

GEORGIA MEDICAL INSTITUTE

CATALOG

VOLUME XVII A 1999-2000

ATLANTA/MAIN CAMPUS

41 Marietta Street, 2nd Floor

Atlanta, Georgia 30303

(404) 525-1111

JONESBORO CAMPUS

6431 Tara Boulevard

Jonesboro, Georgia 30236

(770) 603-0000

*MARIETTA CAMPUS

1395 So. Marietta Parkway,

Building 500, Suite 202

Marietta, Georgia 30067

(770) 428-6303

* (Not Handicap Accessible)

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 Jonesboro/92-0291

AUTHORIZED BY:

Nonpublic Postsecondary Educational Institutional Act of 1990
International Association of Continuing Education and Training

CERTIFIED BY:

U.S. Department of Education

APPROVED BY:

Georgia Medical Care Foundation/Certified Nursing Assisting

MEMBERSHIP AFFILIATIONS

National Association of Health Career Schools
Georgia Association of Student Financial Aid Administrators
Southern Association of Student Financial Aid Administrators
American Society of Phlebotomy Technicians
Association of Surgical 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 accreditation, licensing, authorization, approval, and memberships are available for review in the administrative offices at the Atlanta location during normal business hours, Monday through Friday.

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

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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 Lippmann-Cuff. At that time, the school became "Georgia Medical Institute." The founders' goal of providing quality medical education continues while Georgia Medical Institute 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 care givers in the medical community while accounting for the interests of our students, faculty, staff, owners and other important persons concerned with Georgia Medical Institute.

LOCATION AND FACILITY

Georgia Medical Institute has three locations/campus:

**MAIN CAMPUS
ATLANTA CAMPUS**
41 Marietta Street
2nd Floor, Suite 200
Atlanta, Georgia 30303
(404) 525-1111 (Phone)
(404) 525-0966 (Fax)

ADMINISTRATION/CORPORATE OFFICE
41 Marietta Street
10th Floor, Suite 1000
Atlanta, GA. 30303
(404) 525-3272 (Phone)
(404) 523-2869 (Fax)

JONESBORO CAMPUS
6431 Tara Boulevard
Jonesboro, Georgia 30236
(770) 603-0000 (Phone)
(770) 210-3259 (Fax)

MARIETTA CAMPUS
1395 So. Marietta Parkway
American Business Center
500 Building, Suite 202
Marietta, Georgia 30067
(770) 428-6303 (Phone)
(770) 428-8415 (Fax)

CAMPUSES

Each school contains modern classrooms with attached laboratories, computer and typing labs, 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 Jonesboro and Atlanta campuses have accessibility for disabled persons.

ADMINISTRATIVE OFFICE HOURS

The Administrative Office of the Main Campus location is open from 8:30 a.m. to 5:00 p.m., 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 record review, location of records, amendments of 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, D.C. 20201.

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 of 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. (Unsatisfactory scores on this test will require retesting.) Some programs may have additional entrance requirements.

Applicant qualifications are reviewed by the Acceptance Committee at each school prior to acceptance. The GMI Acceptance Committee has the right to refuse applicants based on failure to meet established entry requirements. The Acceptance Committee also ensures that the admissions process has been successfully completed and students' needs will be met based on their chosen curriculum. The Acceptance Committee members include the School Director, Admissions Representatives, Financial Services Officers, and Program Coordinators/Faculty Members.

Students entering GMI must submit to a physical examination. PPD testing is required. The Admissions Representative will advise students of the on-site physical exam process. The Program Coordinator will advise students of MMR and heptavac requirements/cost.

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: *Tuition & Fee Supplement*)

SCHOOL HOURS

The school is in session throughout the year except for the holidays and the vacations listed in the academic calendar (See Insert: *Official School Calendar*). Day classes are scheduled Monday through Friday for up to five (5) hours per day. Evening classes are scheduled Monday through Thursday for four (4) hours per evening. Various campuses offer classes on a morning, afternoon, evening and weekend schedule. (See Insert: *Calendar*)

SCHEDULING/REGISTRATION

Each program has its own course schedule; however, students from different programs may share General Education or Health Science courses when applicable. The course of study and credit hours in each course must be completed as outlined in this catalog. Scheduling of required classes is accomplished 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, at the expense of the student.

ORIENTATION

All new students are required to attend two (2) Orientation segments. The initial segment occurs one (1) week prior to the first day of class, and the second segment takes place on the first day of class. Students receive a Student Handbook at Orientation which is designed to address all rules, regulations, and policies while students attend Georgia Medical Institute.

TEST-OUT/TRANSFER OF CREDIT

Any student who has either attended this school or been enrolled in a similar course elsewhere, may upon paying the required fees and meeting the policy requirements, be tested and given appropriate credit, provided all other requirements have been met. In all cases, acceptance of transfer of 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 program completion date.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

GEORGIA MEDICAL INSTITUTE DEFINES SATISFACTORY PROGRESS 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. *Meeting the specified conditions for incompletes, withdrawals, repetitions.*

PROBATIONARY STATUS

If a student falls below the criteria listed above in numbers one and/or two, consultation with a school official is scheduled.

A. ACADEMIC PROBATION:

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

Continuing Student: If a continuing student fails to maintain a 70% grade point average, he or she will be placed on academic probation for the next term. Failure to maintain 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 PROBATION:

Students must attend 85% of the program in which they enroll with the exception of the Surgical Technology Program. The Surgical Technologist Program requires 90% attendance for the didactic portion of the program and 100% attendance on externship. Those students required to adhere to the 85% attendance rule 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, the student will be subject to dismissal if the attendance policy is violated within the probationary period.

INCOMPLETES, WITHDRAWALS, AND REPETITIONS:

Students with course incompletes, withdrawals and repetitions 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.

Note: Repetitions of courses will be an additional cost to the student at a rate comparable to the cost of the applicable program.

Transfer of Credit for Students receiving VA Benefits:

VA Students who have previously attended GMI or have been enrolled in a similar course at another postsecondary institution must provide the School Director with a transcript reflecting the course(s). Students will be given appropriate credit after meeting all Transfer of Credit policy requirements including testing, if testing is required for a particular course.

In all cases, acceptance of transfer credits must be approved by the School Director or Dean of Education. Transfer of credits could result in a lower cost of the program and possibly an earlier program completion date.

GRADING SYSTEM/CREDITS

The following grading system is used in all programs:

A=90-100	I=Incomplete	AU=Audit (no Credit)
B=80-89	WP=Withdraw Passing	TC=Transfer of Credit
C=70-79	WF=Withdraw Failing	
F=Below 70	P/F= Pass or Fail	

Numerical grades are issued to students 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:

85% - Tests, quizzes, reports, miscellaneous classroom evaluations, and final exams
 15% - Qualities Assessment Evaluations

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. The 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 the grade of "F."

MAXIMUM TIME FRAME:

To remain eligible for federal funds, all students 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 Insurance Claims Examiner	12 months (evenings)
Massage Therapy	10 months (days)
Medical Assisting	11 months (days); 15 months (evenings)
Medical Office Assisting	12 months (days); 17 months (evenings)
Patient Care Technician	9 months (days); 12 months (evenings)
Phlebotomy Technology/EKG Technician	11 months; (evenings)
Surgical Technology	17 months (days); 20 months (evenings)

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 the case of extenuating circumstances, special arrangements may be made with School Directors. Each case will be handled on an individual basis.

ATTENDANCE

Students must attend 85% of the program in which they enroll except the Surgical Technology Program (*see previous page*). 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 will 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 class cannot hope to benefit from the instructor's knowledge, supplementary material, and personal assistance necessary to receive satisfactory grades.

In order to graduate from a program, a student must have a minimum of an 85% attendance rate for the total didactic portion of the program, and 100% attendance during externship.

TARDINESS

Students more than fifteen (15) minutes late to a scheduled class will be marked absent for the class period. Four (4) tardies equals one (1) absence. Tardies are defined as arrival to class between five (5) and fifteen (15) minutes after the onset of class.

READMITTANCE

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

A completely new application and application fee will be required as the applicant will be reconsidered by the Acceptance Committee prior to entering school. The student will re-enter at the current cost of the program.

If a student drops or re-enters 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 Services Officer and will be presented to the student during the financial aid interview.

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 dismissal from the school. Rules of conduct pertaining to a particular course/instructor will be received by each student during 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 or her account of the situation. A counseling form will be written and placed in the student's file.

In the case where the disciplinary problem warrants more than a warning such as in the case 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, national origin, gender, age, or disability. Therefore, in accordance with Title IX, Section 504, Section 104.7 (a) the Director/Dean of Education will be available to any person who has a complaint against the Institute that would fall under Title IX Section 504. The office of the Director/Dean of Education is located at 41 Marietta St., Suite 1000, Atlanta, Georgia 30303, (404) 525-3272 Ext. 127.

SEXUAL HARASSMENT

Sexual harassment is illegal. Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment. Any complaints regarding sexual harassment must be immediately referred to the Director/Dean of Education.

GRIEVANCE PROCEDURES

In the event that a student believes they have been treated unfairly, the following procedures may be executed:

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 Director/Dean of Education.
5. The Director/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. The Dean of Education and the School Director will collaborate to review, discuss and analyze the data in order to finalize the decision.
7. Should the matter remain unresolved, the student can then request a meeting with the School Director.
8. The School Director will then schedule a meeting with the student, Program Coordinator and the Director/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.
9. 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 location and is available for inspection on request.
10. Additional concerns, complaints or questions should be addressed to:
 Nonpublic Postsecondary Educational Institution
 2100 East Exchange Place Suite 203
 Tucker, Georgia 30084-5313
 (770) 414-3300

ADVISING ACTIVITIES

Georgia Medical Institute offers assistance to all students. Student assistance is available upon request during school hours to help students with academic, personal, or related other problems. The staff conducts periodic seminars on such topics as substance abuse, infectious diseases, study skills, relationships and career guidance. Drug and alcohol counseling referral services are also available through Georgia Medical Institute's counseling center. Information, resources and referrals are made available for those seeking help.

Tutorial assistance in various courses is available through sessions held by instructors. An assessment day is scheduled each term where the Program Coordinator/Instructor meets with and advises each student in their program.

GRADUATION

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

Graduation Requirements: To receive a certification of graduation, a student must meet all of the following criteria:

1. The student must have passed all required courses and maintained at least a 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 school obligations (academic/attendance/current financial).

Certificates will be issued to students who have successfully completed their programs, and those meeting their financial obligations. *(Allow 30 days after completion of the program to receive certificates.)*

TRANSCRIPTS

Requests for completed transcripts must be made in writing to the Registrar at least seven (7) to ten (10) days before issuance. The first copy of the transcript is free of charge. Each additional copy is five dollars. Request for copies or replacement of certificates, health forms, etc., will follow the same procedure.

A student must be current on financial obligations owed to 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 and consult with the Career Development Coordinator for information on employment opportunities.

FINANCIAL SERVICES/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 Loans) based upon their educational needs. Certain eligible students may also participate in Federal Supplemental Education Opportunity Grants (FSEOG) and Federal College Work Study (FCWS) programs.

TYPES OF FINANCIAL AID:

1. **FEDERAL FAMILY EDUCATION LOAN:** The Federal Family Education Loan is a loan that is received through a bank and must be repaid. Repayment begins six (6) months after a student graduates or leaves school.
2. **FEDERAL DIRECT STUDENT LOAN:** The Federal Direct Student loan is a loan that is received through the Federal government and must be repaid. Repayment begins six (6) months after a student graduates or leaves school.
3. **FEDERAL PELL GRANT:** The Federal Pell Grant is a grant based on a student's income from the previous year. For students considered "dependent" financial need will be based on the parent's income from the previous year.
4. **FEDERAL WORK PROGRAM:** This program gives part-time employment to students who need the income to help meet the cost of postsecondary education. To be eligible for an FWP position, the student must meet all eligibility requirements for federal aid. In addition, a student must have "financial need," and adhere to the requirements for satisfactory academic and attendance progress.
5. **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS:** This grant is based on the student's financial need and is distributed as funds are available. These funds are distributed to those students with the greatest unmet need (i.e., preferably to those student with a "0" (EFC) Expected Family Contribution).

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 a parent or legal guardian. Applicants fulfilling the above cancellation requirement are entitled to a refund of all monies paid to the school.

- A. An applicant may cancel enrollment at any time before the commencement of classes.
- B. All monies 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 (3) days but within the first 5% of the course, charges by the school to the student will 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	
5.1%	10%	10%
10.1%	20%	20%
20.1%	30%	30%
30.1%	40%	40%
40.1%	50%	50%
50.1%	60%	60%
- F. After completing more than 60% of this course, the student is obligated for the full amount of the total contract price of the course.
- G. In case of a student injury or prolonged illness or death in the family or other circumstances that make it impractical to complete the course, the school will 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 monies paid by the student to the school will be refunded and the student will be released from any obligation hereunder.
- I. All Title IV funds disbursed and credited to the students accounts at intervals are based on credit hours offered.
- J. A financial services 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.

FEDERAL DEPARTMENT OF EDUCATION REQUIREMENTS

POLICY FOR REFUND DISTRIBUTION OF FEDERAL IV PROGRAM

Refunds to Title IV programs are determined by program payment periods based on the 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)

If the Institution determines that a refund to any Title IV Program is \$25.00 or less, the amount will be retained by the institution.

RECOVERY OF OVERPAYMENTS FOR NON-INSTITUTIONAL EDUCATIONAL EXPENSES

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

STATEMENT OR 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, has 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 must also be signed to receive SFA funds for the draft. A student must not only sign this 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 the number in household attending college reflects any changes that have occurred since initial application, excluding those changes that have occurred due to a change in marital status.

STATEMENTS OF DRUG FREE WORKPLACE CERTIFICATION

The Federal Drug Free Workplace Act of 1988 (pub.L100-630 Title V, Subtitle D) mandates that students receiving Pell Grants must comply with certain requirements. This is outlined more fully in Section 1503 of the Anti-Drug Abuse Act of 1988, which states: "If you are convicted of drug distribution or possession, the court may suspend your eligibility for Title IV financial aid."

UNIFORMS/EQUIPMENT

- | | |
|------------------|--|
| BOOKS | Included in the tuition are books used in the program. Replacement charges will apply if the student needs to replace a lost book. |
| EQUIPMENT | Students in certain programs are encouraged, but not required to purchase stethoscopes, watches, calculators, etc . . . |
| UNIFORMS | Students are required to be in uniform by the end of the second week of the program. Prices will vary depending on what program the student is enrolled in and where they elect to purchase their uniform. |

LIVING ACCOMMODATIONS

Because most students live within daily commuting distance of the various locations, the school does not have formal housing. In cases where the student is unfamiliar with the Atlanta area, school officials will provide as much assistance as possible.

TEACHING AIDS, SPECIAL LECTURES, AND FIELD TRIPS

Up-to-date equipment and audio/visual aids are available for the instruction of students. Televisions and VCR's, overhead projectors, mannequins, etc., are also utilized. Through cooperative efforts with hospitals and medical offices, students are also exposed to more extensive equipment normally found in hospitals and clinical settings. Periodically, resource people from the medical/business field including graduates are invited to address students on various subjects. Students also take part in supervised scheduled field trips to local medical facilities.

LIBRARY

A library is available at each of the schools for students' use. The library contains current books and periodicals covering a wide variety of medical specialties and other subject matter. Students are encouraged to use the area's larger public or university libraries for further research. Various campus facilities have access to the world wide web on the Internet.

EXTERNSHIP

Externship or Clinical is the final phase of a student's chosen program providing students with an opportunity to apply knowledge and skills acquired in the classroom to actual practice in work settings. Placement of students on externship sites is a cooperative arrangement between the school and local facilities to provide on-site and normally unpaid training experiences to students who have successfully completed their didactic training.

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

Externship assignments usually occur during the day since most contract facilities have personnel to supervise students only during this time. Evening students should be particularly aware of this time constraint and make accommodations to adhere to the daytime schedule.

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 your Program Coordinator.

CERTIFICATION EXAMS:

Students in the Medical Assisting, Medical Office Assisting, Patient Care Technician, and Phlebotomy programs are expected to challenge their respective certification exams. The AST exam for Surgical Technology students must be taken prior to graduation. Below are the costs of the exams for students:

MEDICAL ASSISTING - GMI pays \$59.00 toward cost of the RMA exam; the student is required to pay the remaining \$26.00.

MEDICAL OFFICE ASSISTING - Students are required to pay \$20.00 for the complete cost of the Cybertech exam.

PATIENT CARE TECHNICIAN & PHLEBOTOMY - The cost of the Certified Cardiographic Technology (CCT) exam is \$110.00; GMI will pay \$55.00 toward the cost of the exam. The cost of the Registered Phlebotomy Technology (RPT) exam is \$85.00. GMI will pay \$59.00 toward the cost of the RPT exam and the student must pay the remaining \$26.00.

SURGICAL TECHNOLOGY - The cost of the AST exam is \$165.00; GMI pays \$82.50 toward the cost of the exam; the student is required to pay the remaining \$82.50.

HONORS AND AWARDS

Georgia Medical Institute's Honors 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% or better. Students are awarded the Honors List certificate if they have successfully maintained a GPA of 90-94% for the eight-week term. Perfect Attendance awards are also awarded for each eight week period.

Graduation ceremonies recognize students with the highest GPA in their graduating class from each school. Perfect Attendance awards for the entire program are also presented.

SURGICAL TECHNOLOGY PROGRAM

Training Objectives for Surgical Technology:

The Surgical Technology Program is designed to train the 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 surgeons' offices. Students in the Surgical Technology Program will be certified in Community CPR. Students are required to challenge the certification exam offered by the Association of Surgical Technologists prior to graduating from the program.

Morning classes are offered three times a year in September, January and May. Evening classes are offered in November, March and July. Students must start the program on an assigned start date.

SURGICAL TECHNICIAN PROGRAM

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>HOURS</u>
GE101	Human Behavior & Motivation	2.0	32
GE102	Career Development	2.0	32
GE104B	Introduction to Speech	1.0	16
HS101A	Anatomy & Physiology I	2.0	32
HS101B	Anatomy & Physiology II	2.0	32
HS101C	Anatomy & Physiology III	2.0	32
HS101D	Anatomy & Physiology IV	2.0	32
HS103A	Medical Terminology I	2.0	32
HS103B	Medical Terminology II	2.0	32
HS110	Hospital Data Base Management	1.5	32
HS106	Medical Law & Ethics	2.0	32
ST120A	Surgical Technology I	4.0	60
ST120B	Surgical Technology II	4.5	80
ST120C	Surgical Technology III	3.0	80
ST120D	Surgical Technology IV	2.0	52
ST124	Anesthesia & Related Drugs	2.0	32
ST300	Externship	12.0 credits	560 hours
TOTAL:		48.0 credits	1200 hours

TOTAL WEEKS:

46 weeks (*Day Program*)54 weeks (*Evening Program*)*Didactic:*32 weeks (*days*)4 hours per day *Monday-Friday*40 weeks (*evenings*)4 hours per day *Monday-Thursday**Externship:*14 weeks (*days*) only

SURGICAL TECHNOLOGY PROGRAM

GE101 HUMAN BEHAVIOR AND MOTIVATION

This course is designed to help the student understand the importance of positive human relations in the medical field, and to apply different behavioral theories and positive interpersonal skills to work and personal situations. Students are also provided with techniques to improve learning skills and to modify attitudes and behaviors related to fulfilling financial goals and meeting financial obligations.

GE102 CAREER DEVELOPMENT

This course is designed to prepare the student for entering the job market in the allied-health field. Course content includes providing information to assist in students' professional career growth, and developing career searching and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview.

HS103A MEDICAL TERMINOLOGY I

This course is designed to help students recognize, understand, spell, and pronounce commonly used terms in the medical vocabulary. Students are challenged through spelling and vocabulary exams, and oral recitation.

HS103B MEDICAL TERMINOLOGY II

This course further provides additional principles of medical word building for students to readily apply words to the building of an extensive medical vocabulary. Upon completion of this course, students should gain an overview of the various terms used in the anatomy of the human body.

GE104B INTRODUCTION TO SPEECH

This course is designed to assist the student with daily activities of oral communication. Public speaking and correct pronunciation of words are emphasized. Oral presentations are practiced and a requirement for successful completion of this course.

HS106 MEDICAL LAW AND ETHICS

This course helps the student understand moral behavior, acceptable standards of conduct, and professional relations. Emphasis is placed on the ways in which the laws of Georgia and the United States impact the daily practice of the medical professional. Through written and oral presentations, students discuss the ethical issues which effect medical practice and how those issues are addressed in various societies.

HS110 HOSPITAL DATA BASE MANAGEMENT

This course is designed to introduce the student to the use of computers in the medical setting. The student will learn to enter information into the computer in a variety of formats and will develop an understanding of the functions of computers in data management and record keeping.

HS101A ANATOMY AND PHYSIOLOGY I

This courses is designed to introduce the student to the structure and function of the human body. This course is the first of four for surgical technology students. In addition to providing an introduction to basic anatomical terms, the course covers pathology of the skin. The course also provides an introduction to the skeletal and muscular system for surgical technician students.

HS101B ANATOMY AND PHYSIOLOGY II

This course is a continuation of HS101A and introduces the surgical technology student to additional anatomical terms, the structure, function and pathology of the digestive, urinary and reproductive systems.
Prerequisite: HS101A

HS101C ANATOMY AND PHYSIOLOGY III

This courses is designed to provide the surgical technology student with an extended review of anatomy and physiology as it relates to surgery. Along with introducing additional terms this course covers the pathology of the cardiovascular and respiratory systems.
Prerequisite: HS101B

HS101D ANATOMY AND PHYSIOLOGY IV

This course is a continuation of HS101C and introduces to the student anatomical terms, pathology, and the anatomy of the nervous, endocrine and special senses systems.
Prerequisite: HS101C

ST120A SURGICAL TECHNOLOGY I

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

ST120B SURGICAL TECHNOLOGY II

This course is designed to further familiarize the student with surgical procedures and various instruments involved in surgery. Common surgical conditions, operative procedures and post-operative care are presented in this course. Material covered includes: homeostasis electrosurgery, wound closure/tissue layers, and preparation of the surgical site/pre-op care.
Prerequisite: ST120A

ST120C SURGICAL TECHNOLOGY III

This course is designed to complete the student's knowledge and skills learned in ST120B and ST120C. 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 Technologists are emphasized.

Prerequisite: ST120B

ST120D SURGICAL TECHNOLOGY IV

This course is designed to give the Surgical Technologist opportunities to practice the technical aspects of pre-peri-and post-operative care. Surgical routines are presented and practiced in simulated surgical environments. The student spends observation time in the operation room during this course.

Prerequisite ST120C

ST124 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 dosage and calculations.

ST300 EXTERNSHIP/ORIENTATION ROTATION

During this course, the student spend time in a hospital or clinic operating room working under the supervision of a nurse or operating room technician. This course is the final course of the Surgical Technology program and successful completion is required for graduation.

Prerequisite: Program Coordinator's Approval.

ADMINISTRATION**CORPORATE STAFF**

Dominic J. Dean, B.A.
President/COO-School Operations
Siena College

Arthur R. Cuff, B.C.E., M.B.A.
Vice President-COO-School Support
Georgia Institute of Technology
Georgia State University

Tira Harney Clay, B.A., M.S.
Director/Dean of Education
Spelman College
Stevens Institute of Technology

Sharon Davis
Director of Administrative Support
College of Lake County

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Emory University
Georgia State University

Sheila Jenkins, LPN
Satellite Unit Program Coordinator, GSTC
Durham Technical School
Clayton College and University

Konjite Awoke
Administrative Support Assistant
Cambridge Tutorial College of Britain

MEDICAL ASSISTING PROGRAM

Training Objectives for Medical Assisting:

The Medical Assisting modular program 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 of study that combines basic knowledge with applied skills mastered in the classroom and laboratory. Students are trained to perform clinical tasks including EKGs, vital signs, injections, venipuncture, and X-rays. Student also are instructed on how to handle tasks involving front office administrative procedures.

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

The program is designed in a modular format thus allowing students to begin training in any particular module listed below.

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

Students in the Medical Assisting Program will be certified in Community CPR.
Classes start every four weeks. Students must start the program on an assigned start date.

MEDICAL ASSISTING MODULAR PROGRAM

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>HOURS</u>
<i>Module I</i>			
MA100	Basic Medical Assisting (MA)	1.5	32
MO11A	Computer Keyboarding I	1.0	32
MA102	Digestive System/Nutrition	1.0	16
MA110	Respiratory System	1.0	16
<i>Module II</i>			
MA106	Microbiology/Minor Office Surgery	1.5	32
MA122	Urinary System/Urinalysis	0.5	16
MA108	Disease Process	1.0	16
GE101	Human Behavior & Motivation	2.0	32
<i>Module III</i>			
MA124	Hematology	1.5	32
HS106	Medical Law & Ethics	2.0	32
MA121	Musculoskeletal System	1.0	16
MA128	Integumentary System/First Aid	1.0	16
<i>Module IV</i>			
HS105	Medical Data Base Management	1.5	32
MA114	Circulatory System/EKG	1.5	32
HS116	Pharmacology	1.0	16
MA118	Special Senses/Nervous System	1.0	16
<i>Module V</i>			
MO113	Medical Office Procedures	3.0	64
MA104	Administration of Medications	1.5	32
<i>Module VI</i>			
GE102	Career Development	2.0	32
MA112	Reproductive Systems	2.0	32
MA130	Body Planes/CPR/Radiology Safety	1.5	32
<i>Module VII</i>			
MA132	Externship	5.0 credits	240 hours
TOTALS		35.0 credits	816 hours
TOTAL WEEKS		30 weeks (Day Program) 42 weeks (Evening Program)	
<i>Didactic:</i>		24 weeks (days) Five hours per day Monday-Thursday Four hours per day Friday 36 weeks (evening) Four hours per day Monday-Thursday	
<i>Externship:</i>		6 weeks (days) only Five days per week eight hours per day	

MEDICAL ASSISTING PROGRAM**MA100 BASIC MEDICAL ASSISTING SKILLS**

This course is designed to introduce the student to basic clinical skills required for employment in a doctor's office. Skills attainment also includes collecting patient data and vital signs.

HS106 MEDICAL LAW AND ETHICS

This course helps the student understand moral behavior, acceptable standards of conduct, and professional relations. Emphasis is placed on the ways in which the laws of Georgia and the United States impact the daily practice of the medical professional. Through written and oral presentations, students discuss the ethical issues which effect medical practice and how those issues are addressed in various societies.

MA102 DIGESTIVE SYSTEM/NUTRITION

This course is designed to assist the student in identifying structures, functions, disorders, and procedures related to the digestive system. Students are provided information about proper diet and diet therapies.

MO111A COMPUTER KEYBOARDING I

This course is designed to introduce the student to keyboarding methodology. Students also gain an understanding of computer operations. Fundamental skills and techniques are stressed in order to lay a foundation for succeeding keyboarding courses.

MA104 ADMINISTRATION OF MEDICINES/ MATH

This course is designed to help the student develop skills needed to administer medications effectively and safely. Student demonstrate the use of syringes and needles in order to give a variety of injections. Concepts of math as they relate to drug calculations are 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 method of growth. Included in the course is instruction on how to assist with basic laboratory tests and utilize the microscope for identification. Students are instructed in the theory and practice of aseptic technique. Proper hand washing and infection control is stressed. Also, students learn to identify, properly choose and handle surgical instruments that are commonly used in surgical office procedures. OSHA guidelines are stressed throughout this course.

GE101 HUMAN BEHAVIOR AND MOTIVATION

This course is designed to help the student understand the importance of positive human relations in the medical field, and to apply different behavioral theories and positive interpersonal skills to work and to their personal situations. Students are provided with techniques to improve learning skills and to modify attitudes and behaviors related to fulfilling financial goals and meeting financial obligations.

MA108 DISEASE PROCESS

This course is designed to introduce the student to diseases, their etiology, treatment and prevention. Concepts of public health, immunity and its function are also covered. The course includes an overview of medical terminology for the applicable body system.

MA110 RESPIRATORY SYSTEM

This course is designed to assist the student in understanding and identifying the structure, function, and pathology of the respiratory system. Students are introduced to such skills as oxygen administration and obtaining throat cultures. The course includes an overview of medical terminology for the applicable body system.

MA112 REPRODUCTIVE SYSTEM

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

MA114 CIRCULATORY SYSTEM/EKG

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

HS105 MEDICAL DATABASE MANAGEMENT

This course is designed to help the student gain proficiency in keying data, managing information systems, file processing, and data organization. A software program involving medical office billing is utilized as part of the practice.

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MA116 PHARMACOLOGY

This course is designed to introduce the student to the more commonly prescribed medications in the medical office. Students 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. The laws governing drug distribution, ordering, dispensing, and storing controlled drugs are also covered. The course includes an overview of medical terminology for applicable body systems.

MA118 SPECIAL SENSES/NERVOUS SYSTEM

This course is designed to help the student develop skills to identify basic senses, to measure vision, 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 an overview of medical terminology for the applicable body system.

MA121 MUSCULOSKELETAL SYSTEM

This course is designed to help students understand the structure, function and pathology of skeletal and muscular systems, and their respective effect on body mechanics. This course is also designed to give students basic information on the structure, function and pathology of the complex nervous system. Also covered is an understanding of various tests the doctor may employ in evaluating the nervous system. The course includes an overview of medical terminology for the applicable body system.

MA122 URINARY SYSTEM/URINALYSIS

This course is designed to help students understand the structure, function, and pathology of the urinary system. Skills are learned to obtain urine specimens for urinalysis, and basic urinalysis is presented in theory and practice. The course includes an overview of medical terminology for the applicable body system.

MA124 HEMATOLOGY

This course is designed to introduce the student to the structure, function and pathology of the blood. The course primarily covers theory, demonstration, and clinical practice of common tests performed in medical offices, including blood drawing techniques such as "finger sticks" and venipuncture. OSHA guidelines are emphasized in this course. The course includes an overview of medical terminology for the applicable body system.

COURSE DESCRIPTIONS 33

MA128 INTEGUMENTARY SYSTEM/FIRST AID

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. This course also teaches students how to respond and recognize life-threatening emergencies.

MA 130 BODY PLANES/CPR/RADIOLOGY SAFETY

This course is designed to familiarize the student with the general structure and layout of the human body with emphasis placed on terminology. The course also includes principles of radiation and the use of X-rays and fulfills state requirements in the area of X-ray safety. A certificate in X-ray safety is issued upon meeting the state's criteria. Students are also taught the principles of Cardiopulmonary Resuscitation (CPR) as defined by the American Heart Association.

MO113 MEDICAL OFFICE PROCEDURES

This course is designed to train students on insurance form completion, patient statements, laboratory reports, and file maintenance. In addition, students are instructed in proper grammar usage, telephone etiquette, inventory control, peboard accounting systems, and light bookkeeping techniques.

GE102 CAREER DEVELOPMENT

This course is designed to prepare the student for entering the job market in the allied-health field. Course content includes providing information to assist in students' professional career growth, and developing career searching and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview.

MA132 EXTERNSHIP

During this course, the student spends time in a clinical setting during the day, applying the knowledge, skills, and competencies acquired in the classroom. This is the last course of the student's program. Successful completion of the externship is a graduation requirement.

MEDICAL OFFICE ASSISTING PROGRAM

Training Objectives for 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, coding, billing, scheduling and transcription. The Medical Office Assisting graduate can expect to find employment opportunities in physicians' offices, hospitals and clinics. *Classes start every four weeks. Students must start the program on an assigned start date.*

MEDICAL OFFICE ASSISTING PROGRAM

COURSE #	COURSE TITLE	CREDITS	HOURS
GE101	Human Behavior & Motivation	2.0	32
GE 102	Career Development	2.0	32
GE104A	Introduction to Writing Skills	1.0	16
GE104B	Introduction to Speech	1.0	16
HS103A	Medical Terminology I	2.0	32
HS103B	Medical Terminology II	2.0	32
HS105	Medical Data Base Management	1.5	32
HS106	Medical Law & Ethics	2.0	32
HS116	Pharmacology	1.0	16
MO100	First Aid/Patient Assessment	0.5	16
MO105	Accounting	1.0	16
MO111A	Computer Keyboarding I	1.0	32
MO111B	Computer Keyboarding II	1.0	32
MO111C	Computer Keyboarding III	1.0	32
MO111D	Computer Keyboarding IV	1.0	32
MO112	Medical Records Management	1.5	32
MO113	Medical Office Procedures	3.0	64
MO114A	Software Applications I	1.5	32
MO114B	Software Applications II	1.5	32
MO114C	Software Applications III	1.0	16
MO117	Medical Billing & Coding	2.0	32
MO211A	Medical Transcription I	1.5	32
MO211B	Medical Transcription II	1.0	32
HS001	Infectious Disease Seminar	-----	-----
MO300	Externship	3.5 credits	160 hours
	TOTAL:	36.5 credits	832 hours

TOTAL WEEKS:

Other 1 more credit
 32 weeks (Day Program)
 46 weeks (Evening Program)

Didactic:

28 weeks (days)
Five hours per day Monday-Thursday

Four hours per day Friday

42 weeks (evening)

Four hours per day Monday-Thursday

4 weeks (days) only

Five days per week eight hours per day

Externship:

MEDICAL OFFICE ASSISTING PROGRAM

MO100 FIRST AID/PATIENT ASSESSMENT

This course is designed to help the student recognize and respond to life threatening emergencies. Students are taught the principles of CPR as defined by the American Heart Association.

GE102 CAREER DEVELOPMENT

This course is designed to prepare the student for entering the job market in the allied-health field. Course content includes providing information to assist in students' professional career growth, and developing career searching and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview.

GE104A INTRODUCTION TO WRITING SKILLS

This course is designed to provide students with practice in basic grammar skills and writing exercises, placing emphasis on punctuation, capitalization, grammar, spelling, and paragraph development.

GE104B INTRODUCTION TO SPEECH

This course is designed to assist the student with the daily activity of oral communication. Public speaking and correct pronunciation of words are emphasized. Oral presentations are also practiced and a requirement for successful course completion.

HS106 MEDICAL LAW AND ETHICS

This course helps the student understand moral behavior, acceptable standards of conduct, and professional relations. Emphasis is placed on the ways in which the laws of Georgia and the United States impact the daily practice of the medical professional. Through written and oral presentations, students discuss the ethical issues which effect medical practice and how those issues are addressed in various societies.

GE101 HUMAN BEHAVIOR AND MOTIVATION

This course is designed to help the student understand the importance of positive human relations in the medical field, and to apply different behavioral theories and positive interpersonal skills to work and to their personal situations. Students are provided with techniques to improve learning skills and to modify attitudes and behaviors related to fulfilling financial goals and meeting financial obligations.

MO105 ACCOUNTING

This course is designed to familiarize the student with the accounting systems used in the medical office. The student learns how to create and manipulate data in the general ledger, accounts payable, accounts receivable, invoicing, inventory, and payroll.

MO111A COMPUTER KEYBOARDING I

This course is designed to introduce the student to keyboarding methodology. Students gain an understanding of computer operations. Fundamental skills and techniques are stressed in order to lay a foundation for succeeding courses. Those students with prior typing experience are given a placement examination in order to complete more advanced work.

MO111B COMPUTER KEYBOARDING II

This course is designed to advance a student's skill at the computer. Students increase skills associated with typing basic documents such as letters, reports, memos, and outlines. Speed tests are given weekly as an assessment tool in this course.

MO111C COMPUTER KEYBOARDING III

This course is designed to enhance the student's current skills. Fundamentals in speed building and accuracy are emphasized. Simulation exercises and various production work are also presented.

MO111D COMPUTER KEYBOARDING IV

This course is designed to enhance and increase the speed and accuracy of the student. Simulation exercises are continued to address the work performed in an actual medical environment.

MO113 MEDICAL OFFICE PROCEDURES

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

MO114A SOFTWARE APPLICATIONS I

This course is designed to give students the fundamental concepts required to utilize the computer. This course consists of the DOS system, usage of the computer, computer terminology, and various software applications, including a preliminary introduction to Windows.

MO114B SOFTWARE APPLICATIONS II

This course is Windows-based, focusing on commands and other word processing-related concepts. Students gain a knowledge of software applications through hands-on exercises, production of documents, and running applications.

MO114C SOFTWARE APPLICATIONS III

This course provides in-depth knowledge of spreadsheets and other word processing applications. Students become proficient in understanding terms and performing various spreadsheet calculations.

HS105 MEDICAL DATABASE MANAGEMENT

This course is designed to help students gain proficiency in keying data, managing information systems, file processing, and data organization. A software program involving medical office billing is utilized as part of the practice.

MA116 PHARMACOLOGY

This course is designed to introduce students to commonly prescribed medications in the medical office. Students 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. The laws governing drug distribution, ordering, dispensing and storing controlled drugs are also covered. The course includes an overview of medical terminology for applicable body systems.

MO117 MEDICAL BILLING AND CODING

This course is designed to introduce students to the ICD-9-CM, and provide them with a working knowledge of the Current Procedure Terminology used in medical records and billing throughout the United States.

MO211A MEDICAL TRANSCRIPTION I

This course provides the student with enhanced computer keyboarding skills focusing on speed and accuracy when transcribing medical reports. Students increase proficiency in physician's office dictation, and also explore the various types of transcription applications.

MO211B MEDICAL TRANSCRIPTION II

This course is a continuation of Medical Transcription I. Students transcribe medical reports from individual patient's case studies which reflect specific medical conditions.

MO112 MEDICAL 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.

HS103A MEDICAL TERMINOLOGY I

This course is designed to help students recognize, understand, spell, and pronounce commonly used medical terms. Students are challenged through spelling and vocabulary exams, and oral recitation.

HS103B MEDICAL TERMINOLOGY II

This course provides additional principles of medical word building for students to readily apply words to the building of an extensive medical vocabulary. Upon completion of this course, students should gain an overview of the various terms used in the anatomy of the human body.

MO300 EXTERNSHIP

This course provides students with the opportunity to apply the knowledge, skills, and competencies acquired in the classroom in a clinical/allied-health setting. This is the last course of the students' program and the externship must be fulfilled during the day. Successful completion of the externship is a graduation requirement.