	2
SON 232	Echocardiography II	48	3
SON 232L	Echocardiography Lab II	64	2
SON 221	Vascular Sonography I	48	3
SON 221L	Vascular Sonography Lab I	64	2
SON 222	Vascular Sonography II	48	3
SON 222L	Vascular Sonography Lab II	64	2
SON 245	Registry Review	48	3
SON 250	Clinical Rotation	800	17
	Total	1456	50

General Sonography Certificate

Course Number	Course Title	Clock Hours	Semester Credits
SON 101	Intro to Sonography	32	2
SON 102	Sonographic Cross-Sectional Anatomy	32	2
SON 103	Ultrasound Physics I	48	3
SON 104	Ultrasound Physics II	48	3
SON 201	Abdomen I	48	3
SON 201L	Abdomen Lab I	64	2
SON 202	Abdomen II	48	3
SON 202L	Abdomen Lab II	64	2
SON 211	OB/GYN I	48	3
SON 211L	OB/GYN Lab I	64	2
SON 212	OB/GYN II	48	3
SON 212L	OB/GYN Lab II	64	2
SON 240	Registry Review	48	3
SON 250	Clinical Rotation	800	17
	Total	1456	50

Clinical Medical Laboratory Assistant

Length: 632 Contact Hours; 48 Instructional Weeks

Program Semester Credits: 31

Credential Awarded: Certificate

Mode of Delivery: Residential

Objectives

To prepare the student for an entry-level position as a clinical/medical laboratory assistant who can:

- Express understanding and skill when dealing with patients, their families, and co-workers
- Demonstrate knowledge of the profession of clinical lab assisting, the health care system, medical ethics and law and HIPAA
- Conduct routine laboratory tests and sample analyses
- Pass the Medical Laboratory Assistant certification exam given by AMT
- Recognize the importance of life-long learning

Description

This program trains students to collect, process, and prepare patient specimens and carry out basic laboratory procedures under the supervision of a medical technologist or physician, to perform tests that help physicians diagnose and treat diseases.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates are eligible to take American Medical Technologists' Certified Medical Lab Assistant examination.

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical laboratory assistants or clinical laboratory

assistants in clinics, hospitals, outpatient and long-term facilities and laboratories.

Plan of Study

Clinical Medical Laboratory Assistant

Course Number	Course Title	Clock Hours	Semester Credits
CLS 101	Clinical Anatomy & Physiology	48	3
AHS 110	HIPAA/OSHA	16	1
BIO 185	Medical Microbiology	48	3
BIO 197	Medical Pathology	48	3
AHS 105	Medical Ethics	32	2
AHS 109	Medical Terminology	32	2
AHS 160	Phlebotomy	32	2
CLS 100	Clinical Laboratory Science I	64	4
CLS 100L	Clinical Laboratory Science Lab I	64	2
CLS 150	Clinical Laboratory Science II	64	4
CLS 150L	Clinical Laboratory Science Lab II	64	2
CLS 200	Clinical Rotation	120	3
	Total	632	31

Clinical & Administrative Medical Assistant

Length: 1,000 Clock Hours; 48 Instructional Weeks

Program Quarter Credits: 64

Credential Awarded: Diploma

Mode of Delivery: Residential

Objective

Medical Assistants play an important role in performing clinical and administrative tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry and government policies and regulations, the need for well-trained Medical Assistants has grown significantly. The objective of the Clinical & Administrative Medical Assist program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

Description

The Clinical & Administrative Medical Assistant program includes clinical and administrative competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back-office portion of the program focuses on direct patient care and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other healthcare practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates are eligible to take National Healthcareer Association’s (NHA) Certified Clinical Medical Assistant (CCMA) exam.

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

Plan of Study

Clinical & Administrative Medical Assistant

Course Number	Course Title	Clock Hours	Quarter Credits
AHC101	Healthcare Fundamentals	60	4
AHC102	Medical Terminology	60	5
AHC103	Anatomy & Physiology	60	5
CMP104	Introduction to Computers	60	4
CMA105	Clinical Procedures & Techniques	60	4
AMA106	Electronic Health Records	60	4
CMA107	Phlebotomy	60	4
CMA108	Human Diseases & Medication	40	4
CMA109	Laboratory Procedures & Techniques	60	4
AMA110	Medical Insurance and Billing	60	4
CMA111	Invasive Techniques & Procedures	60	4
AMA112	Medical Office Procedures	60	4
AMA114	Reimbursement & Compliance	60	4
CMA115	Career Development & Certification	60	4
CMA150	Externship	180	6
	Total	1000	64

Clinical Medical Assistant

Length: 760 Clock Hours; 36 Instructional Weeks

Program Quarter Credits: 48

Credential Awarded: Diploma

Mode of Delivery: Residential

Objective

Medical Assistants play an important role in performing clinical and administrative tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry and government policies and regulations, the need for well-trained Medical Assistants has grown significantly. The objective of the Clinical Medical Assist program is to provide training for those who wish to work in the clinical areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

Description

The Clinical Medical Assistant program includes clinical health care competencies expected for entry-level clinical medical assistants. Students develop skills that focus on direct patient care and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other healthcare practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates are eligible to take National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the typical tasks of a back office medical assistant.

Plan of Study

Clinical Medical Assistant

Course Number	Course Title	Clock Hours	Quarter Credits
AHC101	Healthcare Fundamentals	60	4
AHC102	Medical Terminology	60	5
AHC103	Anatomy & Physiology	60	5
CMP104	Introduction to Computers	60	4
CMA105	Clinical Procedures & Techniques	60	4
AMA106	Electronic Health Records	60	4
CMA107	Phlebotomy	60	4
CMA108	Human Diseases & Medication	40	4
CMA109	Laboratory Procedures & Techniques	60	4
CMA115	Career Development & Certification	60	4
CMA150	Externship	180	6
	Total	760	48

Administrative Medical Assistant

Length: 780 Clock Hours; 36 Instructional Weeks

Program Quarter Credits: 48

Credential Awarded: Diploma

Mode of Delivery: Residential

Objective

The administrative functions of a medical office have become more and more complex as the healthcare industry evolves, new government policies and regulations are introduced, and technological enhancement in the medical office becomes available. In addition to the traditional front office tasks of scheduling patient visits, receiving patients and taking patients' insurance information, administrative medical assistants today are dealing with electronic health records, reviewing and verifying coverage of insurance policies, and often medical billing and coding tasks. The Administrative Medical Assistant program is designed to train front office staff with the critical administrative skills to meet the various needs in a medical office. The objective of the Administrative Medical Assistant diploma program is to prepare students with the essential knowledge and skills of the front office plus a solid foundation of billing and coding knowledge and technological skills so that they can seek entry-level employment as an administrative medical assistant.

Description

The Administrative Medical Assistant diploma program prepares students for entry-level administrative and billing and coding positions in a medical office, clinic, or hospital setting. Content incorporated in the program includes how to compile, compute, process and maintain patient medical records with appropriate codes for billing purposes. Principles of billing and coding include use of the CMS 1500 form, ICD-9 and ICD-10 codes, CPT codes, HIPAA confidentiality, and legal aspects.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates are eligible to take National Healthcareer Association's (NHA) Certified Billing and Coding Specialist (CBCS) exam.

Career Opportunities

Upon successful completion of the program, graduates are prepared to seek entry-level employment in health care facilities, such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

Plan of Study

Administrative Medical Assistant

Course Number	Course Title	Clock Hours	Quarter Credits
AHC101	Healthcare Fundamentals	60	4
AHC102	Medical Terminology	60	5
AHC103	Anatomy & Physiology	60	5
CMP104	Intro. to Computers	60	4
AMA106	Electronic Health Records	60	4
AMA108	Procedural & Diagnostic Coding	60	4
AMA110	Medical Insurance and Billing	60	4
AMA111	Physician Coding	60	4
AMA112	Medical Office Procedures	60	4
AMA115	Career Development & Certification	60	4
AMA150	Externship	180	6
	Total	780	48

Pharmacy Technician

Length: 382 Clock Hours; 24 Instructional Weeks

Program Credits: 29

Credential Awarded: Certificate

Mode of Delivery: Residential

Objective

To prepare the student for an entry-level position as a pharmacy technician who will be able to:

- Describe and understand federal and state laws and regulations associated with the receipt, screening, transcribing or interpreting, and delegation of prescription/medication orders
- Receive telephone, electronic, and faxed prescriptions from prescribers and assess orders for completeness
- Identify the schedule for controlled substance and recognize who has prescribing authority; verify a prescriber's DEA number according to established procedures via the DEA
- Explain how to report a medication error to ISMP, MERP, or FDA MedWatch.
- Knowledge of the profession of pharmacy technology, the health care system, medical ethics and law, HIPAA, and the interaction with patients.
- List and describe methods for achieving and maintaining quality assurance, and the duties and tasks of the pharmacy technician that require quality assurance procedures.

Description

The Pharmacy Technician residential program at NIAH prepares the student to work under the supervision of a registered pharmacist, preparing and dispensing medications. It is designed to prepare students to enter the pharmacy field at an entry level in hospitals, community (retail) pharmacies, or clinics, as well as non-traditional settings. Topics covered include an introduction to pharmacy science, a study of body systems, classifications of drugs, communication skills, math for pharmacy technology and ethics, law and HIPAA rules. Students must register with the State of Georgia Board of Pharmacy which includes a mandatory background check.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a

healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates are eligible to take the Pharmacy Technician Certification Board’s (PTCB) Certified Pharmacy Technicians (CPhT) exam.

Career Opportunities

Upon successful completion of the program, graduates are prepared to seek entry-level employment in many pharmacy settings, including community, hospital/health system, ambulatory care, military, compounding, online, veterinary, and more.

Plan of Study

Pharmacy Technician

Course Number	Course Title	Clock Hours	Credit Hours
Pharm1	General Pharmacy	81	7.0
Pharm2	Body Systems	66	5.0
Pharm3	Classification of Drugs	36	3.0
Pharm4	Basic Sciences for the Pharmacy Tech.	21	1.5
Pharm5	Professional Development	18	2.5
Pharm CL	Clinical Rotation	160	10.0
	Total	382	29

Cardiographic/Rhythm Analysis Technician

Length: 376 Clock Hours; 24 Instructional Weeks

Program Credits: 23

Credential Awarded: Certificate

Mode of Delivery: Residential

Objective

To prepare the student for an entry-level position as a Cardiographic/Rhythm Analysis Technician who:

- Has knowledge of the profession of cardiographic technology, the health care system, medical ethics and law, HIPAA, and the interaction with patients
- Understands the anatomy and physiology of the cardiac system
- Can identify the pre-procedural and procedural activities for performing ECG monitoring and rhythm analysis; the required equipment and procedures for ambulatory monitoring, stress tests and pacemaker monitoring and assessment for adults and pediatrics.

Description

Upon successful completion of this residential course, the student will be able to work as an entry-level cardiovascular technician or rhythm analysis technician. The student will be able to perform basic EKG's, stress tests, Holter monitoring, pediatric EKG's and telemetry monitoring. Knowledge of basic patient care skills, HIPAA regulations and safety regulations will be required to graduate from this program.

The graduating student will be eligible to take the nationally recognized Cardiovascular Credentialing International certification examinations for Certified Rhythm Analysis Technician (CRAT) or Certified Cardiographic Technician (CCT).

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates are eligible to take CCI's Certified Rhythm Analysis Technician (CRAT) or Certified Cardiographic Technician (CCT) exam.

Plan of Study

Cardiographic/Rhythm Analysis Technology

Course Number	Course Name	Clock Hours	Credits
CRAT 100	Cardiographic/Rhythm Analysis Tech Lecture	144	9
CRAT 100L	Cardiographic/Rhythm Analysis Tech Lab	72	4
CRAT CL	Clinical Rotation	160	10
	Total	376	23

Mental Health Assistant Program - Certificate

Length: 176 Clock Hours; 12 Instructional Weeks

Program Credits: 11

Credential Awarded: Certificate

Mode of Delivery: Residential

Objective

To prepare the student for an entry-level position as a mental health technician who will be able to:

- Demonstrate legal and ethical responsibilities while performing the job duties of caring for and supervising the mental health patient in various types of treatment settings.
- Demonstrate an understanding of safety and security procedures, emergency situations, infection control procedures; demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Demonstrate and implement knowledge of mental health, mental illness, including substance use/ abuse and addiction, various mental health disorders, observable signs and symptoms and general interventions to be implemented by the mental health technician.
- Participate as a member of a multidisciplinary team in the planning and implementation of care and treatment for individual patients.

Description

This program provides education and training for individuals who want to work with growing populations of the elderly, people with disabilities, substance abusers and those in need of job training. Social and human service assistants help social workers, health care workers and other professionals provide services to people, assess clients' needs, investigate their eligibility for benefits and services, and help to obtain them.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates are eligible to take AMCA's Mental Health Technician Certification (MHTC) exam.

Plan of Study

Mental Health Technician

Course Number	Course Name	Clock Hours	Credits
MHT 1	Mental Health Tech Class	84	5.0
MHT LAB	Mental Health Lab	12	1.0
MHT CI	Clinical Rotation	80	5.0
	Total	176	11

Physical Therapy Aide - Certificate

Length: 176 Clock Hours; 12 Instructional Weeks

Program Credits: 11

Credential Awarded: Certificate

Mode of Delivery: Residential

Objectives

To prepare the student for an entry-level position as a Physical Therapy Aide who can:

- Identify the roles and job duties performed by a typical physical therapist aide and the personal qualities held by successful aides.
- Demonstrate understanding of the importance of and techniques used in good customer service and effective communication between the aide, the physical therapist, and the patient.
- Show understanding of common physical therapy techniques, including the use of heat and cold modalities, and their effects on the body.
- Use appropriate medical terminology related to body systems and physical disorders in order to communicate accurately with patients and colleagues.
- Show understanding of the importance of a safe health care environment, including potential hazards and fall prevention, and the aide's role in maintaining a clean, safe workplace.

Description

This residential program is intended to train students for entry-level physical therapy aide positions. It covers topics such as medical terminology, anatomy & physiology, uses of physical therapy, modalities of physical therapy and the administrative role of aides.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Plan of Study

Physical Therapy Aide

Course	Course Name	Clock Hours	Credits
PTAide	Physical Therapy Aide Lecture	84	5.0
PTAide	Physical Therapy Aide Lab	12	1.0
PTCL	Clinical Rotation	80	5.0
	Total	176	11.0

Dialysis Technician - Certificate

Length: 322 Clock Hours; 12 Instructional Weeks

Program Credits: 20

Credential Awarded: Certificate

Mode of Delivery: Residential

Objectives

To prepare the student for an entry-level position as a Dialysis Technician who can:

- Explain various dialysis team members and their functions; define and employ medical terminology related to dialysis
- Recognize and correctly use related terms, marks, abbreviations and symbols related to dialysis
- Understand basic chemistry of body fluids and electrolytes related to dialysis
- Explain the normal functions of the kidney and the disease process that may cause renal failure
- Understand the major signs and symptoms of end-stage renal disease
- Interpret laboratory data for dialysis patients
- Explain the dialysis machine systems and identify equipment parts
- Explain the different types of vascular access to the circulation system
- State the overview of peritoneal dialysis and renal transplantation
- Explain the importance of infection control related to dialysis

Description

This residential program teaches students how to work with patients and how to use dialysis equipment properly. The program focuses on helping students learn to take vital signs, obtain vascular access, take laboratory blood samples and work comfortably with patients and their families.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Graduates are eligible to take the Certified Clinical Hemodialysis Technician (CCHT) exam given by Nephrology Nursing Certification Commission (NNCC).

Plan of Study

Dialysis Technician

Course Numbers	Course Title	Clock Hours	Credits
HDT 1	Dialysis Class	56	4
HDT 2	Dialysis Lab	16	1
HDT CL	Dialysis Clinical	250	15
	Total	322	20

Course Descriptions

General Education Courses

Course No.	Course Name	Credits Semester (S) or Quarter (Q)
ENG 101	English The course is designed to expose students to the theories, skills, and strategies needed to become effective communicators in business and professional settings.	3 S
MAT 103	College Algebra This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions.	3 S
PSY 201	Psychology This course introduces students to the major theories and concepts in contemporary psychology. Topics covered include the approaches and research methods of psychology, the biological basis of behavior, sensation and perception, learning and memory, consciousness, motivation and emotion, intelligence, personality, social psychology, and mental illness.	3 S

Allied Health and Applied General Education Courses

AHS 104	Introduction to Patient Care An introduction to patient care techniques and skills needed to function in a hospital and/or health care setting. Topics include: growth and development, communication skills, pain assessment, care of the disoriented client, vital signs, heights, weights, patient safety, patient education, and advanced technical skills.	2 S
AHS 105	Medical Ethics This course will cover the ethical implications of modern medical research and practice. Topics covered will be professional versus universal ethics, the rights of patients, genetic engineering, truth and information in medicine, the concept of mental illness, experimentation on human subjects and public health policy.	3 S

AHS 109	Medical Terminology	3 S
<p>This course is designed for the student in allied health and includes the principles of building a medical vocabulary. Emphasis is placed on the use of word parts including prefixes, suffixes and root words used with a combining form to establish medical terms. The course provides an overview of body systems used in conjunction with terminology. Correct spelling, definition and pronunciation of medical terms is stressed. Communication both written and verbally between health care professionals and between the health professional and patient is emphasized.</p>		
AHS 110	HIPAA/OSHA	1 S
<p>This short course will provide a general overview of the Health Insurance Portability and Accountability Act (HIPAA) using real-life scenarios that can affect the patient and the health care professional. This includes setting uniform standards for protecting the privacy of health care information and providing for the protection of individual healthcare information against unauthorized access or use without proper consent. The requirements for a safe work environment as required by OSHA will also be addressed, including PPG's (Personal Protective Gear), Universal Requirements and sharps safety.</p>		
BIO 185	Medical Microbiology	3 S
<p>This course covers concepts of microbiology with emphasis on microbial pathogenesis, clinical manifestations, laboratory diagnosis and immunity. Medically important microorganisms including bacteria, fungi, and viruses and the diseases they cause are studied.</p>		
BIO 193	Anatomy & Physiology I & Chemistry	3 S
<p>Anatomy and physiology class deals with the structure and function of the human body and mechanisms for maintaining homeostasis within it. Study begins with basic terminology and cell structure; then extends to a survey of the organ systems. Topics include the study of cells, tissues, and the integumentary, skeletal, muscular and nervous systems. It also offers an overview of chemistry, including bonds, elements, chemical reactions and compounds, and how they affect human bodies.</p>		
BIO 194	Anatomy & Physiology II	3 S
<p>This course provides instruction on the principles of human anatomy and physiology emphasizing the integration of structure and function. It continues the study begun in Bio 193.</p>		
PAT 101	Medical Pathology I	3 S

Detailed in this course, are disease entities and disease processes of the following organ systems: cardiovascular; respiratory; gastrointestinal; liver; pancreas; head and neck; renal; male and female reproductive; breast; endocrine; skin; bone; peripheral nervous system, central nervous system, and eye.

PAT 102 Medical Pathology II 3 S

The course covers the disease process in all organ systems. Abdomen/OB: Advanced topics in obstetrical sonography and fetal disease, including an introduction to genetics and the range of pathologies related to genetics and teratogenesis. Echo/Vascular: An advanced study of the structure, function, and pathologies of vascular and cardiac anatomy of sonographic interest.

Ultrasound Courses

SON 101 Introduction to Sonography 3 S

This course is designed for students interested in the Diagnostic Medical Sonography (DMS) program. The course will introduce fundamental sonography theory including terminology and equipment. Students will be instructed in sonographer and patient safety, including ergonomics, legal, ethical and regulatory issues. Scope of practice, patient care techniques, assessment and treatment will be introduced. Emphasis will be placed on interaction with diverse patient populations.

SON 102 Sonographic Cross-Sectional Anatomy 2 S

Introduction to the basics of cross-sectional anatomy as interpreted on diagnostic sonography images. Sectional human anatomy in the transverse, sagittal and coronal planes. Correlation of human anatomy with ultrasound images.

SON 103 Ultrasound Physics I 3 S

Theoretical and practical approaches will be taught to understand the fundamentals of ultrasound physics, instrumentation, image characteristics, artifacts, and bio-effects. The ergonomics of proper scanning techniques (setting up the cart, chair, and room properly to avoid musculoskeletal injury) will also be presented.

SON 104 Ultrasound Physics II 3 S

The class will cover a detailed study of ultrasound physics and the application within the clinical setting. Manipulation of technique controls,

basic mathematical concepts, various Doppler modalities, equipment artifacts, QC/QA procedures, 3D fundamentals, and bio-effects are covered. Note: The comprehensive final is in a registry review format.

SON 240 Comprehensive Abdomen OB/GYN Registry Review 3 S

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills is also reviewed as well as physics, equipment/image manipulation, anatomy, pathology, scanning procedures, sterile procedures, sonographic measurements, fetal growth, and invasive procedures. Emphasis is placed on those items/issues/topics which are part of the certification examination.

SON 201 Abdomen Lecture I 3 S

Students will learn a systematic study of the abdomen to include the function and development of the major organ systems with correlation to sonographic imaging and the surrounding environment. They will master the foundations of sectional anatomy and abdominal sonography. They will learn normal imaging and common pathologies of the liver, kidneys and pancreas.

SON 201L Abdomen Lab I 2 S

This course provides laboratory activities in abdominal sonography and includes demonstrations for competency evaluations. This explores the practical application that correlates to the anatomic and pathologic details presented in ABD 101.

SON 202 Abdomen Lecture II 3 S

The 2nd semester will teach students the gastrointestinal tract, biliary system, spleen, breast, scrotum and thyroid. Other imaging techniques will be discussed as well as the principles guiding the field of sonography.

SON 202L Abdomen Lab II 2 S

This course is a continuation of ABD 101L which will include anatomic and pathologic imaging details and correlations in the relationships of diagnostic medical sonographic procedures for the imaging of abdominal structures including small parts classification. Clinical data relative to related anatomic, physiologic, and pathologic conditions will be emphasized.

SON 211 OB/GYN Lecture I 3 S

Students will study embryology to include development of

the major organ systems, with correlation to sonographic imaging, at all stages of embryonic/fetal development and the surrounding environment and the ultimate mastery of the foundations of obstetric and gynecological sonography.

SON 211L OB/GYN Lab I 2 S

Students perform hands-on scanning techniques in the scanning lab. Various scanning techniques will be demonstrated under the guidance of the instructor. Proper techniques in manipulating the transducer probe are demonstrated.

SON 212 OB/GYN Lecture II 3 S

This course will include detailed study of high-risk pregnancy and the use of ultrasound in detection of fetal abnormalities in organ systems to include: neural, musculoskeletal, gastrointestinal, heart, multiple pregnancy.

SON 212L OB/GYN Lab II 2 S

Students perform hands-on scanning techniques in the scanning lab. Various scanning techniques will be demonstrated under the guidance of the instructor. Proper techniques in manipulating the transducer probe are demonstrated.

SON 231 Echocardiography Lecture I 3 S

This course utilizes cardiac sonography fundamentals to evaluate cardiac anatomy, function and hemodynamics in diagnosing coronary artery heart disease. Incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional and Doppler echocardiography.

SON 231L Echocardiography Lab I 2 S

Students perform hands-on scanning techniques in the scanning lab. Various scanning techniques will be demonstrated under the guidance of the instructor. Proper techniques in manipulating the transducer probe are demonstrated and emphasis will be placed on obtaining quality echocardiograms.

SON 232 Echocardiography Lecture II 3 S

This course utilizes fundamentals to evaluate cardiac function and acquired disease states. Incorporates all forms of noninvasive cardiovascular evaluation with emphasis on performance and interpretation of M-mode, 2-dimensional and Doppler echocardiography.

SON 232L Echocardiography Lab II 2 S

Students perform hands-on scanning techniques in the scanning lab. Various scanning techniques will be demonstrated on under the guidance of the instructor. Proper techniques in manipulating the transducer probe are demonstrated and emphasis will be placed on obtaining quality echocardiograms.

SON 245 Comprehensive Vascular Echo Registry Review 3 S

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for sonography. Information concerning test taking skills is also reviewed as well as physics, equipment/image manipulation, anatomy, pathology, scanning procedures, sterile procedures, sonographic measurements, vascular and echo ultrasound imaging and physiological testing of the vascular system. Emphasis is placed on those items/issues/topics which are part of the certification examination.

SON 221 Vascular Sonography I 3 S

This course includes the study of concepts of vascular ultrasound imaging and physiological testing of the arterial system by ultrasound and cardiac and vascular interventional procedures.

SON 221L Vascular Sonography I Lab 2 S

Demonstrations, practice, physiological testing, and laboratory evaluation of arterial vasculature by ultrasound and cardiac and vascular interventional procedures including duplex imaging are included in this lab.

SON 222 Vascular Sonography II 3 S

This course includes the study of concepts of vascular ultrasound imaging and physiological testing of the venous and abdominal arterial system relevant to radiologic and imaging sciences studies by ultrasound and cardiac and vascular interventional procedures.

SON 222L Vascular Sonography II Lab 2 S

Demonstrations, practice, physiological testing, and laboratory evaluation of venous and arterial vasculature by ultrasound and cardiac and vascular interventional procedures including duplex imaging are included in this lab.

SON 250 Sonography Clinical Rotation 17 S

The clinical rotation will train the student in the day-to-day operations of an ultrasound lab. The student will work under the guidance of

registered sonographers in hands-on ultrasound scanning.

Clinical Medical Laboratory Assistant Courses

AHS 460 **Phlebotomy** **3 S**

This course provides theory, demonstrations and practice of medical laboratory techniques, introduces the student to the different equipment used in the field of phlebotomy, advanced infection control, pre-analytical errors to avoid and a lecture on law and ethics pertaining to the profession of phlebotomy.

CLS 100 **Clinical Laboratory Science I Lecture** **4 S**

The course will introduce the students to the technical and clinical functions of the profession as well as to the professional aspects of clinical laboratory science. An introduction to the profession, basic laboratory math, safety and quality, phlebotomy, laboratory equipment and diagnostic tests evaluated in the clinical laboratory will be discussed. Students will develop an understanding for the critical role clinical laboratory scientists play in the health care arena.

CLS 100L **Clinical Laboratory Science I Lab** **2 S**

The student will have the opportunity to: 1) describe correctly techniques and procedures for collecting patient samples; 2) perform successful multiple tube blood collections by venipuncture; 3) implement appropriate techniques for handling and storage of various types of samples; 4) explain and comply with general laboratory safety practices; 5) describe and appropriately perform basic microscopy, pipetting, and calibration techniques; 6) discuss the role of the clinical laboratory scientist within the divisions of the clinical laboratory; and 7) observe the inter-relationship of clinical laboratory scientists within divisions of the clinical laboratory and health care.

CLS 150 **Clinical Laboratory Science II Lecture** **4 S**

This course will continue the study of the clinical laboratory, delving further into the specializations, including Hematology, Hemostasis and Blood Coagulation, Renal Physiology and Urinalysis, Microbiology, Immunology and Serology and Immuno-hematology and Transfusion Medicine.

CLS 150L **Clinical Laboratory Science II Lab** **2 S**

The student will be given the opportunity to demonstrate: 1) application of the theoretical concepts of immunological techniques to the

evaluation of specific methodologies; 2) application of the theoretical concepts of immunological techniques to evaluate the results obtained when testing patient samples and determine whether these results can be safely reported; 3) knowledge of the physiological conditions under which normal and abnormal urine components are formed; and 4) the physical, chemical, and microscopic properties of urine and body fluids in both normal and pathologic conditions.

CLS 200 Clinical Rotation 7 S

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and performs the assigned duties to meet the expectations in a professional setting.

Medical Assisting Courses

AHC 101 Healthcare Fundamentals 4 Q

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

AHC 102 Medical Terminology 5 Q

This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand the Anatomy of Word Construction, including prefixes, suffixes, root words, and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

AHC 103 Anatomy & Physiology 5 Q

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular,

respiratory, digestive, urinary, lymphatic, and reproductive systems. Practical laboratory experiences included in the course provide a survey of basic anatomy and physiology which is the foundation for a career in health professions.

CMP 104 Introduction to Computers 4 Q

This course begins with fundamental principles of computer technology. Students will master computer concepts and terminology and work with commonly used applications such as email, word processing, presentation and productivity software. Students will gain skills with this software through assignments and projects. At the end of this course, students will be familiar with the professional applications such as Microsoft Office software and its uses in the workplace.

AMA 106 Electronic Health Records 4 Q

This course focuses on the various aspects of electronic health records including standards, setup, administration, patient charts, office visits, clinical tools, templates and pop-up text. Other topics covered include tests, procedures, and diagnosis codes, productivity center and utilities. Students will gain invaluable real-world experience through the use of the simulated EHR software program. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records.

AMA 108 Procedural & Diagnostic Coding 4 Q

This course expands the basic diagnostic and procedural coding fundamentals already introduced. Students will use the ICD-10-CM (draft), CPT 4, and HCPCS Level II coding manuals to apply principles of diagnosis and procedural coding. Students learn diagnosis coding systems with detailed instruction on how to code and properly apply the guidelines ICD-10-CM, Volumes I and II (draft). It also provides in-depth coverage of procedural coding systems with detailed instruction on CPT 4 coding for Anesthesia, Evaluation and Management services, surgical procedures, Pathology, Laboratory, Radiology and Medicine. HCPCS Level II coding for procedures, services, and supplies is also taught.

AMA 110 Medical Insurance and Billing 4 Q

This course builds on the foundational insurance and billing information. Students will learn in-depth concepts regarding health insurance, including the types and sources of health insurance, Medicaid, Medicare, and other carriers. To help understand the billing aspects, students will learn more about the CMS 1500, universal claims form. Legal regulations and ethical issues relating to insurance and claims will be examined.

AMA 111 Physician Coding 4 Q

This course provides the student with practical applications of diagnostic and procedural coding systems for physician billing. Students will expand their knowledge of coding by abstracting the appropriate information from documentation in a variety of outpatient healthcare settings provided by physician's and mid-level providers to accurately assign diagnoses and procedure codes to be used on the CMS-1500 insurance claim form and for electronic submissions.

AMA 112 Medical Office Procedures 4 Q

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Basic psychological concepts that relate to patient care are discussed. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical and safety concepts related to the medical office will be addressed.

AMA 115 Career Development and Certification 4 Q

This course provides a complete overview of all information and skills acquired during prior Administrative Medical Assistant courses. Through a comprehensive review, the student will prepare to sit for one of the National Certified Coding Examinations. Utilizing course exercises, the students will engage all phases of professional development relative to employment.

AMA 150 Clinical Externship 6 Q

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

CMA 105 Clinical Procedures & Techniques 4 Q

This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural

diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.

CMA 107 Phlebotomy 4 Q

The course is an introduction to venous and micro blood collection equipment and techniques. Topics include infectious control and safety in the workplace, venipuncture collection equipment and supplies, skin puncture collection procedures, specimen handling, basic laboratory tests, quality assurance, communication skills and professionalism. Competency required in the performance of venous and micro blood collection.

CMA 108 Human Diseases & Medication 4 Q

This course will introduce the students to the common diseases that affect the body systems. A review of body systems along with the causes, signs, symptoms, and treatments of the diseases will be discussed. Students will learn about the medications used as treatments. An emphasis on drug action, classification, patient education, and common side effects of these medications will be provided.

CMA 109 Laboratory Procedures & Techniques 4 Q

This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

CMA 111 Invasive Procedures & Techniques 4 Q

Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control and federal regulations regarding medications and surgical procedures are addressed.

CMA 115 Career Development and Certification 4 Q

This course provides a review and prepares the student to be able to sit for the nationally Certified Medical Assistant exam. This course also provides the students with career planning and job search techniques and skills.

Topics include networking, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success.

CMA 150 Clinical Externship 6 Q

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Pharmacy Technician

Pharm1 General Pharmacy 7 S

This course prepares the student to work, under the supervision of a registered pharmacist, preparing and dispensing medications. It is designed to prepare students to enter the pharmacy field.

Pharm2 Body Systems 6.5S

Students engage in the study of the processes, structures, and interactions of the human body. Important concepts in the course include: communication, transport of substances, locomotion, metabolic processes, defense, and protection.

Pharm3 Classification of Drugs 3 S

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

Pharm4 Basic Sciences for the Pharmacy Technician 1.5S

In this course you will learn the basic chemistry, biology, anatomy, physiology, advanced math and English involved as a pharmacy tech. You will learn about the different prescriptions and how to separate them accordingly.

Pharm5 Professional Development 1.5S

This part of the program provides opportunities for learning the required communication skills, demeanor and hygiene of a pharmacy technician, as well as giving the student chance to learn interviewing skills, resumé and cover letter writing.

PharmCL Clinical Rotation 10S

This course allows the student to apply what they have learned in the program curriculum to practical use in a pharmacy under the direct supervision of a pharmacist or supervisor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and performs the assigned duties to meet the expectations in a professional setting.

Cardiographic/Rhythm Analysis Technician

CRAT 100 Cardiographic/Rhythm Analysis Tech Lecture 9 S

In this course, the students will gain knowledge of basic patient care skills, HIPAA regulations and safety regulations that will be required to graduate from this program. Anatomy and physiology of the heart, the cardiac cycle, the conduction system, proper placement of leads, calibration of machinery, normal EKG readings and abnormal readings and the pathologies or disorders that can cause them, pharmacology and safety are topics discussed.

CRAT 100L Cardiographic/Rhythm Analysis Tech Lab 4 S

In this course, the students will be able to perform basic EKG's and stress tests. They will the skills required for Holter monitoring, pediatric EKG's and telemetry monitoring.

CRAT CL Clinical Rotation 10S

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting.

Dialysis Technician

HDT 1 Dialysis Technician Class 4 S

Students are taught the skills necessary for employment as

hemodialysis technicians or dialysis technicians. The student will be able to demonstrate knowledge of: 1) an overview of dialysis, quality standards and professionalism, 2) anatomy and function of the kidney along with types and causes of kidney disease, 3) scientific principles of dialysis, 4) Dialysis devices, 5) types of vascular access and care of each, 6) infection control, aseptic technique, PPE's, 7) dialysis patient care and 8) home dialysis.

HDT 2 Dialysis Lab Technician 1 S

This lab course includes the preparing machinery for dialysis, nutritional needs, patient preparation and interaction, diagnostic tests, and measurement of the effectiveness and adequacy of dialysis. Upon completion, students should be able to demonstrate beginning theoretical, technical, and clinical skills needed to provide patient care techniques in the dialysis.

HDT CL Dialysis Clinical Rotation 15S

The student will work in a dialysis situation, first observing, then performing direct patient care as their skills develop, under the supervision of a nurse.

Mental Health Technician

MHT 1 Mental Health Technician Lecture 5 S

This course focuses on providing a solid background in working with mentally, developmentally, or emotionally impaired individuals. This focuses on methods for providing assistance with living skills, health maintenance, and behavioral development. Topics covered are: the history of mental health care, theories and therapies, pharmacology, therapeutic skills, mental health problems in regard to the life cycle, types of psychological or psychosocial problems, and professional development.

MHT LAB Mental Health Technician Lab 1 S

This lab course teaches students the necessary skills to work with patients, including courses on preparing the treatment area, transporting patients, universal precautions, urinalysis and blood tests, neurological tests, vital signs and performing clerical duties.

MHT CL Mental Health Technician Clinical Rotation 5 S

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under

the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and performs the assigned duties to meet the expectations in a professional setting.

Physical Therapy Aide

PTAide Physical Therapy Aide Lecture 5 S

This program begins with an overview of the physical therapy profession, career opportunities and ethical and legal issues. Communication, medical terminology, the medical record and the role of the PT Aide are covered before the anatomy function and structure are incorporated to learn how physical therapy is used to treat disorders. Safety is introduced as an important part of the working environment and patient care. Therapies, exercises and specialized procedures and professional development are the final topics covered.

PTAide Physical Therapy Aide Lab 1 S

This lab course focuses on preparing the treatment room for patients by following prescribed procedures and protocols. Patient positioning, assistance with ambulation, range of motion exercises, hot/cold therapies, bandaging and taping and interviewing for jobs are skills learned in this lab.

PTCL Physical Therapy Aide Clinical Rotation 5 S

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and performs the assigned duties to meet the expectations in a professional setting.

Surgical Tech Courses

SUR 200 Introduction to Surgical Technology 4 S

This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include: professional behaviors, medical terminology, interdepartmental/peer/relationships, operating room environment/safety, pharmacology, anesthesia, incision sites, physiology of wound healing, and biomedical sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative

environment.

SUR 210 Sterile Technique and Instrumentation 3 S

An introduction to the principles, techniques and issues in the surgical and sterile processing environment. Topics include, packaging and wrapping techniques, sterile technique, basic surgical instruments, sterilization methods, basic microbiology, and hospital equipment identification.

SUR 210L Sterile Technique and Instrumentation Lab 2 S

This course is designed to introduce the student to surgical instrumentation so that he/she will have a working knowledge of general surgical instruments and be able to process and assemble a minor and major instrument set which will give them a basic knowledge of surgical instrumentation.

SUR 220 Surgical Pharmacology 4 S

This course familiarizes the student with the various drugs used in surgery and their administration. The student will demonstrate an understanding of basic anesthesia equipment, drugs and methods in order to function effectively in the surgical setting. Examination of the administration, actions, interactions, side effects, and terminology of perioperative medications is included. Legal responsibilities of the surgical technologist, common calculations, and safety measures performed in a sterile field to assure patient safety are practiced. Upon course completion the student may assist the anesthesia personnel if required.

SUR 230 Surgical Procedures I 5 S

This course teaches the student about the aspects of common surgical procedures. Minor and major cases in a variety of surgery areas will be discussed, including general, obstetric and gynecological, ophthalmic, otorhinolaryngologic, plastic and reconstructive, urologic and orthopedics. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 240 Surgical Procedures II 5 S

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. This course will also compare and discuss surgical procedures and emergency cases. Specialty areas include oral and maxillofacial, cardiothoracic, peripheral vascular and neurosurgery. This course will prepare the student to discuss the

relevant anatomy and physiology, preoperative preparations, instrumentation and equipment used in the specialty areas of oral and maxillofacial, cardiothoracic, peripheral vascular and neurosurgery. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 260 Comprehensive Surgical Tech Exam Review 3 S

This course is a preparatory course to enable students to sit for and pass the Surgical Technologist national examination as given by the National Center for Competency Testing. A review of subjects covered in the Introduction, Pharmacology, Instrumentation and Procedures classes will be presented, along with techniques for studying for and taking certification examinations.

SUR 250 Clinical Rotation 11 S

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting.

APPENDIX A

Name	Degree/Certification	Undergrad/Graduate School	Teaching Field/Specialty
Dr. Anthony Obazee Director Instructor	MD RHE	University of Pisa, University of Rome – Rome, Italy Emory University	Anatomy & Physiology, Chemistry, Pathology, Ethics, EKG and Phlebotomy
Rashmi Pandey Instructor Part-time	B.S. – Botany ARDMS Certification RMDS AMCA-PHIC	M.M. College – Patna, India Sanford Brown Institute – Atlanta	Abdomen, OB/GYN and Vascular Ultrasound, Ultrasound Physics
Benoit Nzombeng Instructor Part-time	M.A. Ed. B.S.	Piedmont College Kennesaw State Univ.	Mathematics and Algebra
Lori Wise Office Manager	General Studies AAS Diagnostic Medical Sonography CCI Certification-RVS	University of Central Oklahoma Norcross Institute	
Samantha Vega Office Assistant	Diploma	Discovery High School Lawrenceville, GA	