



# School Catalog

Phlebotomy Technician

Pharmacy Technician

Nursing Assistant

Clinical Medical Assistant

Medical Billing & Coding

**MEDICAL INSTITUTE OF SOUTH GA, INC**

# SCHOOL CATALOG

## 2025



Destination....graduation!

Always begin with the end in mind. ~ Stephen Covey

Medical Institute of South Georgia

810 North College Ave

Douglas, GA 31533

866-384-8680

[train@mis-ga.org](mailto:train@mis-ga.org)

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# Welcome to the Medical Institute of South Georgia

*Message from the President,*

*On behalf of our team here at the Medical Institute of South Georgia, I would like to welcome you. Our core values are to equip You've taken the first step toward controlling your future and gaining career advancement. You should be proud of yourself—we certainly are.*

*At Medical Institute of South Georgia, we pride ourselves on going the extra mile for each and every student, so your success here at MISG is imminent! You will have our undivided attention as you progress through your training and develop your skills as a healthcare provider. Each lesson in every course is fun, educational and brings you one step closer to your new career.*

*Our student services representative is standing by to answer any of your questions and to simply offer you encouragement along the way. You may reach student services by sending an email to [train@mis-ga.org](mailto:train@mis-ga.org) or just calling us at 866-384-8680. I look forward to serving you while you are a student and sharing your success as you venture into your new career. Welcome to Medical Institute of South Georgia!*



***Yours Truly,***

***Tracy McClelland***

***Dr. Tracy McClelland***

## Administration

### Administration

CEO/Founder, Dr. Tracy McClelland RN, MSN -President

CEO/Leroy McClelland, Administrator

Tracy McClelland- Student Services & Lead Instructor

Alisa Justice – Student Support Coordinator

Linetha Munford-Medical Billing & Coding  
Instructor

Renata Chaney- Pharmacy Technician Instructor

### Faculty:

Tracy McClelland RN, MSN, DBA-Lead Instructor

LiNetha Munford–MBC Instructor  
(part-time)

Renata Chaney-Pharmacy Technician (part-time)

### Board of Trustees:

**Leroy McClelland -Executive Board of Director**

**Tracy McClelland-CEO/ President/ Instructor**

**Johnny Jackson- Executive Board of Director- Chairman**

**Glinda Wilson- Advisory Board Member**

**Michael Newton- Advisory Board Member**

**Jackeline Carderas-Advisory Board Member**

**Brenda Herring-Advisory Board Member**

**Dr. Lillie Bryant- Advisory Board Member**

**Darlene Paulk – Executive Board of Director  
Vice Chair**

**Brianna Faulk – Executive Board of Director  
Treasurer**

**Paulette Brown – Advisory Board Member**

**Katasha Swanson-Advisory Board Member**

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## **Medical Institute of South Georgia 2023 School Catalog**

### **Purpose**

Medical Institute of South Georgia was established in 2006 to provide tutorial services to nurses who wanted to advance their nursing career by taking home study courses for their RN degree. Our center simply provided a classroom atmosphere and an experienced educator to guide them to success. Over the past 19 years we have grown in our small community and our services have expanded. We offer courses as simple as Basic Life Support and as complex as Pharmacy Technician training. Individuals like you who may not have a year to complete your studies and would like a faster method of learning to achieve career goals and get on with your life have come to the right place. Our school was designed with you in mind.

The school has trained thousands of students. Many are now successfully working in their chosen occupations.

### ***Mission Statement***

*“Equip, Empower, & Elevate the next generation of Healthcare Leaders.”*

### **Vision**

*“Be the Leading Healthcare Education Provider for South Georgia.”*

### ***School Objectives***

#### **MISGs education programs are designed based on these standards:**

- MISG was established to provide each student with in-depth knowledge of their chosen career.
- Proof of students’ mastery of skills must include application and performance directed at meeting professional standards. These standards are measured through certification testing.
- The school strives to build the self-esteem of every student, teach them poise, courtesy and proper conduct in both the classroom and in the clinical setting.
- A primary focus of the educational program must always be to respond to individual needs and provide for attainment of the educational goals of students.
- In order for the instructional program to be of maximum value, it must be directed toward teaching current, respected practices in the professions concerned. Up-to-date lessons and course materials are necessary components of such teaching/learning programs.
- The methods of instruction utilized must be those which have proven effectiveness in helping students meet educational goals and perform at accepted standards for desired accomplishment.
- Quality educational programs require competent administrative leadership and qualified, experienced faculty in each of the instructional programs.

- Continuous review of the effectiveness of the educational programs and individual student progress must be carried out to determine how well the educational goals of the school and its students are being realized.

### ***Authority to Operate***

Medical Institute of South Georgia is authorized by the Nonpublic Postsecondary Education Commission (2082 East Exchange Place Ste 220, Tucker, GA 30084) and the Georgia Medical Care Foundation (1455 Lincoln Pkwy E, Atlanta, GA 30346).

The school conducts its educational activities as a privately owned and operated institution from its sole location of 810 College Ave North, Douglas, GA. The school is classified as non-profit and founded by Dr. Tracy M. McClelland who is also the school President. The school offers in-person for all other courses listed in this catalog.

### ***Facility***

MISG is located at 810 College Ave North Douglas, GA 31533 and is located in 5100 square feet building. The space is devoted to 5 classrooms, 3 restrooms, 2 student training labs, 4 offices and a reception area. All classrooms are furnished with the necessary equipment for basic learning. The facility also has mini-library resources throughout the facility and computer lab with internet access. The facility has a book and gift shop as well as a front lobby area.

### ***Equipment***

Equipment used by the students and instructors meet the requisite standards as set forth by all training approval agencies. This equipment includes but is not limited to: Tables and chairs, hospital beds, over bed tables and privacy curtains. Medical Assistant equipment includes: Patient exam table, Microscope, EKG Machine, Centrifuge, Computers, Scale and Blood Pressure Cuffs. Equipment includes Hospital Patient Bed, walker, wheelchair, and over-bed table. Medical Insurance Billing and Coding has full access to a computer lab.

Our school has a mock pharmacy for Pharmacy technicians. To enhance the students learning the school is equipped with Plasma TV's, DVD's, dry erase boards in each classroom and audio video equipment.

### ***Library***

The school has mini library resources available to students for use as well as training videos, and the Interlibrary On-line Resource in the computer lab. Computers in the lab have internet access.

### ***Admission Requirements (All Programs)***

Medical Institute of South Georgia is an equal opportunity institution and offers admission to anyone who meets the admission standards and can benefit from the training, without regard to race, religion, sex, age, color, national origin, physical disability or place of residence. Students under the age of 16 cannot be admitted to the school.

The school accepts enrollment applications on a daily basis; however, all students who plan to attend any training class at Medical Institute of South Georgia leading to a certification must register to take the T.A.B.E. test. The entry level exam must be taken even if the student has a college degree. Entry level scores for admittance is listed below per Program. Students who do not have a High School Diploma or GED will not be permitted to enroll in some programs, see breakdown below.

### ***Admission Test Scores for Program Entry***

- Nurse Aid- No Diploma/GED required, TABE test score of 5.0 is permitted to enroll
- Clinical Medical Assistant- Diploma or GED required 9.0 minimum TABE score
- Medical Insurance Billing & Coding- Diploma or GED required 9.0 minimum TABE score
- Pharmacy Technician- Diploma or GED required 9.0 minimum TABE score
- Phlebotomy Technician- Diploma or GED required 9.0 minimum TABE score

All students meeting minimum test score requirements are permitted to fully enroll into the program of their choice and will be notified promptly of acceptance or rejection of admissions by telephone or mail.

If a student does not meet the minimum requirements for entry, the exam can be retaken 7 days later from the date of the initial testing date. The exam can be taken up to 3 times in a 6 month period.

The TABE test is a measurement of basic adult education. The various levels give us an idea of the likelihood of a students' success in a particular program.

### ***Criminal Background Check***

- All students who choose to enroll in the institution must submit to a criminal background check. Students who refuse will not be permitted to enroll. MISG background forms must be completed upon enrollment.
- Students who have felony convictions on their records maybe permitted to enroll if potential for records to be expunged by documentation from higher authority for approval.
- Students with convictions or charges of rape, violent crimes, or crimes against children will not be permitted to enroll.
- Students with other items on theirr criminal background may be considered for enrollment by the Acceptance Committee and must sign a Background Disclosure waiver.
- Students who enroll in the Nursing Assistant program must have a criminal background that is free from convictions or charges pertaining to crimes against a person, drug distribution, and theft by taking.



## ***Method***

The educational program and the instructional materials are specifically designed to ensure that every student has an opportunity to complete the training within the allotted time frame of instruction. This approach requires constant effort on the part of the student, encouraged by frequent evaluation from the instructor. Each course includes lessons and instructional materials with clear directions for the learning assessments to be completed.

## ***New Student Orientation***

Student orientation will be held at the training facility location. It takes approximately 2 to 3 hours to complete new student orientation and time will be given to students for questions and a tour of the facility. Each student is given the school brochure, new student handouts with policies and procedures about the school and courses. Initial payment and required documents are due by orientation to be considered enrolled into the school.

The school provides course Notebooks and other supplements such as student CDs for most courses. In these cases, physical textbooks and supplements are available for student purchase. Demonstration of mastery of the instruction by the student is accomplished by hands on demonstrations and various measurement activities which enable the student to evaluate progress.

Evaluations of required quizzes are recorded by the school and form a part of the student's permanent record. Correction and constructive criticism of submitted quizzes by the instructor reflect the measure of progress for each student and may point out areas needing special attention. Further assistance is provided to each student whenever necessary. Credit for course work is granted when a student has completed all required quizzes in each course, with a final grade average of 70% or higher.

## ***Academic Progress***

Student's progress is monitored by the instructional staff. Students who do not make passing grades may be subject to academic review. The school will determine if there is evidence to indicate that continuing in the program would be of value to the student.

## ***Grading System***

The school uses a number-letter system of grading, with number grades being assigned to quizzes and letter grades to completed courses. The course Grade Point Average is determined by obtaining a weighted average of designated quizzes.

Numerical Grade	Letter Grade	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Failing
	I	Incomplete

For students to graduate from the course, they must complete all academic requirements specific to their individual program of study, complete the course with a GPA of 70% or above and fulfill their tuition obligation. When students graduate, they will receive their Certificate of Completion along with any applicable graduation gifts and be eligible for graduate support.

## ***Student Services***

***Graduate Support:*** As a leading institution specializing in preparing people for new careers,

MISG has always had a strong commitment to the success of its students. Medical Institute of South Georgia provides its students with continuing employment instruction and advice. This personal counseling includes training in job-search techniques, résumé and letter writing, interviewing and presentation skills in our Career Essential course. This is a continuing service available to all Medical Institute of South Georgia graduates whenever they request it.

While graduate and career counseling is provided, it is understood that the school cannot promise or guarantee employment, although willing to help new graduates by writing letter of recommendation and other assisting measures but cannot guarantee placement services to any student or graduate.

In addition, prospective students, students and graduates are expected to investigate certification or other professional requirements for their chosen profession.

***Individual Instructor Assistance:*** Students may receive individual instructional assistance at any time by e-mailing, writing or calling the school. Instructional assistance calls should be placed between 8:30 a.m. and 5:00 p.m. EST, Monday through Thursday and 8:30 a.m. to 12:30 pm EST on Fridays.

Requests for assistance will be answered by the instructor or school staff member best qualified to provide the assistance requested.

***Student Records:*** Permanent academic records which include transcripts, are maintained for all school students. Individual records will be maintained for a minimum number of years set-forth by the Nonpublic Postsecondary Education Commission. This will begin following the end of the last enrollment period, graduation, or withdrawal. The contents of these records are confidential and will not be divulged except upon written request of the student or as required by state or regulatory agencies. All student records must be maintained by the school until surrendered to the agency in the event of closure.

***Transcripts:*** Transcripts of academic records are available to the student or will be sent to an institution or person designated by the student, when the student makes the request in writing. A request for a transcript should be accompanied by a \$10.00 fee for each transcript requested after the initial transcript request.

***Student Program & Instructor Evaluation:*** At the completion of every program of study, Medical Institute of South Georgia will ask you to complete a Program & Instructor Evaluation. These evaluations contain required information for reports, as well as helpful information that will allow MISG to continually assess the effectiveness of our curricula, our service and the academic achievement of our students.

***Learning Resources:*** Students are provided with all course and instructional materials necessary to complete the course work. This does not include computers or other business machines or specialized reference publications normally available at public libraries. Students are encouraged to use the computer lab to access the Interlibrary Resource Center available to all students enrolled in MISG programs of study. For course-related problems, students should request help from school staff members in locating specific sources.

***Financial Services:*** MISG is pleased to be approved for WIOA Student Assistance with training. Students interested in these payment options should contact the schools Student Services Representative.

All tuition payments must be made in U.S. funds.

### **MISG Attendance Policy**

The Medical Institute of South Georgia encourages all enrolled students to attend regularly scheduled classes for instruction and examination. When a student must for any reason be absent from class, the student should immediately convey the reason for the absence directly to the instructor or the assigned student support coordinator. The student is responsible for all material presented in class and for all announcements and assignments.

The decision to permit students to make up work that is required in any missed class resides with the instructor. Students who stop attending class may be administratively withdrawn (with or without academic penalty); a grade of W may be assigned when students fail to attend 10% of any class meetings prior to the midpoint of the term; a grade of WF will be assigned when students stop attending after the midpoint. Individual instructors or departments may have attendance policies stricter than that of the Institute, if the policies are stated in the class syllabus.

Students who are absent because of school-sponsored activities that are approved for student affairs will be permitted to make up any work missed during the absence. "School-sponsored activities" include activities related to the course of learning, field trips related to academic courses, as well as any other school-sponsored activities approved by the President. Approval of such absences will be granted only if the instructor receives advance notice in writing from the faculty member or school official sponsoring the activity.

Extenuating circumstances for which an absence may be excused include participation in school-sponsored activities, hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family. Instructors may request documentation to verify the extenuating circumstances.

Students enrolled should have no more than 3 absences for classroom and no more than 2 for scheduled clinical rotations. In the event absences exceed, a written explanation must be presented to the instructor. A student may face the possible risk of withdrawal if missed days and assignments are not made up within 10 business days and no further absences in both class and clinical. 3 tardies are equivalent to a missed day of class and requires make-up as well.

### ***Refund Policy***

Medical Institute of South Georgia's policy for each potential student regarding refunds for admission testing, enrollment agreement and training services is as follows:

Students may receive a refund on all fees paid to the Institution if requests are made within (3) three business days of signing an enrollment contract. All fees or down payments will be credited as tuition payments unless identified on receipt as otherwise, such as nonrefundable application fees. Nonrefundable application fees is \$75 and are charged once per enrollment encounter.

**Refund on training supplies:** All fees charged to the student in addition to tuition are identified in the school catalog. All unused portions of fees submitted by a student will be refunded if a student

withdraws before completing fifty (50) percent of the period of enrollment into a course except for: Items that were special ordered for a students and cannot be used by another student; items that were returned in a condition that prevents them from being used or sold to new students.

There is also a nonrefundable fee on goods and services provided by 3<sup>rd</sup> party vendors.

In the event the institution cancels a program, all fees will be refunded.

**Withdrawal Refund Policy:** Medical Institute of South Georgia prorates refunds on course tuition based on the date in which the student began the official withdrawal process as listed in the student catalog. In the event a student has paid all fees in full and need to withdraw before completing a course, all tuition refunds will be based on proration of tuition and percentage of tuition completed at withdrawal up until 50% of the program.

### ***Withdrawal and Termination***

Students may request to withdraw from enrollment by requesting a withdrawal form. Upon withdrawal or termination, any refund due minus the nonrefundable application fees will be made to the student.

Medical Institute of South Georgia reserves the right to terminate a student from any program for the following reasons:

- ✓ Failure to demonstrate reasonable and successful progress in the course.
- ✓ Failure to maintain a tuition payment agreement.
- ✓ Failure to conduct self with professionalism, courtesy and respect for others in all of my dealings with the institution staff, faculty and other students.

### ***Readmission after Withdrawal/Termination***

If a student reenrolls into a different program after completion of the current program or withdrawal, they will have to submit enrollment fees for the new program. If a student withdraws from the school for any reason, the students is not liable for any unpaid portion of the application fee or tuition. If a student wishes to reenroll after withdrawal or termination, they will have to submit a request letter to the President requesting to reenroll, complete new application if longer than 1 (one) year, and submit all new admission fees as well as tuition if request is beyond 1 (one) year.

### ***Transfer of Credit***

Medical Institute of South Georgia's certificate programs, MISG does not accept transfer credit. Please note that other institutions may not accept credit from MISG.

## Unacceptable Behavior and Conduct

It is important to treat everyone that you may come in contact with, with the up most respect. We will not tolerate any disrespectful behavior in the classroom setting.

- Vulgarity (no cursing, vulgar language, or inappropriate gestures, memes)
- Negative feedback on other's work and / or comments
- Posting negativity, bullying of others in class
- No smoking, vaping, drinking alcohol beverages
- There will be absolutely No disrespecting the Instructors, Students, nor Staff.

## Grievance Policy

MISG focuses on the needs and satisfaction of you, our student, in order to provide exceptional, applicable instruction and service. The Complaint procedure is outlined below:

MISGs procedure for student complaints is posted in every classroom, written in English and posted on paper that is 8 ½ x 11" in large font print. This procedure can be found in the student catalog, website, as well as posted in classrooms.

### Instructions for the student:

If a student has a problem, they are expected to talk to the appropriate school department in an effort to resolve the issue. If the student feels the issue is unresolved, a formal meeting can be scheduled with the Student Support Services Coordinator.

A grievance is any event, condition; rule or practice, which the student believes violates his or her civil rights, treats him/her unfairly or causes him/her any degree of unpleasantness while in school.

- If at any time a student has a problem with an instructor or staff member, the student should request a meeting with that instructor or staff member to attempt to solve the problem at that level.
- If the problem cannot be resolved at that level, the student should request a meeting with their Student Services Coordinator, either verbally or in writing.
- The Student Services Coordinator will schedule a meeting within three business days after the request with the student, instructor, staff member or relevant parties to bring resolution to the problem. The Student Services Department will investigate the complaint. The Student Services Representative will respond in writing to the students' complaint within 7 business days of its receipt. If after this meeting no resolution is presented, the matter will be turned over to the School President for investigation, and the final institutional decision.
- If the school's final decision is not satisfactory the student has a right to appeal the decision.

**Right of Appeal**

Any student who is not satisfied with an institutional decision has a right to appeal. All appeals can be sent directly to NPEC (Nonpublic Post-Secondary Educational Commission)

Nonpublic Postsecondary  
Education Commission  
2082 East Exchange Place Suite 220  
Tucker, GA 30084  
770.414.3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Your complaint should include your:

- Name,
- Current address,
- Current phone number (if available),
- Current e-mail address (if available),
- A description of the complaint including pertinent details (dates, who you spoke to, etc.) of any previous conversations with the school.
- A copy of any documents necessary for full understanding of complaint.
- An expectation for how the complaint should be resolved.

### ***Availability of Course Materials***

MISG Health Career reserves the right to change and revise course materials as needed. Medical Institute of South Georgia also reserves the right to discontinue a course of study. All enrolled students will receive a course notebook with pertinent information needed to meet course(s) objectives.

### ***Director's List***

If you obtain a grade point average of 90 or higher in the course, you will be awarded a seat on the MISG Health Career Director's List. Your name will appear on our Director's List if you previously granted approval in writing.

***Graduation Requirements*** To graduate, you must:

1. Attain a final average of 70% or higher;
2. Have a signed enrollment agreement on file; and
3. Have paid your tuition in full.

Medical Institute of South Georgia will automatically release your certificate once **ALL** requirements have been met.

### **School Holiday Schedule**

Medical Institute of South Georgia will be closed the following dates:

#### **2025 Holidays \*\* School Closed**

- Jan 1, 2025 - New Year's Day\*\*
- January 15, 2025 - Martin Luther King Day\*\*
- May 26, 2025 - Memorial Day\*\*
- July 4, 2025 - Independence Day\*\*
- September 1, 2025 - Labor Day\*\*
- November 28, 2025 - Thanksgiving Day\*\*
- December 25, 2025 - Christmas Day\*\*
- January 1, 2026 -New Year's Day\*\*



## ***PROGRAMS OF INSTRUCTION***

### ***Clinical Medical Assistant***

312 Clock Hours – 15 weeks

The Medical Assisting Program groups its program around knowledge and skills required for administrative medical assisting and clinical medical assisting. The program concludes with clinical training in a medical facility.

Enrollment: As listed in course yearly catalog.

<b>Course Number</b>	<b>Title</b>	<b>Lecture</b>	<b>Labs</b>	<b>Extern</b>	<b>Total Clock</b>
<b>Module I</b>					
CMA 100	Fundamentals of Medical Assisting I	10	0	0	10
CMA 101	Fundamentals of Medical Assisting II	12	12	0	24
HED 101	Psychological Aspect of Patient Care	4	0	0	4
HED 99	Medical Terminology	12	0	0	12
HED 102	Anatomy & Physiology	20	8	0	28
<b>Module II</b>					
CED 101	Keyboarding	2	0	0	2
CMA 102	Medical Law & Ethics	1	0	0	1
HED103	Asepsis & Infection Control	4	2	0	6
HED 104	BLS & Emergency Care For Healthcare Providers	3	3	0	6
<b>Module III</b>					
CMA 103	Intro. to Fundamentals of Pharmacology	6	6	0	12
<b>Module IV</b>					
HED 400	Introduction to EKG	10	0	0	10
HED 401	Applied EKG	3	7	0	10
<b>Module V</b>					
CPT 100	Introduction to Phlebotomy	10	8	0	20
HED 212	Hematology	6	2	0	7
CPT 102	Medical Laboratory	4	8	0	12
<b>Module VI</b>					
CMA 104	Clinical Procedures	0	9	0	18
CMA 105	Clinical Externship			120	120
CPE 501	Certification Prep Essentials	12	0	0	8
CET 301	Career Essentials Training	8	0	0	6
<b>Total Hours</b>		<b>127</b>	<b>65</b>	<b>120</b>	<b>312</b>

Didactic: 10 Weeks (Days)  
7 hours per day  
Monday, Tuesday &  
Thursday 9am-4pm

Externship: 5 Weeks (Days)  
3 days per week eight hours per  
day

**Fees: \$4155**

\*Tuition: \$3160

\*Other Fees: \$955

See Breakdown below

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PPD-\$40 | CPR & First Aid  
\$100 National Exam-\$210  
| nonrefundable  
application fee-\$75  
Entrance Exam-\$35 |  
Books-\$175 Liab Ins.-\$60  
| Supp.-\$175 Grad. Fees -  
\$125

**Objectives of the Program**

The objective of the Medical Assisting Program is to prepare the

student to assist physicians and nurses by performing administrative duties and basic clinical duties in an office or medical center. To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation and basic laboratory procedures and tests as well as total patient care. Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities.

Potential Employment Sites: Doctor's Offices, Clinics, Community Centers and Hospitals.

***Student Requirements for Enrollment***

The school admits as full time students, high school graduates or holders of a General Education diploma. All applicants must pass and complete the T.A.B.E. testing with a minimum score of 9.0; all applicants must take this exam even if they have a degree.

To enter the medical assistant program applicants must have a valid ID. They must also show proof of completion of a High School diploma or GED, as well as be able to speak English. They must also successfully complete the on-line application.

**Instructional Methods:**

**Method of instruction:** This course is taught through a series of classroom lecture, hands-on laboratory training, out of class homework-class preparation assignments, and clinical internship instruction.

***Training Text & Materials Used for CCMA:***

- Hartman's Medical Assistant 2022
- Hartman's Medical Assistant The Basics 2022 Workbook
- Anatomy & Physiology Flash Cards
- Medical Terminology Flash Cards
- ECG Video Simulation Training

## **Module I Course Topics**

### **CMA100 Fundamentals of Medical Assisting I 10 hours**

This course is designed to expose the student to specific learning strategies and medical information from a historical perspective as well as teach them how to adapt to new trends and basic medical knowledge and medical ethics decisions. Students will also learn legal and ethical issues in the medical field and how to advocate and abide by them.

### **CMA101 Fundamentals of Medical Assisting II 24 hours**

This course is designed to help the student develop skills needed to collect patient data and take vital signs. This course is also designed to acquaint the students with hands-on-experience of medical billing. It will cover the aspects of filling out and using an information sheet, insurance claim forms, superbills, patient records management, telephone usage, insurance forms and purchasing.

### **HED 101 Psychological Aspect of Patient Care 4 hours**

This course is designed to help students with communication skills and understanding the psychological aspect of caring for people with various illnesses.

### **HED 99 Medical Terminology 12 hours**

This course is designed to help the student understand the basic function, structure and terminology associated with the human body. This course consists of medical abbreviations, prefixes, suffixes, root words and combining words as they relate to the body.

### **HED 102 Anatomy & Physiology 28 hours**

This course is designed to assist the student in understanding the structure, function and diseases that affect systems of the body. This course also introduces the student to the structure and function of the nervous system, circulatory/cardiovascular system, endocrine, digestive, and reproductive systems are also introduced and examined.

## **Module II**

### **CED 101 Key Boarding 2 hours**

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

### **CMA 102 Medical Law & Ethics 1 hour**

Course is designed to explore the rules and ethical considerations of medical law.

**HED 103 Asepsis & Infection Control I                    6 hours**

This course is designed to assist the student to apply knowledge of surgical asepsis and of instruments used, to choose proper equipment to assist the physician in various procedures, and to demonstrate both the use of proper hand washing techniques and the correct use of surgical supplies.

**HED 104 BLS & Emergency Care for Healthcare Providers                    6 hours**

This course is designed to help the student development the necessary skills and knowledge to save human lives in or during a time cardio pulmonary arrest. First aid covers emergency situation management skills and knowledge base.

**Module III****CMA 103 Intro to Fundamentals of Pharmacology                    12 hours**

This unit is designed to give the Medical Office Assistant an overview of pharmacology. The course will include legal standards and regulations of drugs, drug enforcement agencies, drug classifications, ordering and storing drugs and references for drug information. This course also helps 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 calculation are also presented in the course.

**Module IV****HED 400 Introduction to EKG                    10 hours**

This course is designed to help students understand the electrophysiology of heart wave measurement and applications for its management.

**HED 401 Applied EKG                    10 hours**

This course prepares students to utilize the EKG machine, perform EKG tests, and accurately read results of EKG tests.

**Module V****CPT 100 Introduction to Phlebotomy                    18 hours**

This course is designed to help students with the basic knowledge needed to identify accurately and safely the best vein selection for venipunctures.

**HED 212 Hematology                    8 hours**

This course is designed to help the student develop skills needed to: state the general functions of blood and name the four groups thereof, demonstrate finger sticks for capillary blood tests, and perform Venipuncture.

**CPT 102 Medical Laboratory****12 hours**

This course is designed to help students with the use of a microscope, review of quality lab tests, safety in the medical labs and prevention of hazards in the laboratory. Students will learn the use of Lab measurements, urinalysis, and management of lab chemistries as well as Microbiology.

**Module VI****CMA 104 Clinical Procedures****9 hours**

This course summarizes all clinical applications and brings everything together while preparing the student for the clinical externship. Review of classroom, lab and clinical skills needed.

**CMA 105 Clinical Externship****120 hours**

This course is designed to assist the student in preparation for externship. All clinical phases of the program will be reviewed to assure that the student is capable of functioning on extern. The student will also demonstrate through checkoffs their ability to function in the clinical setting. All clinical phases of the program are reviewed, and students will demonstrate all extern functions under instructor supervision.

Student externship skills will be refined; and measured for accuracy.

During this course, the student will spend time in a clinical setting during the day where they will apply 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.

**CPE 501 Certification Prep Essentials****12 hours**

This course is designed to give each student a subject matter overview in preparation for the National and/or national certification exam.

**CET 301 Career Essentials Training****8 hours**

This course is designed to prepare students for job employment. Course consists of job interview skills, customer service training, conflict resolution, and dress for success employment skills for retention after employed.

## ***Medical Billing and Coding***

232 Clock Hours

Certificate Program

The Medical Insurance Billing and Coding Program prepares students to work in medical offices and Medical Billing Agencies Through the acquisition of extension knowledge of Coding procedures and techniques, the student will be able to properly process all types of medical form for reimbursement.

Enrollment: As listed in course yearly catalog.

<b>Course</b>	<b>Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Externship</b>	<b>Clock Hours</b>
<b>Module I</b>					
MBC101	Intro to Insurance Billing I	12	0	0	12
HED 99	Medical Terminology	12	0	0	12
HED 102	Anatomy & Physiology I	15	15	0	30
<b>Module II</b>					
CPhT 1102	Pharmacology	16	4	0	20
CED 101	Keyboarding	4	8	0	12
MBC102	Insurance Billing	16	0	0	16
<b>Module III</b>					
MBC 103	Medical Billing Practical App. CPT, ICD-10, HCPS	0	15	0	15
MBC 104	Medical Office Basics	15	0	0	15
MBC 105	Health Claims Theory	12	0	0	12
MBC106	Health Claims Practical Lab A CPT, ICD-10, HCPS	0	12	0	12
MBC 107	Health Claims Practical Lab B CPT, ICD-10, HCPS	0	12	0	12
MBC 108	Clinical Practical	0	0	48	48
CPE 501	Certification Prep Essentials	8	0	0	8
CET 301	Career Essentials Training	8	0	0	8
<b>Total</b>		<b>118</b>	<b>66</b>	<b>48</b>	<b>232</b>

### **Fees: \$3187.00**

\*Tuition: \$2167

\*Other Fees: \$1020

\* See Breakdown below

Didactic:           9 Weeks (days)  
Seven hours/day Mon., Tues. & Thurs.  
9am – 4pm

Externship:        2 Weeks (days)  
8 Hours per day  
3 days per week

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National Tests-\$210  
Nonrefundable application  
Fee -\$75  
Admission Exam-\$35 | Books \$575  
Liab. Ins. \$60 | Grad. Fees \$125

### ***Course Objectives***

The objective of this course will train the student in the theoretical instruction and practical skills that prepare them to gain entry-level medical coding and billing positions in a variety of medical settings, such as physician's offices, ambulatory care centers and billing services.

### ***Student Requirements for Enrollment***

The school admits as full time students, high school graduates or holders of a General Education diploma. All applicants must pass and complete the T.A.B.E. testing with a minimum of 9.0; all applicants must take this exam even if they have a degree.

To enter the medical assistant program applicants must have a valid ID. They must also show proof of completion of a High School diploma or GED, as well as be able to speak English. They must also successfully complete a written application and go through an interview process.

### **Instructional Methods:**

Method of instruction: This course is taught through a series of classroom lecture, hands-on laboratory training, out of class homework-class preparation assignments, and clinical externship instruction.

Training Text Used for Medical Billing and Coding:

- 2022-2023 CPT Standard Edition
- 2023 HCPCS Level II
- Official NI-IA Certification Study Guide
- ICD – 10 CM: Expert for Physician's, 2023
- Merriam – Webster's Medical Desk Dictionary

### **Module I Course Topics**

#### **MBC 101 Introduction to Insurance Billing**

**12 hours**

This course provides students with insight concerning insurance terminology, legal issues, the usage of reference books, and the medical billing process which includes completing an CMS1500. The student will also learn principles eligibility guidelines for billing Medicare, Medicaid and CHAPUS and others

#### **HED 99 Medical Terminology**

**12 hours**

This course is designed to help the student understand the basic function, structure and terminology associated with the human body. This course also includes learning prefixes, suffixes, root words, and combining words that relate to each body system.

**HED 101 Anatomy & Physiology** **30 hours**

This course is designed to help the student understand the basic function and structure associated with the human body.

**CPh. 1102 Pharmacology** **20 hours**

This unit is designed to give the Pharmacy Technician an overview of pharmacology. The course will include legal standards and regulations on drugs, drug enforcement agencies, drug classifications, ordering and storing drugs and references for drug information.

**CED 101 Keyboarding** **12 hours**

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

**MBC 102 Insurance Billing** **16 hours**

This course provides a review of insurance and third-party payment systems. Focus is on government programs. Legal issues that impact the medical office are discussed. An overview of claims reporting is provided.

**MBC 103 Medical Billing Practical Applications** **15 hours**  
**CPT, ICD-10, HCPCS**

This course provides a hands on view of performing coding real-time. Software applications used as a training simulation. Lab Training.

Cases

**MBC 104 Medical Office Basics** **15 hours**

This course allows the student to gain practical knowledge of the computerized medical billing and health claims processing system. The student engages in a simulated work program and bills for services and/or process claims on these systems.

**MBC 105 Health Claims Theory** **12 hours**

This course is designed to help provide students with the knowledge of the insurance industry, the responsibilities of departments within the insurance companies and the roles and responsibilities of health claims examiners. Students also learn to interpret insurance contracts and process health claims.

**MBC106 Health Claims Practical Lab A** **12 hours**

This course is designed to introduce the student to various types of health claims, including DXL, surgery, anesthesia, hospital, COB and others. Students learn common lab tests, and learn to identify the tests and procedures appropriate for certain diagnosis and cosmetic procedures.

**MBC 107 Health Claims Practical Lab B** **12 hours**

This course is designed to continue the student's introduction in various types of health claims, including DXL, surgery, anesthesia, hospital, COB, and others. Students further their experience with



common lab tests, and learning to identify the tests and procedures appropriate for certain diagnosis and cosmetic procedures.

**MBC 205 Clinical Practical Externship**

**48 hours**

This course allows the student to gain practical knowledge of the computerized medical billing and health claims processing system. The student will work in-house to gain expertise in Billing and Coding and processing insurance forms.

**CPE 501 Certification Prep Essentials**

**8 hours**

This course is designed to give each student a subject matter overview in preparation for the National and/or national certification exam.

**CET 301 Career Essentials Training**

**8 hours**

This course is designed to prepare students for job employment. Course consists of job interview skills, customer service training, conflict resolution, and dress for success employment skills for retention after employed



## *Pharmacy Technician*

336 Clock Hours

The Pharmacy Technician Program is to prepare the student to work in a Pharmacy under the direct supervision of a licensed pharmacist.

Enrollment: As listed in course yearly catalog.

Course #	Title	Lecture	Lab	Externship	Clock Hours
<b>Module I</b>					
CPhT 1101	Intro to Pharmacy Tech Role	24	0	0	24
HED 99	Medical Terminology	20	0	0	20
CPhT 1102	Pharmacology	22	2	0	24
<b>Module II</b>					
CPhT 1103	Pharmacy Law	20	0	0	20
CPhT 1104	Controlled Substances	12	8	0	20
<b>Module III</b>					
CPhT 1105	Drug Classifications	22	10	0	32
CPhT 1106	Prescription and Med Orders	20	6	0	26
CPhT 1107	Dispensing Prescriptions	12	7	0	19
CPhT 1108	Pharmacy Mathematics	20	10	0	30
CPhT 1109	Compounding	7	12	0	19
CPhT 1110	Medication Safety	2	0	0	2
<b>Module IV</b>					
CPhT 1110	Clinical Externship	0	0	72	72
CPE 501	Certification Prep Essentials	20	0	0	20
CET 301	Career Essentials Training	8	0	0	8
<b>Total</b>		<b>209</b>	<b>55</b>	<b>72</b>	<b>336</b>

### Fees: \$3805

Didactic: 13 Weeks (days)  
7 hours per day Mon., Tues. & Thurs.  
9am – 4pm

\*Tuition: \$2915  
\*Other Fees: \$890 See Breakdown below

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CPR & First Aid \$100 | National Tests-\$210 |  
Nonrefundable Application Fee-\$75 | Admission  
Exam-\$35  
Books \$100 | Liab. Ins.- \$60 | Supp. \$145 | PPD (TB Test) –  
\$40; | Grad Fees - \$125

Externship:  
3 weeks (days)  
8 hours per day  
3 days per week

### ***Course Objectives***

The objective of the Pharmacy Technician program is to prepare the student to work in a Pharmacy under the direct supervision of a licensed pharmacist. Through the acquisition of medical knowledge and techniques, the student will be able to prepare and dispense medications, maintain patient records, set-up, package, and label routine orders: mix medications. Graduates of the Pharmacy Tech program can seek employment at hospital pharmacy dept., Drug Stores, Grocery Stores with pharmacies, and anywhere there is a need for a pharmacist.

### ***Student Requirements for Enrollment***

The school admits as full time students, high school graduates or holders of a General Education diploma. All applicants must pass and complete the T.A.B.E. testing with a minimum score of 9.0; all applicants must take this exam even if they have a degree.

To enter the Pharmacy Assistant program applicants must have a valid ID. They must also show proof of completion of a High School diploma or GED, as well as be able to speak and read English.

### **Instructional Methods:**

Method of instruction: This course is taught through a series of classroom lecture, hands-on laboratory training, out of class homework-class preparation assignments, and clinical externship instruction.

### ***Training Text Used for Pharmacy Tech:***

- National Pharmacy Technician Learning Manual (2022 Newest Edition) NHA recommended.
- National Pharmacy Technician Workbook Companion

## **Module I Course Topics**

### **CPh.T 1101 Intro to Pharmacy Tech Role 24 hours**

This course is designed to reveal the important role of a pharmacy technician and its differences between the roles of the Pharmacists. The students will utilize these new learning methods they study as assistants to the pharmacy department.

### **HED 99 Medical Terminology 20 hours**

This course is designed to help the student understand the basic function, structure and terminology associated with the human body. This course also includes learning prefixes, suffixes, root words, and combining words that relate to each body system.

### **CPhT. 1102 Pharmacology 24 hours**

This unit is designed to give the Pharmacy Technician an overview of pharmacology. The course will include legal standards and regulations on drugs, drug enforcement agencies, drug classifications, ordering and storing drugs and references for drug information.

## **Module II**

### **CPhT. 1103 Pharmacy Law 20 hours**

This course examines general legal issues pertaining to Pharmacies, Pharmacists, and Pharmacy Technicians as it applies in the State of Georgia. Special emphasis is placed on a discussion of comprehensive practice guidelines for Pharmacy Technicians so that these individuals gain a full understanding and respect of the legal, moral, and ethical aspects of their position and legal responsibilities of their Pharmacist supervisor.

### **CPh.T 1104 Controlled Substances 20 hours**

This course is designed to focus on the practical application of math and systems of measurement, equivalents, conversions, ratio and proportion and other concepts frequently encountered by technicians with the emphasis on the relationship of accuracy to desired patient care outcomes.

## **Module III**

### **CPhT 1105 Drug Classification 32 hours**

This course is designed to differentiate the varying drug classes. Legal and Illegal, controlled and over the counter medications handled by pharmacy technicians.

### **CPhT 1106 Prescription and Med Orders 26 hours**

This course is designed to allow the student to learn the general principles of how drugs are absorbed, distributed, and eliminated by the body. This course also examines classification systems used to categorize drugs and discusses the most commonly prescribed drugs in each category.

### **CPhT 1107 Dispensing Prescriptions 19 hours**

This course is designed to acquaint the student with dosage forms. This course examines the variety of solid, liquid, topical, parenteral, and other miscellaneous dosage forms available and the role of each of these preparations in modern medical practices.

### **CPhT 1108 Pharmacy Mathematics 30 hours**

This course focuses on both theoretical and practical considerations for assuring the safe and accurate preparation of IV admixtures and home infusion practices.

**CPhT 1109 Compounding** **19 hours**

This course is designed to help the student understand Sterile and Nonsterile Compounding, Unit Dose, and Repackaging

**CPhT 1110 Medication Safety** **2 hours**

This course is designed to assist the student with avoiding medication errors. Recognizing the medication administration rights.

**CPhT 1110 Clinical Externship** **72 hours**

This course is designed to assist the student in preparation for externship. All clinical phases of the program will be review to assure that the student is capable of functioning on extern. The student will also demonstrate through check-offs their ability to function in the clinical setting. All clinical phases of the program are reviewed, and students will demonstrate all extern functions under instructor supervision.

Student externship skills will be refined, and measured for accuracy.

During this course, the student will spend time in a clinical setting during the day where they will apply 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.

**CPE 501 Certification Prep Essentials** **20 hours**

This course is designed to give each student a subject matter overview in preparation for the National and/or national certification exam.

**CET 301 Career Essentials Training** **8 hours**

This course is designed to prepare students for job employment. Course consists of job interview skills, customer service training, conflict resolution, and dress for success employment skills for retention after employed.

## *Phlebotomy Technician*

170 Clock Hours

Certificate Program

The Phlebotomy Technician groups its program around knowledge and skills required for administrative medical assisting and clinical medical assisting. The program concludes with an internship in a medical facility.

Enrollment: As listed in course yearly catalog.

Course Number	Title	Lecture	Lab	Externship	Clock Hours
<b>Module I</b>					
CPT 100	Introduction to Phlebotomy	18	0	0	18
HED 212	Hematology	14	10	0	24
HED 99	Medical Terminology	16	0	0	16
<b>Module II</b>					
CPT 101	Applied Venipuncture	3	9	0	12
CPT 102	Medical Laboratory	6	10	0	16
CPT 103	Lab Procedures	4	8	0	12
<b>Module III</b>					
CPT 105	Clinical Externship	0	0	48	48
CPE 501	Certification Prep Essentials	16	0	0	16
CET 301	Career Essentials Training	8	0	0	8
<b>Totals</b>		<b>85</b>	<b>37</b>	<b>48</b>	<b>170</b>

Didactic: 6 Weeks (days)  
7 hours per day  
3 days per week – Mon., Tues., Thurs.

**Fees: \$3140**

\*Tuition: \$2185

\*Other Fees: \$955

\*See Breakdown below

Externship: 2 weeks; days only  
8 hours per day  
3 days per week

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Nonrefundable Application Fee  
\$75 | Admission Exam \$35 | CPR  
& First Aid \$100 | PPD Test \$40  
National Tests-\$210 | Liab Ins. \$60  
Books \$175  
Lab Supp. \$145 | Grad Fees \$125

## Objectives of the Program

The objective of the Phlebotomy Technician Program is to prepare the student to successfully obtain patient venipunctures and acquire the essentials skills needed to perform procedures safely. To meet this objective, instruction addresses subjects encompassing the circulatory system, safety techniques for obtaining venipunctures, patient preparation and basic laboratory procedures and tests as well as total patient care. Upon completion of this program graduates will have entry level skills as phlebotomists and can apply to a variety of health care facilities.

Potential Employment Sites: Doctor's Offices, Clinics, Community Centers and Hospitals.

## *Student Requirements for Enrollment*

The school admits as full time students, high school graduates or holders of a General Education diploma. All applicants must pass and complete the T.A.B.E. testing with a minimum score of 9.0; all applicants must take this exam even if they have a degree.

To enter the Phlebotomy program applicants must have a valid ID. They must also show proof of completion of a High School diploma or GED, as well as be able to speak English. They must also successfully complete a written application and obtain minimum entry requirements.

## Instructional Methods:

Method of instruction: This course is taught through a series of classroom lecture, hands-on laboratory training, out of class homework-class preparation assignments, and clinical externship instruction.

## *Training Text & Materials Used for CPT:*

- Phlebotomy Textbook Phlebotomy Essentials 5<sup>th</sup> Edition: McCall & Tankersley
- Phlebotomy Quick Study Academic Flashcards

## Module I Course Topics

### **CPT 100 Introduction to Phlebotomy**

**18 hours**

This course is designed to help students with the basic knowledge needed to identify accurately and safely the best vein selection for venipuncture.

### **HED 212 Hematology**

**24 hours**

This course is designed to help the student develop skills needed to: state the general functions of blood and name the four groups thereof, demonstrate finger sticks for capillary blood tests, and perform venipuncture.



**HED 99 Medical Terminology** **16 hours**

This course is designed to help the student understand the basic function, structure and terminology associated with the human body. This course consists of medical abbreviations, prefixes, suffixes, root words and combining words as they relate to the body.

**Module II Course Topics**

**CPT 101 Applied Venipuncture** **12 hours**

This course is designed to help the student in preparation for the blood collections via dermal and skin puncture procedures. Safety precautions and prevention of needle stick is emphasized in this course.

**CPT 102 Medical Laboratory** **16 hours**

This course is designed to help students with the use of a microscope, review of quality lab tests, safety in the medical labs and prevention of hazards in the laboratory. Students will learn the use of Lab measurements, urinalysis, and management of lab chemistries as well as Microbiology.

**CPT 103 Lab Procedures** **12 hours**

This course summarizes all clinical applications and brings everything together while preparing the student for the clinical externship. Review of class room, lab and clinical skills needed.

**Module III Course Topics**

**CPA 105 Clinical Externship** **48 hours**

This course is designed to assist the student in preparation for externship. All clinical phases of the program will be review to assure that the student is capable of functioning on extern. The student will also demonstrate through check-offs their ability to function in the clinical setting. All clinical phases of the program are reviewed, and students will demonstrate all extern functions under instructor supervision.

Student externship skills will be refined, and measured for accuracy.

During this course, the student will spend time in a clinical setting during the day where they will apply 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.

**CPE 501 Certification Prep Essentials** **16 hours**

This course is designed to give each student a subject matter overview in preparation for the National and/or national certification exam.

**CET 301 Career Essentials Training****8 hours**

This course is designed to prepare students for job employment. Course consists of job interview skills, customer service training, conflict resolution, and dress for success employment skills for retention after employed.

## Nursing Assistant

**100 Course Hours**

### 7 Modules

Approved by the Georgia Medical Care Foundation, GA Alliant (since 2007)

Course Number	Title	Lecture	Lab	Clinical	Clock Hours
CNA 001	Communication Skills	6	0	0	6
CNA 002	Basic Nursing Skills	8	16	8	32
CNA 003	Personal Care Skills	8	16	8	32
CNA 004	Mental Health & Social Service Needs	1	3	0	4
CNA 005	Cognitive Care	2	2	0	4
CNA 006	Restorative Services	3	6	4	13
CNA 007	Resident Rights	2	3	4	9
Course Total		30	46	24	100

### Nursing Assistant Course Fees: \$1875

Tuition: \$1140 Other Fees: \$735

#### **See Breakdown Below:**

Books: \$150 | CPR & First Aid: \$100 | TB Skin Test: \$40 |

Liab. Ins.: \$60 | State Exam: \$150

Tuition: \$1,140 | Nonrefundable Application Fee - \$75 |  
Entrance Exam: \$35 | Graduation Fee: \$125 | Student supplies: 125 |

Class Days Monday, Tuesday & Thursday 8am to 4:30pm

**END OF CATALOG**