School Catalog

2014-2015

Phlebotomy Technician
Certified Nursing Assistant
Patient Care Technician
Pharmacy Technician
Certified Clinical Medical Assistant
HealthCare Office Assistant
Medical Insurance Billing & Coding
Destination….graduation!

Always begin with the end in mind. ~ Stephen Covey

Ycarté Health Career Center
1214 North Peterson Ave Suite A
Douglas, GA 31533
866-384-8680
www.ycartehealth.org

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Welcome to Ycarté Health Career Center!

Message from the President,

On behalf of our team here at Ycarté Health Career Center, I would like to welcome you to our school where we always say yes to success. You’ve taken the first step toward controlling your future and gaining career advancement. You should be proud of yourself—we certainly are.

At Ycarté Health Career Center, we pride ourselves on going the extra mile for each and every student, so your success here at Ycarté 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 ycarte@windstream.net 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 Ycarté Health Career Center!

Yours Truly,

Tracy McClelland

Dr. McClelland
Administration

Founder, Dr. Tracy McClelland RN, MSN, DBA -President
Leroy McClelland, Administrator
Virgatta Brown-Office Manager
Regina Coronado- Student Services & Lead Instructor
Karen Jones -Education and Compliance Officer

Faculty:
Tracy McClelland RN, MSN, DBA
Regina Coronado, LPN, CPhT-Instructor
Erika White, LPN, CPhT-Instructor
Tanya Clark, LPN-Instructor
Karen Jones, LPN-Instructor

Advisory Board Members:
Elaine Tiamfook RN Quality Improvement Coordinator SCPCC
Patricia Stevens-Jones RN, MSN
Gloria Jackson -Telamon Corporation
Althea Walker -GA-DOL
Jacqueline White -Student Member
Others TBA.....
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Ycarté Health Career Center 2014-2015 School Catalog

Purpose

Ycarté Health Career Center 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 8 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

Ycarté Health Career Center’s mission is to offer affordable, quality education to our students. Ycartés administration, faculty and staff are committed to offering career training of the highest quality and of the best value. We focus on the needs of our customers and our plan is to give you exceptional service from the instructors, counselors and staff.

School Objectives

Ycartés education programs are designed based on these standards:

- Ycarté was established to provide each student with a 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

Ycarté Health Career Center is approved and regulated 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 1214 North Peterson Ave Suite A, Douglas, GA. The school is owned by Dr. Tracy M. McClelland who is the founder and President. The school is run by Dr. Tracy McClelland and Leroy McClelland who are the sole members of the Board of Directors. The school operates as a face-to-face classroom institution.

**Facility**

Ycarté is located at 1214 North Peterson Ave Suite A Douglas, GA 31533 and is comprised of 1500 square feet within a business plaza. The space is devoted to 3 classrooms, a restroom, student training lab, 2 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 work center office for Instructors and the office manager.

**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. Patient Care Technician 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 and a mock desk training area for Healthcare Office Assistant training. To enhance the students learning the school is equipped with Plasma TV's, VCR'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)**

Ycarté Health Career Center 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 Ycarté Health Career Center 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**

- Certified Nurse Aid - No Diploma/GED required, TABE test score of 5.0 is permitted to enroll
- Certified 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
- Healthcare Office Assistant - Diploma or GED required 9.0 minimum TABE score
- Certified Pharmacy Technician - Diploma or GED required 9.0 minimum TABE score
- Certified Phlebotomy Technician - Diploma or GED required 9.0 minimum TABE score
Certified Patient Care 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. Ycarté background forms must be completed upon enrollment.

- Students who have felony convictions on their records will not be permitted to enroll.

- Students with convictions or charges of rape, violent crimes, or crimes against children will not be permitted to enroll.

- Students with other items on their criminal background may be considered for enrollment by the Acceptance Committee, and must sign a Background Disclosure waiver.

- Students who enroll in the Patient Care Technician or 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.

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 a given 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.

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>Failing</td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

In order 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, Ycarté has always had a strong commitment to the success of its students. Ycarté Health Career Center 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 Ycarté Health Career Center 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.

12:30 p.m. 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 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.

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 $15.00 fee for each transcript requested.
**Student Program & Instructor Evaluation:** At the completion of every program of study, Ycarté Health Career Center will ask you to complete a Program & Instructor Evaluation. These evaluations contain required information for reports, as well as helpful information that will allow YCARTÉ 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 Ycarté programs of study. For course-related problems, students should request help from school staff members in locating specific sources.

**Financial Services:** YCARTÉ is pleased to be approved for WIA Student Assistance with training. Students interested in these payment options should contact the school’s Student Services Representative.

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

**Refund Policy**

Refund Policy: All refunds shall be made without requiring a request from the student and within five (5) days from the date that the institution terminates the student or determines withdrawal by the student.

1. **Refunds for Classes Canceled by the Institution:**
   If tuition and fees are collected in advance of the start date of the program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within five (5) days of the planned start date.

2. **Refunds for a student that does not start class:**
   If tuition and fees are collected in advance of the start date and the student does not begin class, 100% of the tuition and fees collected will be refunded. The refund will be made within five (5) days of the class start date.

3. **Refunds for Withdrawal after Class Commences:**
   Refund Policy for Programs obligating students for periods of twelve months or less.

   (i) For an applicant requesting cancellation more than three (3) business days after signing the contract or for a student completing no more than five (5) percent of the instructional time, no less than ninety-five (95) percent of the tuition is refunded.

   (ii) For a student completing more than five (5) percent but no more than ten (10) percent of instructional time, no less than ninety (90) percent of the tuition is refunded.

   (iii) After the first (10) percent of the period of financial obligation and until the end of the first (25) percent of the period of obligation, the institution shall refund at least (75) percent of the tuition.

   (iv) After the first (25) percent of the period of financial obligation and until the end of the first (50) percent of the period of obligation, the institution will refund at least (50) percent of the tuition, and,

   (v) After the first (50) percent of the period of financial obligation, the institution may retain all of the tuition.
Transfer of Credit

Ycarté Health Career Center’s certificate programs, YCARTÉ does not accept transfer credit.

Grievance Policy

Ycarté focuses on the needs and satisfaction of you, our student, in order to provide exceptional, applicable instruction and service. If you have a problem, you are expected to talk to the appropriate school department in an effort to resolve the problem. If you are unable to resolve a problem, you can file a complaint with the Vice President of Student Affairs.

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 days after the request, with the student, instructor, staff member or relevant parties in an attempt to bring resolution to the problem.

- If the problem cannot be resolved in the meeting, the Campus Director will be notified and schedule a meeting with the teacher, staff member, the student, and all relevant parties will be notified within three days of receiving the request.

The problem will be discussed with all concerned and a final decision will be rendered by the Campus Director.

Please send your complaint to:

Ycarté Health Career Center

ATTN: Vice President of Student Services; 1214 North Peterson Ave Suite A Douglas, GA 31533 or call us at 866-384-8680.

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.

The Student Services Department will conduct an investigation into your complaint. The Student Services Representative will respond in writing to your complaint within 7 days of its receipt.
Withdrawal and Termination

Students may request to withdraw from enrollment by requesting a withdrawal form. Upon withdrawal or termination, any refund due in accordance with the Student Protection Policy printed on the enrollment application will be made to the student.

- Ycarté Health Career Center 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

Availability of Course Materials

Ycarté Health Career reserves the right to change and revise course materials as needed. Ycarté Health Career Center 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 93 or higher in the course, you will be awarded a seat on the Ycarté 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.

Ycarté Health Career Center will automatically release your certificate once ALL requirements have been met.

School Holiday Schedule

Ycarté Health Career Center will be closed the following dates:

2014

- January 1, 2014 – New Year’s Day
- January 20, 2014 – Martin Luther King Day
- May 26, 2014 – Memorial Day
- July 3, 2014 - 'Independence Day' observed
- July 4, 2014 - Independence Day
- September 1, 2014 – Labor Day
- November 11, 2015 - Veterans Day

- November 27, 2014 – Thanksgiving Day Observed
- November 28, 2014 - Thanksgiving
- December 24, 2014 – Christmas Eve
- December 25, 2014 – Christmas Day
- December 31, 2014 – New Year’s Eve

2015

- Jan 1, 2015 - New Year's Day

- January 19, 2015 - Martin Luther King Day
Programs of Instruction Outline

Healthcare Office Assistant

212 Clock Hours

Certificate Program

Offered at Ycarté

The Healthcare Office Assistant Certificate Course Program groups its program round knowledge and skills required for total patient care in a clinical setting. The program concludes with an externship in a medical facility.

Enrollment: As listed in course yearly catalog.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOA 99</td>
<td>The Medical Front Office</td>
<td>20</td>
</tr>
<tr>
<td>HED 99</td>
<td>Medical Terminology</td>
<td>12</td>
</tr>
<tr>
<td>HOA100</td>
<td>Record and File Management</td>
<td>8</td>
</tr>
<tr>
<td>HOA 101</td>
<td>Interpersonal Communication</td>
<td>6</td>
</tr>
<tr>
<td>HED 98</td>
<td>Introduction to Anatomy</td>
<td>12</td>
</tr>
<tr>
<td>HOA 102</td>
<td>Introduction to Computer Applications I</td>
<td>6</td>
</tr>
<tr>
<td>HOA 103</td>
<td>Written Communication Skills</td>
<td>6</td>
</tr>
<tr>
<td>HOA 104</td>
<td>Medical Ethics and Legal Responsibilities</td>
<td>12</td>
</tr>
<tr>
<td>HOA 105</td>
<td>Medical Insurance 101</td>
<td>12</td>
</tr>
<tr>
<td>HOA 106</td>
<td>Introduction to Computer Applications II</td>
<td>10</td>
</tr>
<tr>
<td>HOA 107</td>
<td>Medical Coding</td>
<td>18</td>
</tr>
<tr>
<td>HOA 108</td>
<td>Medical Office Leadership</td>
<td>6</td>
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<tr>
<td>HOA 205</td>
<td>Externship (Healthcare Office Assistant Practicum)</td>
<td>48</td>
</tr>
<tr>
<td>CPE 501</td>
<td>Certification Prep Essentials</td>
<td>12</td>
</tr>
<tr>
<td>CET 301</td>
<td>Career Essentials Training</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>212</strong></td>
</tr>
</tbody>
</table>

Didactic: 9 Weeks (days)
Six hours per day Monday – Thursday
11 Weeks (evening)
Four days per week six hours a day

Externship: 2 weeks; days only
Four days per week six hours per day

**Course Objective**

The objective of the Healthcare Office Assistant is to provide graduates with theoretical instruction and practical skills that train them to obtain entry-level, healthcare office assistant positions.

**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.

Applicants must also be a minimum of 17 years of age or older, able to read and write on a 5th grade level for admittance into the Healthcare Office Assistant.

To enter the Healthcare Office Assistant 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 Healthcare Office Assistant:

- ePractice Kit for Medical Front Office, Skills with MedTrak – Carol Buck; 7th Edition
- Understanding the Human Body: A Intro to Human Anatomy & Physiology

**Module I Course Topics**

**HOA 99 The Medical Front Office**

This course is designed to prepare students a method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site.

**HED 99 Medical Terminology**

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.

**HOA 100 Records and File Management**

This course is designed to enable the student to understand the initiation and maintenance of a cost-effective information records management program, including creation, retrieval, retention, transfer and disposition. Emphasis will be placed on filing systems and procedures, records storage and control, and use of equipment. Students will need typing or keyboard knowledge. Managing records on the microcomputer will also be covered.
HOA 101 Interpersonal Communication  6 hours

This course is designed to develop written and oral communication skills for students entering the health care field. This includes documentation and electronic medical records, spelling and abbreviations, and interpersonal communication, both verbal and non-verbal. The course presents systemic methods for conflict resolution to build critical thinking skills. In addition, emphasis is placed on professional standards of behavior expected by employers in the health care field.

HED 98 Introduction to Anatomy  12 hours

The course is designed to enable students to understand the health problems of patients as they relate to the various systems.

HOA 102 Computer Applications  6 hours

This course will teach the student to identify the parts and the functions of the parts of personal computers. Following that knowledge, this course will cover the topics of developing hand-eye coordination by mouse usage and basic keyboard skills such as text production and use of the function keys. Students will be introduced to such varied topics as use of an internet browser, how to establish and maintain an email account, how to text message, how to navigate such programs as basic word processing and accessories programs, using established databases and search engines to find information on the internet, and being able to copy, save, and print documents from various sources.

HOA 103 Written Communication Skills  6 hours

This course introduces students to lifelong learning skills necessary to critically assess and use information. The student will learn techniques to effectively locate, evaluate, and select information, to think critically about research strategies, ethical use of resources, and to apply these concepts to research using Learning Resource Center resources.

HOA 104 Medical Ethics and Legal Responsibilities  12 hours

This course addresses medical ethics, medical practice acts, legal responsibilities of the health professional, liability, and the civic duties of the health professional.

HOA 105 Medical Insurance 101  12 hours

This course teaches students how to complete forms for various types of medical health insurance. It familiarizes students with the history of health insurance in America, the importance of accurate completion of claims, and the terminology common to all insurance carriers.

HOA 106 Computer Applications II  10 hours

This course is a survey of computer usage in health care facilities with emphasis on data security and integrity in health information systems (administrative, patient registration, etc.). Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Upon completion, students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications.

HOA 107 Medical Coding  18 hours

This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes and claim forms. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding
principles and applications (manual and/or computer assisted).

**HOA 108 Medical Office Leadership** 6 hours

This course is designed to prepare the student to take lead in the front office of a medical practice, as well as seek employment as a claims examiner, medical biller, medical coder, or other related occupations in the medical industry.

**HOA 205 Externship (Healthcare Office Manager Practicum)** 48 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 be under the supervision of a physician or practice manager, and with the guidance of the medical facility’s support staff, the student is encouraged to experience and perform duties that he/she has trained for in the classroom.

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 state and/or national certification exam.

**CET 301 Career Essentials Training** 24 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.

**Certified Clinical Medical Assistant**

400 Clock Hours

Certificate Program

Offered at Ycarté

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

**Enrollment:** As listed in course yearly catalog.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMA 100</td>
<td>Fundamentals of Medical Assisting I</td>
<td>10</td>
</tr>
<tr>
<td>CMA 101</td>
<td>Fundamentals of Medical Assisting II</td>
<td>24</td>
</tr>
<tr>
<td>HED 101</td>
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<td>HED 104</td>
<td>BLS &amp; Emergency Care For Healthcare Providers</td>
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<td>CMA 103</td>
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Didactic: 16 Weeks (Days)
Six hours per day Monday – Thursday 9am – 4pm
19 Weeks (Nights)
Five hours per day Monday – Thursday 4:30pm – 9:30pm

Externship: 4 Weeks; days only
Four days per week six hours per day

**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.

The school also admits applicants without a High School Diploma who are seeking certification training for Nurse
Assistant level training.
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 & Materials Used for CCMA:**

- Saunders Essentials of Medical Assisting, 2e-Klieger
- Workbook for Saunders Essentials of Medical Assisting, 2e-Klieger
- Anatomy & Physiology
- Medical Terminology
- ECG Video Simulation Training 2010 Newest Edition

**Module I Course Topics**

**CMA100 Fundamentals of Medical Assisting I**

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**

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**

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**

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**

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

HED 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.

HED 99 Ambulatory Care 4 hours
This course is designed to assist the student with the necessary knowledge and critical thinking skills needed to care for ambulatory patients.

Module II

CMA 103 Intro to Fundamentals of Pharmacology 22 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 III

HED 400 Introduction to EKG 12 hours
This course is designed to help students understand the electrophysiology of heart wave measurement and applications for its management.

HED 401 Applied EKG 12 hours
This course prepares students to utilize the EKG machine, perform EKG tests, and accurately read results of EKG tests.
Module IV

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 10 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 22 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.

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 140 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 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 12 hours

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

CET 301 Career Essentials Training 24 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 Insurance Billing and Coding

312 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 forms for reimbursement.

Enrollment: As listed in the course yearly catalog.

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<tr>
<th>Course</th>
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<th>Clock Hours</th>
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<tr>
<td>MBC101</td>
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<td>HED 99</td>
<td>Medical Terminology</td>
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<td>HED 102</td>
<td>Anatomy &amp; Physiology I</td>
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<td>Module II</td>
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<td>CPhT 1102</td>
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<td>MBC102</td>
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<td>MBC 103</td>
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<td>MBC 104</td>
<td>Medical Office Basics</td>
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<tr>
<td>MBC 105</td>
<td>Health Claims Theory</td>
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<td>MBC106</td>
<td>Health Claims Practical Lab A</td>
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<td>MBC 107</td>
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<td>CPE 501</td>
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<td>CET 301</td>
<td>Career Essentials Training</td>
<td>24</td>
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<tr>
<td>Total</td>
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Didactic: 13 Weeks (days)
Six hours per day Monday – Thursday
16 Weeks (evening)
5 Hours per day

Externship: 7 weeks days only
Four days per week six hours per day

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:

- 2013 Coding Workbook for the Physician’s Office
- 2014 CPT Standard Edition
- 2014 HCPCS Level II
- Merriam – Webster’s Medical Desk Dictionary

Module I Course Topics

**MBC 101 Introduction to Insurance Billing I** 12 hours

This course provides students with the 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** 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.

**HED 101 Anatomy & Physiology** 50 hours

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

**CPh. 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 or 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 104 Medical Office Basics** 16 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**

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**

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**

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**

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**

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

**CET 301 Career Essentials Training**

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.

**Patient Care Technician**

348 Clock Hours

Certificate Program

Offered at Ycarté

The Patient Care Technician Program groups its program round knowledge and skills required for total patient care in a clinical setting. The program concludes with an externship in a medical facility.

Enrollment: As listed in course yearly catalog.
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<th>Title</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>PCT 100</td>
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<tr>
<td>HED 102</td>
<td>Anatomy &amp; Physiology</td>
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<td>HED 212</td>
<td>Hematology</td>
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<td>PCT 102</td>
<td>Specimen Collection/Special Procedures</td>
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<td>HED 99</td>
<td>Medical Terminology</td>
<td>12</td>
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<td>PCT 104</td>
<td>Patient Data Documentation</td>
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<td>HED 400</td>
<td>EKG Introduction</td>
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<td>PCT 103</td>
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<td>PCT 101</td>
<td>Fundamentals of Nursing</td>
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<td>PCT 205</td>
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**Didactic:**
14 Weeks (days)  
Six hours per day Monday – Thursday  
16 Weeks (evening)  
Four days per week six hours a day

**Externship:**
5 weeks days only  
Four days per week six hours per day

**Course Objective**
The objective of the Patient Care Technician Program is to prepare the student to assist physicians and nurses by performing basic clinical duties in a medical center. To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, patient preparation and basic laboratory procedures and tests. Upon completion of this program graduates will have entry level skills as a Patient Care Technician and qualify for positions in a variety of health care facilities.

**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.

Applicants must also be a minimum of 17 years of age or older, able to read and write on a 5th grade level for admittance into the Healthcare Office Assistant.

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 PCT:
  - Hartman's Nursing Assistant Care: Long-Term Care and Home Health 2nd Edition by Booth, Kathryn A.
  - Electrocardiography for Healthcare Professionals 3rd Edition by Booth, Kathryn A., O'Brien, Thomas E.
  - Phlebotomy: A Competency-Based Approach 3rd Edition by Booth, Kathryn A., Mundt, Lilian

### Module I Course Topics

**PCT 100 Introduction to PCT**

This course is designed to expose the student to specific learning strategies and ethical scales which will help them better comprehend and replicate basic medical knowledge and medical ethics decisions. The students will utilize these new learning methods as they study core medical subjects such as Medical Terminology, Math, Environmental Safety and Infection Control guidelines. Students will also learn legal ethical issues in the medical field and how to advocate and abide by them.

**PCT 101 Anatomy & Physiology**

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

**MA 124 Hematology**

This course is designed to introduce the student to the structure, function and pathology of the blood. The course mainly covers theory, demonstration and clinical practice of common tests conducted in medical offices and blood drawing techniques such as finger sticks and venipuncture. Instruction in OSHA guidelines is emphasized and must be adhered to in this course. The course also includes an overview of medical terminology for the applicable body systems.

**PCT 102 Specimen Collection/Special Skills**

This course is designed to provide students with skills required to collect various specimens required for tests, and to also perform procedures such as patient assessment, urinary catheterization, and sterile dressing changes.

**GE 100 Medical Terminology**

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

**PCT 104 Patient Data Documentation**

This course is designed to introduce the student to hospital and medical abbreviations, communications between health care workers and reading and understanding the patients chart.

**PCT 106 EKG Introduction**

This course is a study of the cardiovascular system with emphasis placed on function, common diseases and diagnostic exams. Topics covered and include the standard 12-lead EKG, rhythmic strip and holter monitor.
PCT 103 Basic Nutrition  
12 hours

The first segment of this course is designed to introduce the student to the basic food groups, nutrients, their functions, and the use of therapeutic diets. The second segment is devoted to Basic Life Support which includes cardio-pulmonary resuscitation certification course.

PCT 100 Fundamentals of Nursing  
70 hours

This course introduces the student to basic nursing care and clinical skills. Consideration is given to the fundamental role of the PCT to develop student skills in communicating and understanding the residents. Resident safety, infection control, body mechanics, bed making, assisting residents with daily care are some of the topics addressed. Students will demonstrate the importance of meeting elimination needs, basic nutrition fundamentals of taking vital signs, transferring ambulation & basic emergency care, rehabilitation and restorative care, understanding human sexuality, Patient Bill of Rights, the principles of range of motion and its exercises. The student is also introduced to the clinical aspects of nursing in a skilled care facility.

CMA 105 Clinical Externship  
100 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  
12 hours

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

CET 301 Career Essentials Training  
24 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

360 Clock Hours
Certificate Program
Offered at Ycarté

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.

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<th>Title</th>
<th>Clock Hours</th>
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<td>Intro to Pharmacy Tech Role</td>
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<tr>
<td>HED 99</td>
<td>Medical Terminology</td>
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<td>Anatomy &amp; Physiology I</td>
<td>36</td>
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<td>CPhT 1102</td>
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<td>24</td>
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<td>CED 101</td>
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<td>CPhT 1103</td>
<td>Pharmacy Law</td>
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<td>CPhT 1104</td>
<td>Pharmacy Mathematics</td>
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<td>CPhT 1105</td>
<td>Inventory Management &amp; Cost Control</td>
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<td>CPhT 1106</td>
<td>Drug Classifications</td>
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<td>CPhT 1107</td>
<td>Dosage Forms</td>
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<td>CPhT 1108</td>
<td>IV Mixtures &amp; Aseptic Technique</td>
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<td>CPhT 1109</td>
<td>Interpretation of Medications Orders &amp; Prescriptions</td>
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<td>CPhT 1110</td>
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<td>CPE 501</td>
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Didactic: 
15 Weeks (days)
Six hours per day Monday – Thursday

18 Weeks (evening)
Four days per week five hours a day

Externship: 
4 weeks days only
Four days per week six hours per day

**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. 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 7th Edition by Schafermeyer & Williams
- National Pharmacy Technician Workbook Companion by Emily Svezia

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.

HED 102 Anatomy & Physiology 36 hours

This course is designed to help the student understand the basic function and structure associated with the human body. It will also cover diseases that affect systems of the body.

CPh. 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 or 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.

CPh.T 1103 Pharmacy Law 12 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 Pharmacy Mathematics 48 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.

CPhT 1105 Inventory Management and Control 10 hours

This course is designed to cover general pharmacy inventory management and purchasing skills with specific attention to cost control strategies.
CPhT 1106 Drug Classifications 24 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 Dosage Forms 20 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 Mixtures and Aseptic Technique 10 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 Interpretation of Medication Orders and Prescriptions 12 hours

This course is designed to help the student identify parts of a prescription, interpret the meaning of certain Latin forms and identify dosage forms available.

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 reviewed 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 12 hours

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

CET 301 Career Essentials Training 24 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.
Certified Phlebotomy Technician
170 Clock Hours
Certificate Program
Offered at Ycarté

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

Enrollment: As listed in course yearly catalog.

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<td>Introduction to Phlebotomy</td>
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<tr>
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<td><strong>Totals</strong></td>
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<td><strong>170</strong></td>
</tr>
</tbody>
</table>

Didactic: 7 Weeks (days)

Six hours per day Monday – Thursday

8 Weeks (evening)

Four days per week six hours a day

Externship: 2 weeks; days only

Four days per week six hours per day

**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 5th 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** 10 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** 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.

**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**  
22 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**  
12 hours

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

**CET 301 Career Essentials Training**  
24 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.