



GEORGIA MEDICAL INSTITUTE

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GEORGIA MEDICAL
INSTITUTE

CATALOG

VOLUME XII
1995/1996

DOWNTOWN/MAIN CAMPUS
40 Marietta Street, 5th Floor
Atlanta, Georgia 30303
(404) 525-1111

COLLEGE PARK CAMPUS
1895 Phoenix Blvd., Suite 310
Atlanta, Georgia 30349
(404) 994-1900

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1395 So. Marietta Parkway,
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Marietta, Georgia 30067
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FROM THE PRESIDENT
OF GEORGIA MEDICAL INSTITUTE

TO THE PROSPECTIVE OR CURRENTLY-ENROLLED STUDENT at Georgia Medical Institute, I would like to share a few words of introduction that comes from my heart. I am sure you have seen the caption: "From the desk of the President.." Well, the statement you will read in this letter expresses what I have felt in my heart ever since I became President of this Institute.

I could give statistics about the growth that the medical profession has experienced over the past decade and tell you about its projected growth; however, the fact you have taken the time to consider or begin training for your place in the profession says to me that you already know something about the potential in this field, or that you have a genuine interest in helping others.

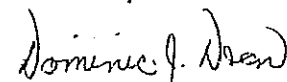
I have not always been a school president, I have worked in the business world for many years. I have experienced in business that most people are looking out for their own interests and how they might get ahead as individuals. In the allied health field, I am impressed with the two other goals that seem to be typical of this profession: First, there is a sincere feeling of caring for fellow humans, a trait that, I might add, shapes the entire personality of those who have it. Second, unlike the approach in business of individual success, the medical profession relies on teamwork. This attitude of cooperation creates a satisfaction that will stay with you during the time you spend in the medical profession.

As you know, education is not just attending school. It is an entire life experience that includes learning from others, sharing, dreaming, and sometimes learning what you should not do.

Our sincere desire at Georgia Medical Institute is to help you in acquiring those skills that will make you employable in the medical field, to help you in finding fulfillment, and to aid you in making a meaningful contribution to your family and to this great country.

Congratulations on your wise decision to join the medical profession.

Warmly,



Dominic J. Dean,
President

PROFESSIONAL RECOGNITIONS

INSTITUTIONAL ACCREDITATION:

Accrediting Bureau of Health Education Schools
(ABHES) Accredited 1984

LICENSED BY:

Business License City of Atlanta/102508
Business License Marietta/2561090-8244000
Business License College Park/92-0291

AUTHORIZED BY:

Nonpublic Postsecondary Educational Institutions Act of 1990

CERTIFIED APPROVED BY:

U.S. Department of Education
Georgia Medical Care Foundation/Certified Nursing Assisting
Georgia Association of Student Financial Aid Administrators

move this

MEMBERSHIP AFFILIATIONS:

American Society of Phlebotomy Technicians
Association of Surgical Technologists
American Medical Technologists
National Center for Competency Testing
Georgia Nursing Home Association
Career College Association
National Association of Student Financial Aid Administrators

Documents supporting Georgia Medical Institute's accreditations, licensing, authorization, approval, and memberships are available for review in the administrative offices at the downtown location during normal business hours, Monday through Friday.

Consumer information reports (completion rates, placement rates, crime statistics) are available on request through the Admission Representatives located at the each campus.

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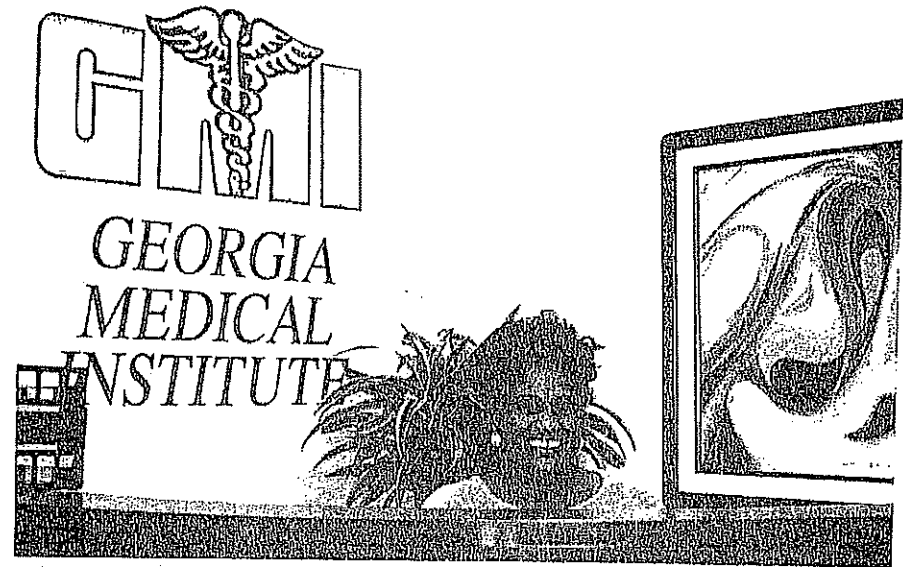
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Reception Area/Downtown Campus

HISTORY OF GEORGIA MEDICAL INSTITUTE

Georgia Medical Institute was founded in 1977 by Ms. Ginger Gibbs and named at that time Georgia Medical Employment Preparatory Center. Ms. Gibbs guided Georgia Medical to become a primary training school for medical personnel in the Atlanta area. In 1986 the school was acquired by its' present owners: Mr. Dominic J. Dean, Mr. Arthur Cuff and Ms. Linda Lipman-Cuff. At that time the school became "Georgia Medical Institute". The founder's goal of providing quality medical education continues while both Georgia Medical and those who attend grow.

PHILOSOPHY AND OBJECTIVES

We at Georgia Medical Institute believe that the world should be a better place as a result of our efforts. Our commitment is to enable people to become productive, fulfilled and healthy contributors to society and for the valid human resource needs of society (both current and anticipated) to be met through delivering quality, ethical and workable vocational training in the private sector. By "valid human resource" requirements, we mean those that in our view promote the quality of human life and the natural environment.

Specifically, the fundamental purpose of Georgia Medical Institute as a school business is to educate people in the skills required for them to be competent and compassionate caregivers in the medical community while accounting for the interests of our student, faculty/staff, owners and other important persons concerned with Georgia Medical Institute.

LOCATION AND FACILITY

Georgia Medical Institute has three locations:

MAIN CAMPUS-DOWNTOWN

40 Marietta Street, 5th Floor
5th Floor (Classrooms) 13th Floor (Administration)
Atlanta, Georgia 30303
(404) 525-1111

COLLEGE PARK CAMPUS

1895 Phoenix Blvd., Suite 310
Atlanta, Georgia 30349
(404) 994-1900

MARIETTA CAMPUS

1395 So. Marietta Parkway
American Business Center
500 Building, Suite 202
Marietta, Georgia 30067
(404) 428-6303

Each school contains modern classrooms with attached laboratories, a computer/typing lab, and a student lounge. All schools are equipped with fire extinguishers to comply with the local fire codes and are properly ventilated, heated and air conditioned. All labs are properly equipped and OSHA safety guidelines are met. The College Park and Downtown campuses have accessibility for disabled persons.

ADMINISTRATIVE OFFICE HOURS

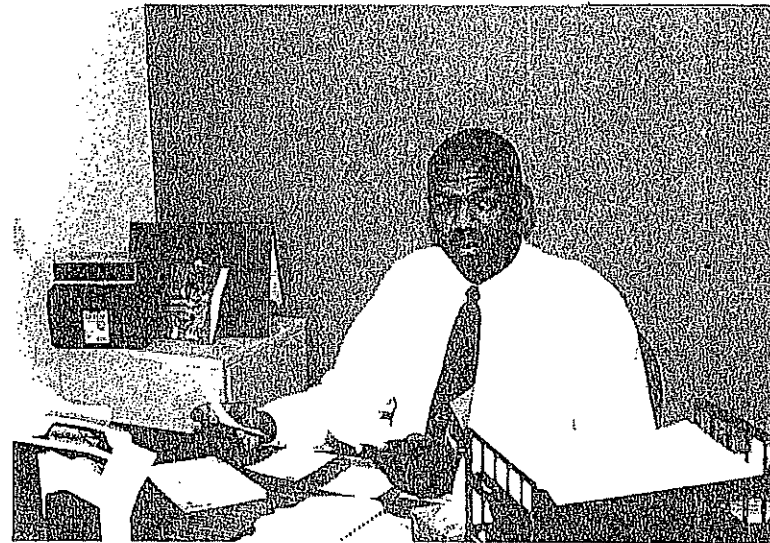
The Administrative Offices on the 13th floor of the main campus are open from 8:30 am to 5:00 pm Monday through Friday.

STUDENT PRIVACY ACT

Georgia Medical Institute complies with the rules and regulations set forth by the United States government under the provisions of the Family Educational Rights and Privacy Act of 1974.

Parents of dependent students and eligible students have the right to review and inspect certain educational records of the student. Information on procedures for review of records, location of records, amendments to educational records, and disclosure of educational records may be obtained upon written request to the Registrar.

Complaints regarding violations of rights accorded parents and eligible students under these provisions should be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Education, 300 Independence Avenue, SW, Washington DC 20201.



Admissions Department/College Park Campus

GENERAL ENTRANCE REQUIREMENTS

Prospective students who have a high school diploma or a GED are eligible to apply for admission. A Parent's signature is required for any applicant under the age of 18. An approved, standardized test will be administered to all applicants. Scoring will be determined by the standards set by the testing institute. Some programs may have additional requirements for entrance. Unsatisfactory scores on this test will require counseling and re-testing. Each applicant's qualifications are reviewed by the Acceptance Committee at each campus prior to acceptance. The Acceptance Committee members include the School Director, Admissions Representatives, Financial Aid Officer and Program Coordinators/Faculty Members.

Students entering GMI must submit evidence of satisfactory health. PPD and RPR testing is required and provided by GMI. If the student prefers to have RPR and/or PPD done by their physician, GMI will not cover the cost of the tests, and it will be the responsibility of the student. Results must be sent to the school within the 1st week of class. If a physical exam is required in a specific program, the student will be advised by the Program Coordinator.

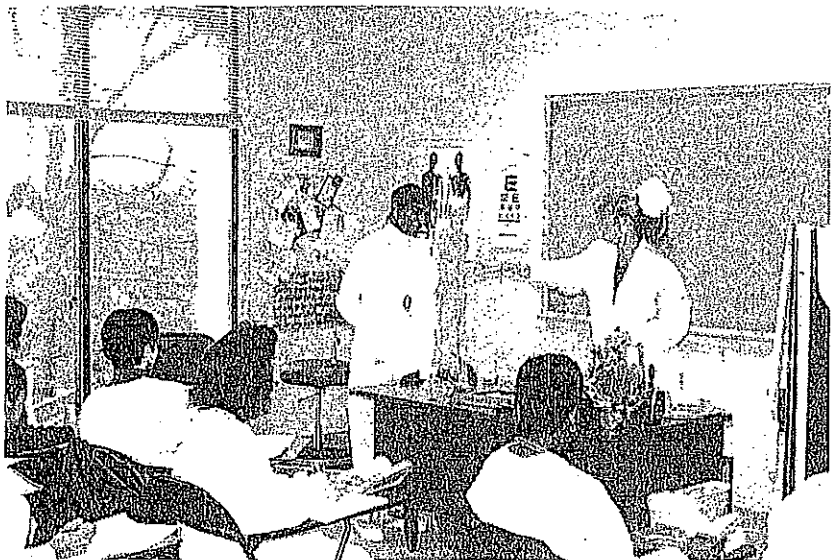
Georgia Medical Institute may accept for admission a person without a high school diploma or GED, provided that person is beyond the age of compulsory school education and has a recognizable ability to benefit from the educational program of the Institute in accordance with its established policies. This person may be admitted to the Nursing Assisting or continuing education courses only. Prior to admission to the Nursing Assisting Program, all "Ability to Benefit" students must:

1. Achieve the minimum test score for admission into the Nursing Assisting Program on a Department of Education approved ATB test administered by an approved ITA (Independent Test Administrator).
2. Complete an interview with the School Director, Counselor, or Program Coordinator at which time the student's ability to benefit will be assessed.
3. Be accepted by the acceptance committee.

All Ability to Benefit students are encouraged to obtain their GED prior to graduation from Georgia Medical Institute in order to improve their employment opportunities.

TUITION AND FEES

Students are required to pay all tuition and fees, when due in agreement with school policies. If a student fails to make any payment when due, the school reserves the right to exclude such students from class until such financial obligations are brought up-to-date. A schedule of tuition and fees for all programs is provided on the tuition supplement. (See insert)



Nursing Laboratory/College Park Campus

SCHOOL HOURS

The school is in session throughout the year except for the holidays and the vacations listed in the academic calendar. (See School Calendar/Program Offering Insert) Day classes are scheduled Monday through Friday for up to six (6) hours per day. Evening classes are scheduled Monday through Thursday for four (4) hours per evening. Classes are offered on a morning, afternoon, and evening schedule.

SCHEDULING/REGISTRATION

Each program has its own course schedule; however, students from different programs may share some classes where applicable. The course of study and the credit hours in each course must be completed as outlined in this catalog. Scheduling of required classes is done by the School Director. Each student will be provided with a class schedule on the first day of class. Students who fail a particular course must repeat that course.

ORIENTATION

All students are required to attend an orientation prior to starting classes in their designed program. The orientation is held on the first day of the term. Students will receive a Student Handbook at orientation which will cover all the rules, regulations and policies while attending Georgia Medical Institute.

GRADING SYSTEM/CREDITS

The following grading system is used in all programs:

A = 90-100	I = Incomplete
B = 80-89	WP = Withdraw Passing
C = 70-79	WF = Withdraw Failing
F = Below 70	P/F = Pass or Fail

Numerical grades are issued to the student on report cards and recorded on transcripts. Students will only receive the designated credits for a course when they have achieved 70 or better in that course. Students will be recognized for their academic/personal achievements as determined by the School Director/Program Coordinators.

Final course grades are determined consistently in the following manner:

- 95% - Tests, quizzes, reports, miscellaneous classroom evaluations and final exam
- 5% - Quality Assessment

Note: Final examinations are required to be taken in all courses. An "I" will be issued to a student who enrolled in a course for an entire term yet did not take the final exam or has not completed all course requirements. This status of Incomplete can only be changed by the instructor. Incompletes must be removed by the end of the third week following the grading period in which it was issued or it will be changed to an "F".

TRANSFER OF CREDIT

Any student who has either attended this school or been enrolled in a similar course elsewhere who has voluntarily ceased his training for a period of time may, upon paying the required fees, be tested and given appropriate credit, provided all other requirements have been met. In all cases, acceptance of transfer credits must be approved by the School Director or Dean of Education. Transfer of credit could result in a lower cost of the program as well as an earlier graduation date.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

AT GEORGIA MEDICAL INSTITUTE, SATISFACTORY PROGRESS IS DEFINED BY THE FOLLOWING CRITERIA:

1. AN OVERALL ACADEMIC GRADE AVERAGE OF SEVENTY PERCENT (70%).
2. COMPLETING EIGHTY FIVE PERCENT (85%) OF SCHEDULED CLASSROOM TIME.
3. PROBATION STATUS (SEE BELOW)
4. MEETING THE SPECIFIED CONDITIONS FOR INCOMPLETES, WITHDRAWALS, REPETITIONS.

PROBATION:

IF A STUDENT FALLS BELOW EITHER CRITERIA LISTED ABOVE IN NUMBERS ONE AND TWO, CONSULTATION WITH A SCHOOL OFFICIAL IS SCHEDULED.

A. GRADES:

First-Term Student: If after the first four-week period, a new entry student falls below the 70% grade point average, he/she will be placed on academic probation for the next four (4) weeks. Failure to have a 70% grade point average by the end of the probationary period is considered failing and the student is terminated prior to any financial obligations for the next term.

Continuing Student: If, at the end of a continuing student fails to maintain a 70% grade point average, he/she will be placed on academic probation for the next term. Failure to have a 70% grade point average by the end of the probationary period is considered failing and the student is terminated prior to any financial obligations for the next term.

- #### B. ATTENDANCE:
- Students must attend 85% of the program in which they enroll. They are allowed to miss two (2) days in a four (4) week term and four (4) days in an eight week term prior to being in violation of the attendance policy. Attendance is monitored daily. The student is notified when attendance status is in jeopardy and cautioned that poor attendance will result in termination. Once a student is placed on academic probation, that student will be subject to dismissal if the attendance policy is violated within the probationary period.

INCOMPLETES, WITHDRAWALS, REPETITIONS, REMEDIAL WORK:

Students with course incompletes, withdrawals, repetitions and those doing remedial work are eligible to continue to receive financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress as previously defined.
2. The time needed to make up and complete course work is within the program time frame.

MAXIMUM TIME FRAME:

To remain eligible for federal funds, all student must complete their program in the maximum number of months allowed. Following is the number of months allowed for each program offered at Georgia Medical Institute:

Medical Assisting	11 months (days)	13½ months (evenings)
Surgical Technology	15 months (days)	21 months (evenings)
Phlebotomy Technology	10½ months (days and evenings)	
Medical Office Assisting	12 months (days)	
Nursing Assisting	6 months (days)	

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY:

Students who have lost eligibility for financial aid may be reinstated by entering a new class that begins after the class from which they had been terminated, prior to the point satisfactory progress was breached.

APPEALS:

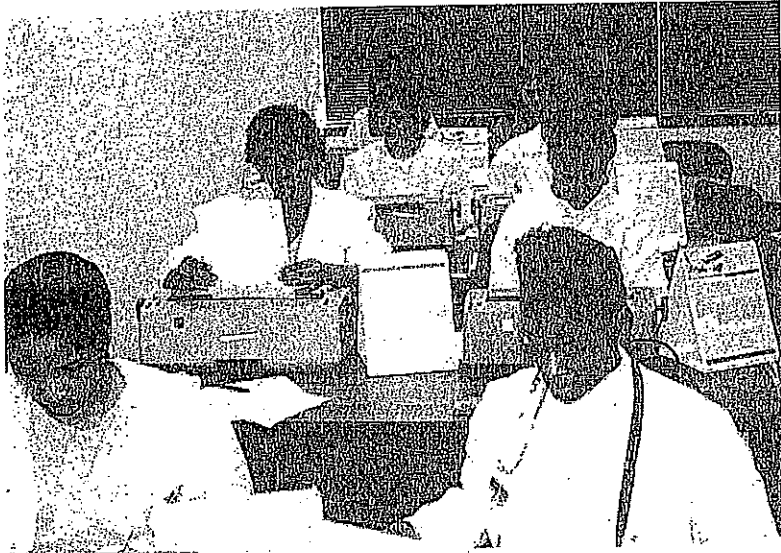
Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the school director. In cases of extenuating circumstances, special arrangements may be made with school directors. These will be handled on an individual basis.

ATTENDANCE

Students must attend 85% of the program in which they enroll. Attendance is taken daily in each class. All absences are recorded and made a permanent part of the student's record. At the end of every term, attendance is totaled and percentage monitored. Students not in compliance with 85% attendance will be placed on attendance probation for the following term. Any student that falls below 85% two (2) terms consecutively may be dismissed as an ATTENDANCE DISMISSAL.

Perfect attendance is expected of a student just as an employer expects perfect attendance of an employee. Any student who is continuously absent from classes cannot hope to benefit from the instructor's knowledge, supplementary material, and personal help necessary to receive satisfactory grades.

In order to graduate from a program, a student must have a minimum attendance rate of 85% of the total program.



Nursing Assisting Class/Downtown Campus

TARDINESS

If a student is more than fifteen (15) minutes late to a scheduled class, that student will be marked absent for that class period. Four (4) tardies equals one (1) absence. Tardies are arrival to class between five (5) and fifteen (15) minutes after the class has commenced.

ADMINISTRATIVE LEAVE OF ABSENCE

Recognizing that unforeseen circumstances may make it necessary for students to interrupt their education temporarily and briefly, Georgia Medical Institute permits a student to request a Leave-of-Absence under certain circumstances limited to the following:

- MEDICAL** Planned or emergency medical treatment for self or immediate family, including pregnancy.
- FAMILY** Immediate Family Tragedies
- EMPLOYMENT** Employment related training; special assignments or shifts.
- MILITARY** Reserve/active duty obligations.

READMITTANCE

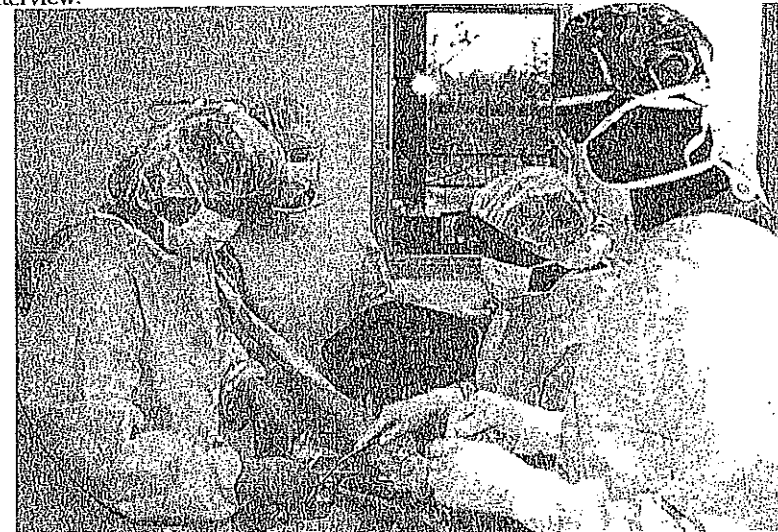
A student requesting a restart is a student who was terminated or withdrew from school before completing the program, and wished to re-enter the school with the intention of completing the program.

A complete new application procedure will be required as the applicant will be considered by the Acceptance Committee prior to entering school.

A student may reenter only once after dropping from school.

If a student drops and/or reenters, that student must complete the program they were originally attending if 50% or more of the program had been completed.

Any student who changes programs when restarting school may encounter additional financial obligations. The new financial package will be analyzed by the financial aid officer and presented to the student during the financial aid interview.



Surgical Technology Class/Marietta Campus

CONDUCT

Students are required to maintain acceptable standards and rules of conduct at all times. Students who do not abide by this are subject to being dismissed from the school. Rules of conduct pertaining to a particular course/instructor will be received by each student at orientation. These rules have been established by Georgia Medical Institute's administration and must be followed.

Each disciplinary problem will be reviewed separately and the student will be given the opportunity to express his/her side of the situation. A counseling form will be written and placed in the student's file.

In cases where the disciplinary problem warrants more than a warning such as in the use of drugs or insubordination, the student may be terminated immediately from the school. When a student is found to be in repeated violation of the school's rules or if civil laws/criminal laws have been violated, then disciplinary (if necessary, legal) action up to and including termination may take place.

NONDISCRIMINATION

It is the firm policy of Georgia Medical Institute that we will not tolerate discrimination against anyone, generally or specifically, based on race, creed, religion, national origin, gender, age or disability. Therefore, in accordance with Title IX Section 504, Section 104.7 (a) our Director of Financial Aid will be available to any person who has a complaint against the Institute that would fall under Title IX Section 504. The Financial Aid Director's Office is located at 40 Marietta St. Suite 1333, Atlanta, Georgia 30303. The telephone number is 525-3272 Ext. 115.



Medical Assisting Classroom/Airport Campus

COUNSELING ACTIVITIES

Georgia Medical Institute offers counseling service to all students throughout their program. Counseling is available on request during school hours to help students with academic or related problems. Tutorial assistance in various courses is also available through sessions held by instructors. An assessment day is scheduled each term where the Program Coordinator or instructor meets with and counsel (if needed) each student in their program. The faculty/staff conducts periodic seminars on such topics as substance abuse, infectious diseases, and career guidance.

Drug and alcohol counseling services are available through Georgia Medical Institute. Information, resources and referrals are made available for those seeking help.

GRIEVANCE PROCEDURES

When a student believes that he/she has been treated unfairly, they may exercise the following procedure:

1. Any student having a complaint of any type should first request a meeting with their instructor to resolve the matter.
2. If the matter cannot be resolved the student is to request a meeting with their Program Coordinator (if the coordinator is other than their instructor.)
3. The Program Coordinator will resolve the matter and give a documented response to the student within one week of the meeting.
4. Should the matter remain unresolved, the student can request a meeting with the Dean of Education.
5. The Dean of Education will then schedule a meeting with the student and Program Coordinator in an effort to resolve the matter. The instructor also may attend, and the student may bring one other person who has appropriate knowledge of the situation.
6. Should the matter remain unresolved, the student can then request a meeting with the School Director.
7. The School Director will then schedule a meeting with the student, Program Coordinator and the Dean of Education in an effort to resolve the matter. The instructor may also attend, and the student may bring one other person who has appropriate knowledge of the situation.
8. The School Director will make the final decision on the matter and will document the response within one week following the meeting.

A formal written complaint file is kept at the school locations and is available for inspection on request.

GRADUATION

Formal graduation ceremonies are held once a year during the early summer term.

Graduation Requirements: To receive a certificate of graduation, a student must have met all the following criteria:

1. The student must have passed all required course and maintained at least 70% overall grade average in all courses.
2. The student must have successfully completed their required clinical experience or externship.
3. The student must have satisfied all obligations (academic/attendance/financially current) to the school.

Certificate's will be issued to those students who successfully complete programs. Allow 30 days after completion of the program to receive certificate.



Computer Laboratory/Downtown Campus

TRANSCRIPTS

Requests for completed transcripts must be made in writing to the registrar at least five (5) days before issuance. The first copy of the transcript is free of charge. Each additional copy is five dollars. Requests for copies or replacement of certificates, health forms, etc. will follow the same procedure.

A student must be current on financial repayment due Georgia Medical Institute prior to the student being issued an official transcript.

PLACEMENT SERVICES

While no guarantee of employment is made to any student, prospective student or graduate, it is of vital importance to the school to help each graduate in securing employment. Employment opportunities and assistance for job interviews are made for the student upon graduation. Graduates should register with and consult with the Program Coordinator for information on employment opportunities.

FINANCIAL AID

Georgia Medical Institute participates in the Title IV Financial Aid Programs. Under these programs, students may apply for Federal Pell Grants and Federal Family Education Loans (formally Stafford Student Loans), depending on their educational needs. Certain eligible students also may participate in Federal Supplemental Education Opportunity Grants (FSEOG) and Federal College Work Study (FCWS) programs.

Georgia Medical Institute is also approved by the Department of Veterans Affairs for Veteran's training. *FAIRLY completely out*

Federal Family Education Loan: The Federal Family Education Loan is a loan that is received through a bank and must be repaid. Students do not pay any interest on the loan while they are in school. Repayment begins six (6) months after a student graduates or leaves school.

Federal Pell Grant: The Federal Pell Grant is a grant based on a student's income from the previous year. For those students considered dependent, need will be based on the parent's income for the previous year.

Federal College Work Study: This program gives part-time employment to students who need the income to help meet the cost of postsecondary education. To be eligible for a FCWS position, the student must meet all eligibility requirements for federal aid. In addition, a student must have "financial need."

Federal Supplemental Education Opportunity Grants: This is a grant based on the student's financial needs and distributed as funds are available. These funds are distributed to students with exceptional needs on a first-come, first-serve basis.

Alternative financing through GMI is available on an individual basis.

TUITION REFUND POLICY

An applicant may cancel the Enrollment Agreement without penalty or obligation within three(3) business days (postmarked no later than the 3rd day) from the date of the Enrollment Agreement. Cancellation must be by written notice. If the student is under age 18, such notice must be made by parent or legal guardian. Applicant fulfilling the above cancellation requirement is entitled to a refund of all moneys paid to the school.

- A. An applicant may cancel enrollment at any time before the commencement of classes.
- B. All moneys paid by an applicant are refunded if requested within three(3) business days after signing the enrollment agreement or making an initial payment.
- C. A student termination is considered to have occurred no later than six academic days after the last date of actual attendance at the school unless earlier written notice of termination is received by the school, in which case, termination is the date of receipt of written notice. A refund will be determined by the last date of attendance.

D. For a student terminating training after three (3) class days but within the first 5% of the course, charges by the school to the student shall not exceed 5% of the total contract price of the course. However, in no event may the amount be more than \$350.00.

E. The following schedule will be used for charging a student after termination of training by the student:

TERMINATION TIME		MAXIMUM CHARGES ON CONTRACT PRICE
AFTER	BEFORE	
5%	10%	10%
10%	20%	20%
20%	30%	30%
30%	40%	40%
40%	50%	50%
50%	60%	60%

F. After completing more than 60% of the course, the student is obligated for the full amount of the total contract price of the course.

G. In case of student injury or prolonged illness or death in the family or other circumstances that make it impractical to complete the course, the school shall make a settlement that is reasonable and fair to the student and school. The school will propose a settlement within 30 days of receipt of notice of the circumstances.

H. If the enrollment agreement is not accepted and executed by the school, all moneys paid by the student to the school will be refunded and the student and school shall be released from any obligation hereunder.

I. All Title IV funds disbursed and credited to the student's account at intervals are based on credit hours offered.

J. A financial aid administrator is available for consultation during regular hours.

NOTE: Percentage of course completion is based on time in school. The last date of actual attendance is used to compute refunds.

POLICY FOR REFUND DISTRIBUTION OF FEDERAL IV PROGRAM

Refunds to Title IV programs are determined by program payment periods based on an academic year of 24 credit hours, and must be allocated to each Title IV program from which the student received funds except for college work study.

Institutional refunds (determined by the School's refund policy) are disbursed in the following order:

- Federal Family Education Loan
- Federal Pell Grant
- Federal College Work Study (CWS)
- Federal Supplemental Educational Opportunity Grant (SEOG)

RECOVERY OF OVER-PAYMENTS FOR NON-INSTITUTIONAL EDUCATIONAL EXPENSES

If a student withdraws, the overpayment of moneys disbursed to the student for non-institutional educational expenses shall be based on the percent of time completed over the total time in the payment period. No overpayment shall result after half the payment period has been completed.

STATEMENT OF EDUCATIONAL PURPOSE/CERTIFICATION STATEMENT ON REFUNDS AND DEFAULTS

To receive aid from SFA programs, a student must sign a Statement of Educational Purpose and a Certification Statement on Refund and Default. The statement states that the student does not owe a refund on any grant and is not in default on any loan, have not borrowed in excess of the loan limits, under the Title IV programs, at any institution. Also, that they will use all Title IV money received only for expenses related to their studies at that particular institution.

STATEMENT OF REGISTRATION STATUS

A statement of Draft Registration Status also must be signed to receive SFA funds for the Draft. A student must not only sign the statement, but also check the appropriate boxes, indicating either that the student has registered or the reason the student is not required to register.

STATEMENT OF UPDATED INFORMATION

A statement of updated information must be signed by the student certifying that, as of this statement, all information regarding their dependency status, number in household, and number in household attending college reflects any changes that have occurred since they applied other than changes caused by a change in marital status.

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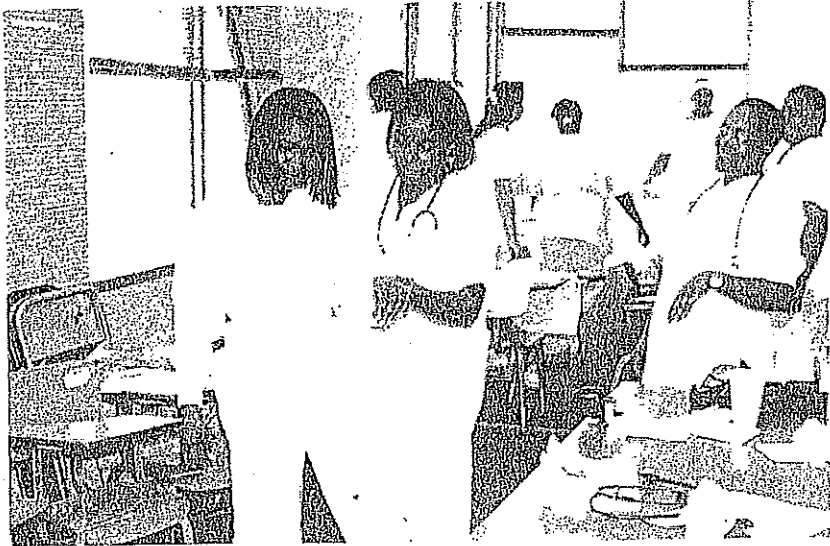
Externship eligible students must complete a written application for externship that is approved by the Program Coordinator before being assigned to an externship site.

All externship assignments are during daytime since most contract facilities have personnel to supervise students only during this time. Evening students need to be particularly aware of this and make accommodating plans for that time.

Students will be required to purchase individual professional liability insurance at nominal student fees. (See Tuition Insert.) Also, the student may be required by a hospital, clinic, etc. to have a physical exam, lab work, and/or a Hepatitis vaccine at their expense prior to starting an externship.

For additional information and requirements regarding externship, please refer to the Student Handbook or consult the program Coordinator.

Certification exams: Students in the Phlebotomy, Nursing Assisting, Home Health Aide and Medical Assisting Programs are expected to challenge their respective certification exams. The cost of these exams is included in the tuition.



Nursing Assisting Class/Downtown Campus

Honors & Awards

Georgia Medical Institute's Honor Program allows the student to receive a certificate as a member of the Director's List at the end of each eight-week period if the student has successfully maintained a GPA of 95%+. Students are awarded the Honor's List certificate if he/she has successfully maintained a GPA of 90-94% for the eight-week term. Perfect Attendance awards are also awarded for each eight-week period.

Graduation ceremony recognizes the student with the highest GPA in their graduating class from each campus as an Honor Student. Perfect Attendance awards for the entire program are also presented.

CURRICULUM

The following section represents the current programs and courses that Georgia Medical Institute offers. Note: Not all programs are offered at all campuses. Please consult calendar insert for listings.

The school has the right to review and revise the curriculum as needed for change if evidence shows that change is appropriate. An announcement will be made to all involved students if any changes occur.

Classes start on a term format of eight (8) weeks or four (4) weeks depending on the program offered. Home Health Aide Program will operate on a six (6) week cycle.

Credit Hour/Clock Hour conversions are as follows:

- 1 Credit Hour = 15 Clock Hours Lecture
- 1 Credit Hour = 30 Clock Hours Laboratory/Clinical
- 1 Credit Hour = 45 Clock Hours Externship



Phlebotomy Class/Marietta Campus

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NURSING ASSISTING PROGRAM

Training Objectives for Nursing Assisting:

The Nursing Assisting Program at Georgia Medical Institute is designed to train students to function effectively and safely as an integral member of the health care team. The program combines basic knowledge with applied skills mastered in the classroom and laboratory. Students will be trained to perform clinical tasks such as vital signs, personal care, reporting, observing, diet management, transferring height/weight measurement, wound care, glucose monitoring and other tasks related to patient care. The graduate Nursing Assistant may apply these skills to a variety of work environments; Acute Care (hospitals), Chronic Care (nursing homes), etc., or home care.

The Nursing Assisting graduate can expect to find employment opportunities in hospitals, nursing homes, rehabilitation centers and private homes.

The above described program is approved by the Georgia Medical Care Foundation. Those completing the program are eligible to sit for the Certification Exam which is given at Georgia Medical Institute.

Students in the Nursing Assisting Program will be certified in Community CPR. The program is designed in a modular format that allows students to begin training in any module.

Classes start every four (4) weeks. A student must start the program on an assigned start date.

COURSE #	COURSE TITLE	CREDITS
NA120	Nursing Skills I	4.5
NA121	Nursing Skills II	4.5
NA122	Nursing Skills III	4.0
NA123	Nursing Skills IV	4.0
NA124	Nursing Skills V	4.0
NA125	Nursing Skills VI	3.0
TOTAL CREDITS		24.0

Morning Session:

Didactic: 8:30 - 12:30 Mon - Fri, Mods I & II
 8:30 - 12:30 Mon - Thur, Mods III - VI
 Clinical: 12:30 - 12:30 Fri, Mods III - VI

Afternoon Session:

Didactic: 12:30 - 4:40 Mon - Thur, Mods I - VI
 Clinical: 7:30 - 4:30 Sat, Mods III - VI (Three Sat per term)

Evening Session:

Didactic: 5:30 - 9:30 Mon - Fri, Mods I - VI
 Clinical: Same as afternoon schedule

MEDICAL ASSISTING PROGRAM

Training Objectives for the Medical Assistant:

The Medical Assistant Modular program at Georgia Medical Institute is designed to train students to function effectively and safely as integral members of the medical health care team. The program is a comprehensive course that combines basic knowledge with applied skills mastered in the classroom and laboratory. Students will be trained to do clinical tasks including EKG's, vital signs, injections, venipunctures, and X-Rays. The student also will be instructed in how to handle tasks involving front office administrative procedures.

The Medical Assistant graduate can expect to find employment opportunities in private doctor's offices, clinics or other modern medical facilities.

The program is designed in modular format that allows students to begin training in any particular module listed below.

Classes start every four weeks. A student must start the program on an assigned start date.

Students entering the Medical Assisting Program are expected to challenge the national certification exam to become a Registered Medical Assistant (RMA). Students become certified only after passing the certification exam.

Students in the Medical Assistant Program will be certified in Community CPR.

COURSE #	COURSE TITLE	CREDITS
MODULE I		
MA100	Basic MA Skills	1.5
MA103	Typing	1.5
MA101	Medical Law & Ethics	1.0
MA102	Digestive System/Nutrition	1.0
MODULE II		
MO115	Data Entry I (Prerequisite MA103)	1.0
HS100	First Aid/CPR	0.5
MA122	Urinary System	0.5
MA124	Hematology	1.5
MODULE III		
MA106	Microbiology/Minor Office Surgery	1.5
MA108	Disease Process	1.0
MA107	Human Relations	1.0
MA110	Respiratory System	1.0
MA112	Reproductive System	1.0

	MODULE IV	
MA114	Circulatory System/EKG	2.0
MA116	Pharmacology	1.0
MA118	Special Senses	1.0
MA121	Musculoskeletal System	1.0

	MODULE V	
MO113	Medical Office Procedures	3.0
MA104	Administration of Meds/Math	1.5

	MODULE VI	
GE102	Career Development	2.0
MA126	Nervous System	1.0
MA128	Integumentary System	1.0
MA130	Radiology/Body Planes/Cavities	2.0

MA132	Externship	5.0
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TOTAL 34.5

Didactic: 24 weeks (days) Five(5) hours per day Monday/Thursday
 Four(4) hours per day Friday*
 36 weeks (evenings) Four(4) hours per evening Monday/Thursday

Externship: 6 weeks (days only) Five(5) days per week/eight(8) hours per day

*Downtown Campus only-Six(6) hours per day Monday/Thursday

PHLEBOTOMY TECHNOLOGY PROGRAM

Training Objectives for the Phlebotomy Technologist:

The Phlebotomy Technology Program at Georgia Medical Institute is designed to train students to function effectively and safely as integral members of the laboratory team. The program combines basic knowledge with applied skills mastered in the classroom and laboratory. Students will be trained to do basic laboratory skills such as venipunctures, capillary sticks on adults and children/infants.

The Phlebotomy Technology graduate can expect to find employment opportunities in a clinical or hospital laboratory, free standing laboratory or other modern medical facilities that offers blood testing.

Students entering the Phlebotomy Program are expected to challenge a national certification examination as a Phlebotomist through the American Society of Phlebotomy Technicians (ASPT) to become a Certified Phlebotomy Technician. Students become certified only after passing the certification exam.

Students in the Phlebotomy Technology Program will be certified in Community CPR.

Classes start every eight (8) weeks. A student must start the program on an assigned start date.

COURSE #	COURSE TITLE	CREDITS
PH101	History of Phlebotomy/ Professionalism	2.0
PH102	Law & Ethics/Human Behavior	2.0
GE103	Medical Terminology	2.0
PH200	Circulatory System	1.0
PH201	Respiratory System	1.0
PH103	Communications	1.0
PH105	Blood Collection. Systems & Drug Awareness	2.0
PH114	Computer Literacy	2.0
PH104	Microbiology, Isolation Techniques & Safety	1.5
PH220	Clinical Lab	3.0
PH300	Externship	3.5

TOTAL CREDITS 21.0

Didactic: 24 weeks (days & evenings) Four(4) hours per day/Monday-Thursday

Externship: 4 weeks (days) Eight(8) hours per day/Monday-Friday

MEDICAL OFFICE ASSISTING PROGRAM

Training Objectives for the Medical Office Assisting:

The Medical Office Assisting program is designed to provide the student with comprehensive training in front office procedures within the medical office. The student will be trained in various clerical duties, filing, word processing, spreadsheet generation, answering telephones and general backup to the Administrative Assistant.

The Medical Office Assisting graduate can expect to find employment opportunities in physicians' offices, hospitals, nursing homes and free standing clinics.

Pre-requisite of 25 gross words per minute typing speed required for entry into the program.

Students will attend a seminar to receive their CPR certification.

Classes start every eight weeks. A student must start the program on an assigned start date.

COURSE #	COURSE TITLE	CREDITS
MO101	Career Development	1.5
MO102	Communications	1.5
GE103	Medical Terminology	2.0
MA101	Law & Ethics	1.0
MO104	Human Behavior	1.0
MO114	Computer Literacy I	1.5
MO214	Computer Literacy II (Pre-requisite MO114)	1.5
MO113	Medical Office Procedure	3.0
MO212	Records Management	1.5
MO111	Typing	4.0
MO211	Transcription (Pre-requisite MO111)	1.0
MO115	Data Entry (Pre-requisite MO111)	1.5
MO300	Externship	3.5
TOTALS		24.5

Didactic: 28 weeks (days) Four (4) hours per day/Monday-Thursday

Externship: 4 weeks Eight(8) hours per day/Monday-Friday

SURGICAL TECHNOLOGY PROGRAM

Training Objectives for the Surgical Technologist:

The Surgical Technology Program at Georgia Medical Institute is designed to train the reasonably diligent student to use proper surgical asepsis before, during and after surgical intervention; recognize basic instrument sets (major, minor and plastic); position patients with ease and knowledge; be aware of the general set-up of both the mayo tray and back table; and function effectively as a member of the surgical team.

The Surgical Technology graduate can expect to find employment opportunities in hospitals, clinics and in private surgeon's offices.

Students in the Surgical Technician Program will be certified in Community CPR. Students are expected to challenge the certification exam offered by the Association of Surgical Technologists.

Classes start three times a year in September, January and May. A student must start the program on an assigned start date.

COURSE #	COURSE TITLE	CREDITS
GE101	Human Behavior	2.0
GE103	Medical Terminology	2.0
GE104	Communications	2.0
GE105	Math	2.0
GE106	Law & Ethics	2.0
GE102	Career Development	2.0
HS101a	Anatomy & Physiology I	2.0
HS101b	Anatomy & Physiology II (Preq HS101a)	2.0
HS101c	Anatomy & Physiology III (Preq HS101b)	2.0
ORT120	OR Technology I	4.0
ORT121	OR Technology II (Preq. ORT120)	4.0
ORT123	OR Technology III (Preq. ORT121)	3.0
ORT130	Anesthesia & Related Drugs	2.0
ORT122	ORT Externship/Orientation Rotation	5.0 8.5
TOTALS		44.5

Didactic: 24 weeks (days) Five(5) hours per day/Monday-Thursday
Four(4) hours/Friday

40 weeks (evenings) Four(4) hours per evening/Monday-Thursday

Externship: 16 weeks (days-only)

HOME HEALTH AIDE

Training Objectives for the Home Health Aide:

The Home Health Aide Program at Georgia Medical Institute is designed to train student to be efficient, caring members of the health care team who are utilized in a home environment. Students will be trained to communicate effectively and provide basic nursing skills to clients in their homes.

The Home Health Aide graduate can expect to find employment opportunities with Home Health Agencies and Personal Care Homes.

All participants in the program will be eligible for the State Certification Exams for Nursing Assistants or HHA certification, when available, which will be given at Georgia Medical Institute.

Students completing the Home Health Aide program are certified in Community CPR.

Classes start every six (6) weeks in the program. A student must start the program on a designated start date.

COURSE#	TITLE	CREDITS
HH100	Home Health Aide	6.0

Didactic: 4 weeks/Six(6) hours per day/Monday-Friday

Clinical: 1 week/Eight(8) hours per day/Monday-Friday

Participants in this program are not eligible for Title IV funding.

COURSE DESCRIPTIONS

HOME HEALTH AIDE

HH100 HOME HEALTH AIDE

This course is designed to teach the student the necessary skills and theory in becoming a home health aide. The course will include lecture and clinical skills in handling individuals of all ages in their home environment.

MEDICAL OFFICE ASSISTING PROGRAM

MO101 CAREER DEVELOPMENT

This course is designed to help the student in job search skills, resume writing and interviewing skills.

MO102 COMMUNICATIONS

This course is designed to help the student with daily activities of oral and written communication. A basic review of punctuation, capitalization, grammar, and spelling is done. Techniques of letter writing, reports and oral presentations are practiced.

MA101 MEDICAL LAW & ETHICS

This course is designed to help the student understand moral behavior, acceptable standards of conduct—personally and professionally, and laws pertaining to themselves, the patient, physician or health care facility. This course also examines the various ethical codes and their current impact in society. Medical Legal terminology will be taught by definition and usage.

MO 104 HUMAN BEHAVIOR

This course is designed to help the student understand moral behavior and professional relations. Also, the course will develop skills in time and stress management as it relates to an office setting. The student will understand the aspects of human behavior both personally and professionally. Class activities are designed to provide realistic and participant experiences that will help the student develop behavioral goals which will enable them to succeed on the job.

MO111 TYPING

This course is designed to introduce the student to the touch method of typewriting which includes practice in the operation of the mechanical parts of the typewriter. Fundamental skills and techniques are stressed in order to lay a foundation for succeeding courses.

MO113 MEDICAL OFFICE PROCEDURES

This course is designed to train the students on insurance form completion, patient statements, laboratory reports, and file maintenance. In addition proper telephone use, inventory control, and pegboard accounting system, with light bookkeeping.

MO114 COMPUTER LITERACY I

This course is designed to introduce the student to the computer age. Basic terms and concepts of computers and their methods of processing data to deliver information are covered in this course. The course also emphasized use of computers in the workplace.

MO115 DATA ENTRY

This course is designed to help the student gain proficiency in keying data, managing information systems, data organization, file processing, and data organization. Prerequisite MO111

MO211 TRANSCRIPTION

This course is designed to enhance students typing skills with focus placed on speed and accuracy. The course will also provide the opportunity for students to transcribe medical correspondence and medical reports. Prerequisite MO111

MO212 RECORDS MANAGEMENT

This course is designed to assist the student in learning and efficiently performing the various aspects of filing and coding involved in medical records keeping.

MO214 COMPUTER LITERACY II

This course is designed to expand students knowledge of different facets of the industry. Introducing various application software and providing hands-on experience as it relates to medical facilities. Prerequisite MO114

MO300 EXTERNSHIP

During this course the student will spend time out-of-school in a medical facility setting where hands on experience may be obtained. This course is taken during the last term of enrollment. Proper application forms and approval of Program Coordinator are required for this course.

GE103 MEDICAL TERMINOLOGY

This course is designed to help the student recognize, understand, correctly spell, and pronounce the most commonly used terms in the health field. This course is tailored to meet the needs of the particular program the student is enrolled.

SURGICAL TECHNOLOGY

GE101 HUMAN RELATIONS

This course is designed to help the student develop skills needed for succeeding in a school or work setting. Understanding personal traits, human relations, goal setting, time management, stress management, reading and memory processes, and test taking are among the topics stressed. Class activities include individual and group interactive experiences, motivational speakers and video presentations.

GE102 CAREER DEVELOPMENT

This course is designed to help the student prepare for entering the job market in the health field. It includes professional growth, job hunting skills, and interviewing skills. Emphasis is made on formulating a professional resume.

GE103 MEDICAL TERMINOLOGY

This course is designed to help the student recognize, understand, correctly spell, and pronounce the most commonly used terms in the health field. This course is tailored to meet the needs of the particular program the student is enrolled.

GE104 COMMUNICATION

This course is designed to help the student with daily activities of written and oral communications. A basic review of part of speech, grammar, sentence structure and spelling is covered.

GE105 MATH

This course is designed to assist the student in understanding the basic math skills needed to function in the health field. A basic review of addition, subtraction, multiplication and division is done. The metric system is introduced as well as proportions and percentage.

GE106 MEDICAL LAW & ETHICS

This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society.

HS101a/b ANATOMY & PHYSIOLOGY I/II

This course is designed to help the student be introduced to the structure and function of the human body. Besides providing an introduction to basic anatomical terms, the course covers the pathology of the various systems. Cellular structures, integumentary, skeletal, muscular and digestive systems are covered in these courses.

HS101c ANATOMY & PHYSIOLOGY III

This course is designed to be a continuation of HS101a/b. Structure, function, and pathology are presented as part of the remaining body systems (i.e., cardiovascular, respiratory, urinary, reproductive, endocrine and nervous). Prerequisite: HS101a/b

ORT120 OR TECHNOLOGY I

This course is designed to introduce the Surgical Technology student to the surgical environment. This course covers an introduction to the health care facility, principles of asepsis, and sterilization procedures. Gowning, gloving and scrubbing techniques are demonstrated and practiced.

ORT121 OR TECHNOLOGY II

This course is designed to further familiarize the student with the surgical procedure and the various instruments involved. Common surgical conditions, operative procedures, and post-operative care are presented in this course. Material also covered includes: hemostasis, electrosurgery, wound closure/tissue layers, and preparation of the surgical site/pre-op care. Prerequisite: ORT120

ORT123 OR TECHNOLOGY III

This course is designed to complete the student's knowledge of the skills learned in ORT I/II. The student spends considerable time practicing draping, instrumentation, and surgical routines in simulated situations. The technical aspects of pre-, peri- and post-operative care required to be given by the Surgical Technologist are emphasized. Prerequisite: ORT121

ORT130 ANESTHESIA AND RELATED DRUGS

This course is designed to introduce the Surgical Technology student to the more commonly used medications administered before, during and after surgery. Recognition of drug names and their actions/side effects are primarily stressed as opposed to drug dosages and calculations.

ORT122 EXTERNSHIP/ORIENTATION ROTATION

During this course, the student will spend his/her time in a hospital or clinic operating room setting working under the supervision of a nurse or operating room technician. This course is the final course of the Surgical Technology Program and its successful completion is required for graduation. Prerequisite: Coordinator approval.

PHLEBOTOMY TECHNOLOGY

PH101 HISTORY OF PHLEBOTOMY/LAW & ETHICS/PROFESSIONALISM

The first part of this course is designed to familiarize the student with the early history of phlebotomy. The second part of the course is designed to inform the entry level student of the various laws that govern medical personnel. Ethical situations are discussed as well. Standards of professionalism are stressed and aspects of career development are presented.

PH102 LAW & ETHICS/HUMAN BEHAVIOR

This course is designed to teach law & ethics for the Phlebotomy Technologist within the guidelines of the State of Georgia and federal law pertaining to the discipline. Legal terminology will be taught using the code of the American Society of Phlebotomy Technologists (ASPT). The Human Behavior portion of this course will teach the student how to work with patients and understand how the patient perceives the Phlebotomy Technologist in the clinical setting. The course will also teach the student professional behavior and to work with others in the clinical/lab settings.

PH103 COMMUNICATIONS

This course is designed to teach the phlebotomy student written and oral communications for daily activity of the clinical/lab setting. This course will include a review of basic speech, grammar, sentence structure, and spelling.

PH104 MICROBIOLOGY, ISOLATION TECHNIQUES & SAFETY

This course is designed to introduce the student to the fundamental concepts of microbiology. Aseptic technique is reemphasized. Procedures of isolation and nursery protocols are presented. Finally an overview of laboratory safety based on OSHA guidelines is provided.

PH105 BLOOD COLLECTION SYSTEMS/DRUG AWARENESS

This course is designed to introduce the student to the various components necessary for obtaining and transporting blood samples. An overview of the more common laboratory tests is provided. Understanding of the vacutainer system is emphasized.

PH114 COMPUTER LITERACY

This course is designed to teach the phlebotomy student written basic computer skills, concepts, and function in the work place. Data Processing methods will be covered and the student will learn the importance of computers in today's medical setting.

GE103 MEDICAL TERMINOLOGY

This course is designed to help the student recognize, understand, correctly spell, and pronounce the most commonly used terms in the health field. This course is tailored to meet the needs of the particular program the student is enrolled.

PH200 CIRCULATORY SYSTEM

This course is designed to help the student develop skills needed to identify structures of the heart, main arteries and veins.

PH201 RESPIRATORY SYSTEM

This course is designed to help the student develop skills needed to identify structures of the respiratory system and better understand its relationship with circulation.

PH220 CLINICAL PRACTICE LABORATORY

This course is designed to introduce the student to the theory of hematology as well as the application of venipuncture techniques learned in other classes. Emphasis is placed on practice time.

PH300 EXTERNSHIP

This course is the final phase of the phlebotomy student's training. It involves working as a phlebotomist in a clinical setting under supervision. Application of theory is expected.

NURSING ASSISTING

HS100 CPR/FIRST AID

This course is designed to help the student recognize and respond to life-threatening emergencies. Students are taught the principles of Cardiopulmonary Resuscitation (CPR) as defined by standards of the American Red Cross and American Heart Association. Successful completion of this course qualifies the student for CPR certification through the American Red Cross. This course could be incorporated in another course in some programs.

NA120 NURSING SKILLS I

The student will develop the basic skills required to do general patient care. Skills include taking vital signs, aseptic techniques, bedmaking, positioning, lifting, and transporting patients. Students also will become familiar with basic medical terms, concepts of human behavior and the organizational structure of hospitals and skilled nursing facilities.

NA121 NURSING SKILLS II

The student will continue the basic skills required to do general patient care. This will include: infection control, patient safety, skin care and other activities of daily living. Laws governing patient rights and liabilities, the assistants liabilities and CPR are also presented in this course.

NA122 NURSING SKILLS III

The student will learn to chart and report patient's conditions, to measure intake and output, to recognize specific complications of patients. The rehabilitation process is discussed and presented as well. During this course, clinical time is spent outside the classroom/lab setting.

NA123 NURSING SKILLS IV

This mod will teach the student the anatomy and physiology of the endocrine system. The associated terminology will also be taught. The student will learn signs and symptoms of diabetes mellitus, hypoglycemia and hyperglycemia. Diabetic diets and care of the diabetic patient will be covered in detail. The reproductive system will also be covered along with sexually transmitted diseases. Prevention and nursing techniques will be taught. The student will also be in the clinical setting on Fridays of each week.

NA124 NURSING SKILLS V

The student will understand the practical applications of nursing skills as they relate to specialized areas such as residential care, pediatric care, pre- and post-operative and terminally-ill care. English and terminology and grammar along with job seeking skills, and interpersonal communications are general topics also included in this course.

NA125 NURSING SKILLS VI

This course is the final phase of the student's training. It involves working in a clinical setting under supervision. Application of theory and skills is expected.

MEDICAL ASSISTING

HS100 CPR/FIRST AID

This course is designed to help the student recognize and respond to life-threatening emergencies. Students are taught the principles of Cardiopulmonary Resuscitation (CPR) as defined by standards of the American Red Cross and American Heart Association. Successful completion of this course qualifies the student for CPR certification through the American Red Cross. This course could be incorporated in another course in some programs.

MA100 BASIC MA SKILLS

This course is designed to introduce the student to basic clinical skills needed in a doctor's office. These will include collecting patient data and vital signs.

MA101 MEDICAL LAW AND ETHICS

This course is designed to help the medical assisting student understand moral behavior, acceptable standards of conduct—personally and professionally, and laws pertaining to themselves, the patient, physician or health care facility. This course also examines the various ethical codes and their current impact in society. Medical Legal terminology will be taught by definition and usage.

MA102 DIGESTIVE SYSTEM/NUTRITION

This course is designed to assist the student in understanding and identifying structure, function, disorders, and procedures related to the digestive system. The student also will be provided information about proper diet and diet therapies.

MA103 TYPING

This course is designed to introduce the medical assisting student to the alphabetic and numeric keyboard. Students will be given ample hands on practice time along with the instruction needed to learn the basic keyboard. Those students with prior typing experience will be given placement tests in order to do more advance work.

MA104 ADMINISTRATION OF MEDICINES/MATH

This course is designed to help the student develop skills needed to administer medications effectively and safely. The student will be able to demonstrate the use of syringes and needles in order to give a variety of injections. Concepts of math as it relates to drug calculations is also presented in the course.

MA106 MICROBIOLOGY AND MINOR OFFICE SURGERY

This course is designed to help the student develop skills needed to identify microorganisms and understand their methods of growth. This includes assisting in basic laboratory tests and utilizing the microscope for identification. The student will be instructed in the theory and practice of aseptic technique. Proper handwashing and infection control is stressed. Also, the student will learn to identify and properly choose and handle surgical instruments that would be used in common office surgical procedures. OSHA guidelines are stressed and taught throughout this course.

MA107 HUMAN RELATIONS

This course is designed to enable the medical assisting student to understand the aspects of human behavior as it relates to oneself, co-workers, and patients. Class activities provide experimental practice in dealing with people both personally and professionally. This course will help the medical assisting student develop traits that are needed for job and personal success.

MA108 DISEASE PROCESS

This course is designed to introduce the student to diseases, their etiology, treatment and prevention. Concepts of public health are discussed. Immunity and its function are also covered. The course includes with it an overview of medical terminology for topics covered.

MA110 RESPIRATORY SYSTEM

This course is designed to assist the student in understanding and identifying structure, function and pathology of the respiratory system. The student will be introduced to such skills as oxygen administration and obtaining throat cultures. The course includes with it an overview of medical terminology for topics covered.

MA112 REPRODUCTIVE SYSTEM

This course is designed to help the student understand and identify structure, function and pathology of both the male and female reproductive system. Emphasis is on the more complex female system. Skills are learned in order for the student to assist the doctor in doing various procedures. The course includes with it an overview of medical terminology for topics covered.

MA114 CIRCULATORY SYSTEM AND EKG'S

This course is designed to assist the student understand the structure and function of the heart and blood vessels. The second half of the course is devoted to understanding the principles and skills involved with performing a routine 12-lead EKG. The course includes with it an overview of medical terminology for topics covered.

MA115 DATA ENTRY

This course is designed to give the medical assistant student hands-on

computer experience in entering data. Software program involving medical office billing is utilized as part of the practice. Medical assistant students will gain baseline computer literacy. Pre-requisite MA103.

MA116 PHARMACOLOGY

This course is designed to introduce the student to the more commonly prescribed medications in the medical office. The student will become prescribed medications in the medical office. The student will become proficient in utilizing the Physicians Desk Reference (PDR) to identify drug classes, brand or generic drug names, and the action/side effects of those drugs. Also laws governing drug distribution, ordering, dispensing and storing controlled drugs are also covered. The course includes with it an overview of medical terminology for topics covered.

MA118 SPECIAL SENSES

This course is designed to help the student develop skills to name the basic senses and to understand the ability to measure vision, to irrigate the ear and to administer eye, ear and nose medications. An overview of the anatomy and physiology of the senses is included. The course includes with it an overview of medical terminology for topics covered.

MA121 MUSCULOSKELETAL SYSTEM

This course is designed to help the student understand the structure, function and pathology of the skeletal and muscular systems and their respective effect on body mechanics. The course includes with it an overview of medical terminology for topics covered.

MA122 URINARY SYSTEM/URINALYSIS

This course is designed to introduce the student to the structure, function and pathology of the urinary system. Skills are learned in terms of obtaining urine specimens for urinalysis. The basic urinalysis is presented in theory and practice. The course includes with it an overview of medical terminology for topics covered.

MA124 HEMATOLOGY

This course is designed to introduce the student to the structure, function and pathology of the blood. The course mainly covers theory, demonstration and clinical practice of common tests done in medical offices and blood drawing techniques such as "finger sticks" and venipuncture. Again, OSHA guidelines are emphasized, followed, as well as taught in this course. The course includes with it an overview of medical terminology for topics covered.

MA126 NERVOUS SYSTEM

This course is designed to give the student basic information on the structure, function and pathology of the complex nervous system. Understanding various tests the doctor may employ in evaluating the nervous system is also covered. The course includes with it an overview of medical terminology for topics covered.

MA128 INTEGUMENTARY SYSTEM

This course is designed to introduce the student to the structure, function and pathology of the skin, hair and nails. Skills are learned to assist the doctor in diagnosis and treatment of skin conditions.

MA130 RADIOLOGY/BODY PLANES & CAVITIES

This course is designed to familiarize the student with the general structure and layout of the human body. Terminology is stressed. The course also includes principles of radiation and the use of X-rays. This part of the course fulfills state requirements in the area of X-ray safety. A certificate in X-ray safety will be issued upon meeting the state's criteria.

MA132 EXTERNSHIP

During this course, the student will spend time in a clinical setting where they will apply the skills that have been taught. This is the last course the student takes in their program. Externship must be done during the day. Successful completion is a graduation requirement.

MO113 MEDICAL OFFICE PROCEDURES

This course is designed to train the students on insurance form completion, patient statements, laboratory reports, and file maintenance. In addition proper grammar, telephone use, inventory control, and pegboard accounting systems, with light bookkeeping.

GE102 CAREER DEVELOPMENT

This course is designed to help the student prepare for entering the job market in the health field. It includes professional growth, job hunting skills, and interviewing skills. Emphasis is made on formulating a professional resume.

CORPORATE STAFF

DOMINIC J. DEAN
ARTHUR CUFF
DONNIE SASSER
LEVON ALEXANDER
LLOYD JOHNSON
STAN VOGEL

SHARON DAVIS
CHARMINE JACKSON
JACKIE O'BRIEN
PATRICIA WILKERSON
TERRY CLARK
PERNAL ROBERTS
JO-ANN WARREN

President/COO-School Operations
VicePresident /COO-School Support
Director of Financial Assistance
Dean of Education
School Administration Director
Financial Management Director
Director of Marketing/Sales
Administrative Support Coordinator
Registrar
Student Default Coordinator
Accounts Receivable Coordinator
Student Default Coordinator
Bursar
Receptionist

DOWNTOWN CAMPUS

DIANE WALTON
BRAD JOHNSON
DIMITREE HALL
BELINDA JONES
DENNIS CROCKER
RUTH BAKER
ROBYN GERIDEAU
MELODY STANLEY

School Director
Night Administrator
Administrative Assistant
Financial Assistance Officer
Admissions Representative
Admissions Representative
Admissions Representative
Counselor/Student Retention

COLLEGE PARK CAMPUS

GAIL CUNNINGHAM
ANGELA BRIGHTWELL
DR. KEN FLEET
KIM GRIER
STEPHANIE RILEY
ED JOHNSON
NICOLE REAID

School Director
Night Administrator
Administrative Assistant
Financial Assistance Officer
Admissions Representative
Receptionist

MARIETTA CAMPUS

PEGGY KURZ	School Director
MICHAEL DIGERONIMO	Night Administrator
TRINA HODGE	Administrative Assistant
KATHERINE HANNA	Financial Aid Officer
DONNA BEMONT	Admissions Representative
MERRICK CARTER	Admissions Representative
KIMBERLY RHODES	Receptionist

JTPA

GERALDINE BOLDEN	Program Director
TANGELA JOHNSON	Administrative Assistant

FACULTY

DOWNTOWN CAMPUS

VIVIAN HILL-BLAIR, LPN	Nursing Assisting
LUCILLE HARRIS, RMA	Medical Assisting
LINDA LAMAR, LPN	Medical Assisting
RONALD MIZER, RMA, CPT	Coordinator, Medical Assisting
CAROLYN ROWE, BS	Coordinator, Medical Office Assisting
VIQKIE SNIPES, LPN	Nursing Assisting
JO EVELYN BLACKWELL, BS	General Education/Clerical
EARLINE FRAZIER, LPN	Home Health/Nursing Assisting
CHRISTINE MULLEN, RN	Medical Assisting
IOLA NEAL, BA	General Education
COLLETTE HUDSON, LPN	Nursing Assisting
LEVI JELKS, LPN	Medical Assisting
SHEILA JENKINS, LPN	Coordinator, Nursing Assisting
CAROL COSGROVE, RMA	Medical Assisting
DEBRA MCELDERRY, LPN	Medical/Nursing Assisting
SABRINA SUTTON, RMA	Medical Assisting
KEVIN MCBRIDE, BS	Medical Assisting
RUBY PINES, LPN	Nursing Assisting
CHARLENE WOODRUFF, RN	State Testing Coordinator,
	Nursing Assisting

↗ Add FRAN DICKSON, CMA Medical Assisting

COLLEGE PARK CAMPUS

SHEILA FLOOD, CMA, RMA	Coordinator, Medical Assisting
ANNA LINDGREN, RMA	Medical Assisting
DICK WERGER, PA/S	Phlebotomy
CINDY BELL, RMA	Medical Assisting
JANICE CLARK, BS	General Education
ROOSEVELT DUNN, MLT	Phlebotomy
VIVIAN PIKE, RMA	Medical Assisting
KATHLEEN BREWER, Ward Clerk	General Education
DENISE BAILEY, LPN	Nursing Assisting
JANEY LOWERY, RMA	Medical Assisting

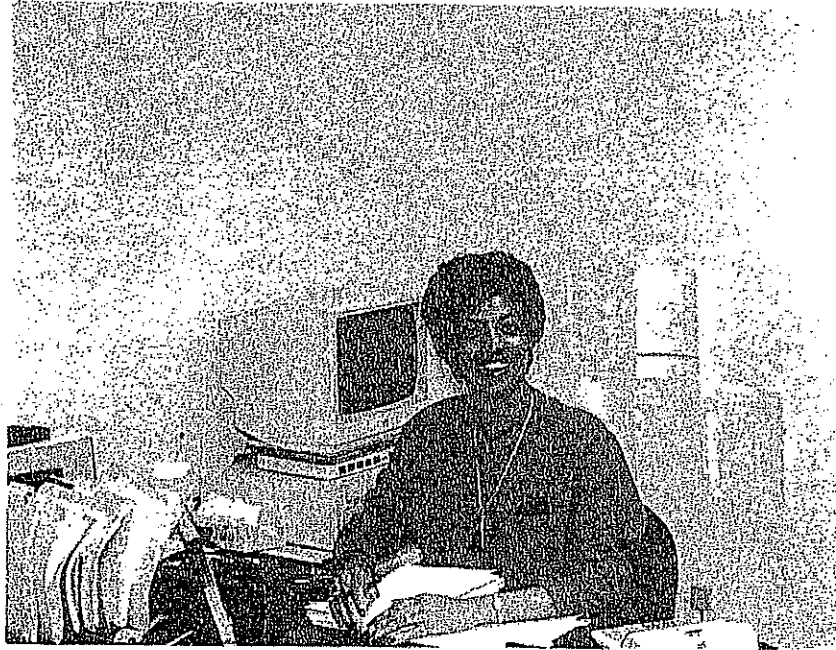
MARIETTA CAMPUS

BEVERLY WILLIAMS, LPN	Home Health/Nursing Assisting
SANDRA DAVIS, LPN	Coordinator, Surgical Technology
LINDA PRYOR, RN	Coordinator, Home Health
RENNA FANCHER	Coordinator, Medical Office Assisting
LISA HOWARD, CMA	Coordinator, Medical Assisting
CHARLES ODUYDYE, MD	Health Sciences
BRENDA HENRICH, CPT	Phlebotomy
PEGGY TURNER, CPT, CMA	Coordinator, Phlebotomy Technology
DEBORAH MULLEN, CMA	Medical Assisting
CRYSTAL KING, ST	Surgical Technology
VIVIAN SHELLER, CST/CFA	Surgical Technology
DEBORAH QUICK, RMA*	Medical Assisting
DELORES DEFREITAS, LPN	Home Health/Nursing Assisting

JTPA

JANICE WALTON-WELLA, LPN	Nursing Assisting
FLORENCE HAMPTON, LPN	Nursing Assisting
CAROLYN HARRELL, LPN	Nursing Assisting
GLENDORA BOHANON, RN*	Nursing Assisting
ELIZABETH MCIVER, RN*	Nursing Assisting
BETTIE GREEN, LPN*	Nursing Assisting
DORA BROOKS, RN*	Nursing Assisting
BETTY HINES, LPN*	Nursing Assisting

* = Part-Time



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