



NATIONAL SCHOOL OF
HEALTH TECHNOLOGY, INC.
OF FLORIDA

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WASHINGTON FEDERAL BUILDING
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STATEMENT OF INSTITUTIONAL PHILOSOPHY

The National School of Health Technology, Inc. of Florida was founded in 1977. The School is a branch of the National School of Health Technology, Inc., which is located in Philadelphia, Pa. The Philadelphia School was founded in 1963.

The purpose of the School is to provide quality education to students seeking careers in health care.

In an effort to fill the critical need of the health professions for trained personnel, and to provide meaningful and fulfilling careers to capable individuals, the school maintains the highest level of professional dedication.

The School is constantly updating its equipment, curricula and facilities, recognizing our obligation to the students and the professions they serve. The National School of Health Technology, Inc. of Florida continues to provide the best possible training for health paraprofessionals.

GENERAL INFORMATION

Admissions Requirements and Procedures

The applicant for each course must have a high school diploma or high school equivalency diploma.

Applicants will be interviewed by an Admissions Representative and the entire program will be discussed. If the applicant is acceptable, he or she will be given an application to complete. This application will be reviewed by the Admissions Board, and the student will be notified as to its decision.

Enrollment Dates

Dental Assistant classes commence approximately every three (3) months.

Medical Assistant classes begin every eight (8) weeks.

Student Services

The National School of Health Technology, Inc. of Florida maintains a lifetime placement service for its graduates. While every effort is made to secure positions for our graduates, we are not permitted by law to guarantee employment.

Students may avail themselves of school counseling services at any time. Tutoring is available during school hours through instructors.

FEBRUARY, 1977

Grading System

A Progress Report is made out monthly, and given to each student. The grading system is as follows:

90 - 100 = A	A = Superior
80 - 89 = B	B = Meritorious
70 - 79 = C	C = Satisfactory
60 - 69 = D	D = Acceptable but below average
Below 60 = F	F = Unacceptable

Graduation Requirements

1. The satisfactory completion of all prescribed subjects of instruction with a cumulative grade average of "C" or better.
2. Satisfaction of all financial obligations to the school.

Any student failing to meet the above requirements will not participate in graduation exercises.

Upon successful completion of any courses offered at National School of Health Technology, Inc. the student will be awarded a certificate of graduation.

GENERAL INFORMATION

School Holidays

New Years Day, Memorial Day, Washington's Birthday, Good Friday, Independence Day, Labor Day, Yom Kuppur, Thanksgiving and Christmas Day.

Student Rules and Regulations

Students must attend all classes regularly, and arrive punctually. In the event of illness, or inability to attend, the student must notify the school in writing, presenting a valid and verifiable excuse. In the event of tardiness, the student must report to the office prior to entering class. When presented with a valid excuse for tardiness, the office will issue to the student a pass to attend class. Students attending class must remain in class until dismissed by the instructor. Students must be back in class punctually after all breaks and lunch periods. Students will be suspended when excused absences and lateness constitute more than 10% of total class hours. Students may appeal the suspension within 72 hours. Upon readmission to class, the student must make up lost instruction time to the satisfaction of the instructional staff. In the absence of an appeal, the student shall be considered terminated. **HABITUAL ABSENCE OR TARDINESS SHALL BE CAUSE FOR TERMINATION OF THE STUDENT.**

The student lounge is available at specified lunch and break periods. This is the only area in which students may have food or beverages. **NO FOOD OR BEVERAGES MAY BE CONSUMED IN CORRIDORS, CLASSROOMS, DENTAL LABORATORY, OR ANY OTHER PART OF THE SCHOOL PREMISES.** No food will be allowed overnight in lockers, or any other portion of the school premises. Students who wish to smoke may do so within the confines of the Student Lounge, or rest rooms. Smoking will not be allowed in any other area of the school premises.

A public telephone is available in the building lobby for the use of the students. Telephones in the school office, and Faculty Lounge are for school use only. Students are not allowed to make any calls on these phones. Incoming calls for students will be accepted on these phones only in cases of extreme emergency.

Students will not play games of chance, use offensive language, make any unnecessary noise, or engage in behavior unbecoming to ladies and gentlemen.

Students will be responsible and pay for all property destroyed, or damaged, with or without intent. Intentional defacing, damaging, or destruction by any student will result in immediate expulsion, and contract termination without recourse or appeal.

Students will conduct themselves in class with proper decorum, with proper respect, and attention to the instructors. They will conduct themselves with courtesy, and with proper regard for other persons, and school property.

Dental Assistant and Medical Assistant students will wear uniforms for every class session. It is the **STUDENT'S RESPONSIBILITY TO KEEP THESE UNIFORMS LAUNDERED AND CLEAN** at all times. There will be a daily inspection.

Students who are training as health paraprofessionals are expected to maintain a high standard of personal cleanliness and grooming. All clothing must be clean and neat. Hair should be neatly combed. Male students must be cleanly shaved or beards and mustaches neatly trimmed.

All students must keep their work areas clean. Dental Assistants will clean and straighten their areas before leaving.

Class will be dismissed only after the room has been inspected.

FAILURE TO COOPERATE WITH SCHOOL RULES AND REGULATIONS WILL BE CONSIDERED REASON FOR STUDENT EXPULSION.

DENTAL ASSISTANT

Throughout the Dental Assistant course, attention is focused on the functions and responsibilities of the Dental Assistant. Carefully supervised training gives the student a basic understanding of the teeth, and its supporting tissues and bones, the correction of dental problems.

The student learns how to set up dental trays for whatever type of work the patient's visit requires, i.e. dental instruments and their purposes; the preparation of the various types of filling impression materials; exposing, developing, and the mounting of x-rays . . . to mention just a few of the Dental Assistant's chairside responsibilities. The course also provides for office management training in the maintenance of records, financial reports, and correspondence.

After completion of 19 weeks of academic and laboratory training the student is placed in a dental facility to receive practical experience in chairside assisting.

The training takes place in modern, well equipped facilities under the supervision of a qualified faculty. Congenial and pleasant surroundings are conducive to an enjoyable and thorough learning experience.

In recent years the Dental Assistant has become recognized as a highly trained and skilled member of the dental health team.

Because most activities in a dental office center around the operation performed at the dental chair, proper chairside assistance assumes a significance of major importance. In the capacity of chairside assistant, the Dental Assistant is considered the dentist's "second pair of hands". Her activities complement the dentist in providing valuable chairside assistance for almost every procedure of dental treatment.

As office manager, the Dental Assistant is very much involved in organizing and conducting all office procedures, with patient's contact before and after the appointment, and in meeting, and working with the general public.

As the demand for dental care continues to increase, the need for the Dental Assistant also increases. The qualified Dental Assistant should have no difficulty in obtaining a position in a dental office, hospital, or clinic, in pleasant and congenial surroundings.

The career of the Dental Assistant is a challenging and rewarding one. It provides an assured and secure income with prestige, and the feeling of making a definite contribution to the health and welfare of the public.

DENTAL ASSISTANT COURSE OUTLINE

Classroom and Laboratory Instruction	Hours
General Orientation	5
Dental Anatomy	30
Oral Anatomy	45
Charting Cavities and Patient Treatment Plans	20
Oral Pathology	20
Microbiology	15
Sterilization	15
Pharmacology	15
Office Management	10
Chairside Assisting	15
Telephone Techniques	10
First Aid (Red Cross Seminar)	12
Roentgenology	50
Dental Materials	60
The Special Patient	5
Diet and Nutrition	15
Orthodontia	15
Periodontia	15
Oral Surgery	25
Prosthodontics	30
Operative Dentistry	40
Four Handed Dentistry	25
CLASSROOM AND LABORATORY INSTRUCTION TOTAL	492
INTERNSHIP	288
TOTAL DENTAL ASSISTANT COURSE	780

MEDICAL ASSISTANT

The Medical Assistant course is a modern course of training providing the requirements of today's physician. The Medical Assistant receives a broadbased background in the fundamental practice of medicine. She is taught the systems of the human body, and how they work; the nervous, skeletal, circulatory, and respiratory systems. Various subjects in theory are studied, and learning is acquired by demonstration, and practice.

As the student progresses in the course she learns how to prepare patients for various types of examinations, and treatments, how to administer electrocardiograms, operate physiotherapy equipment, obtain and analyze blood, and urine samples. Training in medical ethics, and professional behavior, and etiquette, as well as basic office procedures are given early in the course as required elements of the course.

At the conclusion of the 26 weeks school training, the student is placed in a 6 week internship in either a hospital, or a physician's office. The six week internship is required to fulfill the graduation requirements, and provides the student with actual physician/patient contact, applying what they have learned in the classroom, and laboratory to practical use.

Students attend classes in a specially designed classroom which offers modern equipment. Classes are limited in size to assure each student maximum personal attention. Pleasant companionship is enjoyed by students who share the same interest and purpose.

Today, the physician depends more and more on the Medical Assistant, as a valued adjunct between himself and his patients, to help in many clinical situations, with a great variety of technical detail. The Medical Assistant's role as public relations agent between the physician and patients is invaluable and well recognized.

The Medical Assistant is the doctor's right hand. She is prepared and capable of performing a wide variety of duties. She has full comprehension, and the ability to follow the doctor's instructions accurately.

Take charge proficiency in office procedures, and patient relations include all office procedures before and after the appointment, and in meeting and working with the general public.

Medical care and its accelerated growth recognizes the need for Medical Assistants. Qualified Medical Assistants find no difficulty in pursuing a career in medical offices, hospitals, or clinics. A career as a Medical Assistant offers a dignified, and challenging position, security and interesting work. It provides an income with prestige, and the knowledge of a meaningful contribution to the welfare, and health of the public.

MEDICAL ASSISTANT – COURSE OUTLINE

Classroom and Laboratory Instruction	Hours
Introduction and Orientation to Medical Assisting	10
Psychology of Human Relations and Motivation	20
Personality Improvement	10
Medical Law	10
Medical Terminology	40
Anatomy, Physiology, and Pathology	130
Bacteriology and Sterilization	25
Principles and Practice of Medical Assisting	35
Laboratory Techniques	130
Special Diagnostic Tests	30
Pharmacology	40
Surgery in the Office	30
Physical Therapy	25
Diet Therapy	20
Specialized Medical Practices and Assisting the Specialist	15
First Aid	20
Office Management	60
TOTAL CLASSROOM AND LABORATORY INSTRUCTION	650
INTERNSHIP	240
TOTAL MEDICAL ASSISTANT COURSE	890

SCHEDULED HOURS OF INSTRUCTION

Dental Assistant Course:

Classes for Dental Assistants are held 5 days per week, 5 hours per day for a total of 780 hours. This course includes 492 classroom hours plus 288 hours of clinical experience (internship). The Dental Assistant course is 26 weeks in length.

Evening classes are held 3 evenings per week, 4 hours per evening from 6:00 PM to 10:00 PM for a total of 780 hours. This includes lecture and laboratory training only and lasts for a period of 65 weeks.

Medical Assistant Course:

Day classes for Medical Assistants are held 5 days per week, 5 hours per day from 8:00 AM to 1:00 PM or 1:00 to 6:00 PM for a period of 26 weeks, a total of 650 classroom hours. The remaining 6 weeks of the course are spent on a 40 hour per week internship in

a hospital, clinic, or physician's office for a total of 240 hours. The entire course totals 890 hours of 32 weeks.

Evening classes are held 3 evenings per week, 4 hours per evening from 6:00 PM to 10:00 PM for a total 890 hours. This includes lecture and laboratory training only and lasts for a period of 74 weeks.

Schedule of Tuition Rates and Fees.

Dental Assistant Course:

Full Time Day Program — 780 hours of classroom, clinical, and internship training

Length of Program — 26 weeks

Tuition	\$ 1,250
Registration Fee	150
Books, Supplies, Lab. Fees	120
	\$ 1,520

Part Time Evening Program — 780 hours of laboratory and lecture

Length of Program — 65 weeks

Medical Assistant Course:

Full Time Day Program — 890 hours of classroom, clinical, and internship training

Length of Program — 32 weeks

Tuition	\$ 1,550
Registration Fee	150
Books, Supplies, Lab. Fees	120
	\$ 1,820

Part Time Evening Program — 890 hours of laboratory and lecture

Length of Program — 74 weeks.

SCHOOL REFUND POLICY

All monies paid by an applicant will be refunded if requested within 3 days after signing an Enrollment Agreement, and making an initial payment.

In the event that an application is not accepted by the Committee of Admissions, full refund of the registration fee, and advance tuition deposit, if any, will be made to the applicant.

If the applicant is accepted for admission and requests cancellation after the 3 day period mentioned above, but before the scheduled classes begin, the school will retain \$75.00 of the registration fee.

If it becomes necessary for the student to withdraw from the program prior to completing, or if the training is terminated for a serious infraction of the school rules and regulations, the school may retain the earned tuition including the registration fee, plus \$50.00.

The earned tuition shall be computed on a weekly basis. Any portion of a week's attendance shall be considered a full week of attendance.

The student shall have the right to withdraw from the school at any time, at his option, by giving notice in writing of his intention to terminate his enrollment. Should the student be a minor, his letter should be accompanied by a letter from his parents or legal guardian, consenting to the withdrawal. The termination date will be the last date of class attendance.

Students enrolling under Veterans Administration benefits will be governed by the latest policies pertaining to Veterans Administration regulations.



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**NATIONAL SCHOOL
OF HEALTH
TECHNOLOGY, INC.
OF FLORIDA**

1977

MEDICAL ASSISTANT

Accredited by the Accrediting Bureau of
Health Education Schools.



WHAT IS A MEDICAL ASSISTANT?

A career as a Medical Assistant is a dignified and challenging position for anyone who is seeking employment in the health field. Much of your work will be with people-- patients, fellow workers, and the doctor. You will find these contacts to be the most rewarding part of your work. In many cases you will be the first person a patient will encounter, either in person, or on the phone. The general reputation of the doctor may rest on the impression you leave with these patients.

Keep in mind that your basic function is to help the doctor by making the office more efficient, to allow the doctor to use time doing those things which only a doctor can do. As a Medical Assistant you will be the doctor's right hand, ready and able to perform a wide variety of duties. Today's physician depends more and more on the Medical Assistant as a valuable link between himself and his patients.

A Medical Assistant is capable of performing a wide variety of functions ranging from public relations, working with insurance forms, checking vital signs, venapuncture, blood testing, urinalysis, electrocardiograms, giving injections, and X-ray.

Working as a Medical Assistant is a responsible and sometimes demanding career, but the rewards in personal satisfaction at doing something as important as this are great. Qualified Medical Assistants find no difficulty in pursuing their career in medical offices, hospitals, or clinics. A career as a Medical Assistant offers security, provides an income with prestige, and the knowledge of a meaningful contribution to the welfare and the health of the community.

NURSE'S AIDE CURRICULUM

N-100 ORIENTATION

An Introduction to the program covering the functions of hospitals and health care professions; what a Nurse's Aide does on the job; and ethical, moral, and legal responsibilities.

N-105 Introduction to the Patient

Discussion of desirable qualities and character traits for the Nurse's Aide including basic human needs, relationships with patients, relationships with visitors, and communication skills (answering the patient call, communicating with patients & others, observing & reporting.)

N-110 The Patient Unit

Covers the typical unit its arrangement, and cleanliness

N-115 Personal Care of the Patient

Proper methods of oral, skin, and hair care, baths, back rubs, and hand washing.

N-120 Human Anatomy

Covers the structural plan of the body and its systems, the organs of each system and their functions.

N-125 Food Service and Nutrition

Discussion of elements of good nutrition, basic hospital diets (clear liquid, full liquid, soft diet, regular diet) and special diets. (low sodium, diabetic.)

N-130 Vital Signs - Fluids and Wastes

Proper techniques for taking the patient's temperature, pulse, and respirations. How to take a patient's blood pressure, reporting TPR's and blood pressures to the nurse. Measuring a patient's fluid input and output.

N-200 Clinical Experience

Conducted in a hospital facility, includes the following topics: the working environment, care of the patient; bedmaking; food service; comfort and safety measures; taking and reporting vital signs; admission, transfer, and discharge; hot and cold applications; surgical care of patients; isolation techniques; the dying patient.

N-205 Employment Opportunities

Making application for employment, filling out application forms, the personal interview. Employer-employee responsibilities. Resigning from a job, giving notice, writing a letter of resignation.

TOTAL HOURS

150

ADMISSIONS REQUIREMENTS AND PROCEDURES

The applicant for the Medical Assistant course must have a high school diploma or high school equivalency diploma before starting class. Students who are beyond the age of compulsory school attendance and who have the ability to benefit from the training offered may be admitted after passing an entrance examination. Applicants will be interviewed by an Admissions Representative and the entire program will be discussed. If the student is acceptable he or she will be given an application to complete. This application will be reviewed by the Director and the student will be notified as to his decision within seven days. If rejected, the applicant will be notified immediately and any fees paid with the application will be refunded. Prior medical training in high school or college is not necessary as the courses are designed to provide quality training regardless of previous educational experience. Applicants for the nurse's aid course are not required to have a high school diploma.

CLASS STARTING DATES

Medical Assistant classes begin on or about the first week in January, March, May, July, September and November. Nurse's Aide classes begin every six weeks for the day program and every twelve weeks for the evening program.

STUDENT SERVICES

The National School of Health Technology, Inc. of Florida maintains a placement service for its graduates. While every effort is made to secure positions for our graduates, we are not permitted by law to guarantee employment.

Students may avail themselves of school counseling services at any time. Tutoring is available during school hours through instructors.

Student records are maintained in a fireproof cabinet for a minimum of 5 years. Students may examine their records at anytime.

Each student is covered with \$1,000,000 of professional liability insurance at no extra charge.

Cardiac-Pulmonary-Resuscitation (CPR) classes are held periodically by the Heart Association at the School. All students are urged to attend.

Financial Aid is available to qualified Medical Assistant students in the form of Basic Education Opportunity Grants.

Refresher courses are available at no charge to graduates.

GRADING SYSTEM

A	95-100	Outstanding
B	85-94	Above Average
C	75-84	Satisfactory
D	70-74	Acceptable but below average
F	Below 70	Unacceptable

MEDICAL ASSISTANT CURRICULUM

BLOCK A - ANATOMY

A comprehensive study of the human body, the structures and functions, endocrine, skeletal, muscular, nervous, digestive, respiratory, cardiovascular, sensory, urinary, male and female reproductive systems.

CLOCK HOURS

- | | |
|---|----|
| 100 The Body as a Whole | 10 |
| A general study of the body including the cell, tissues, membranes, glands, body water, systems, homeostasis. | |
| 105 The Skeletal System | 15 |
| A study of the types of bones, bone markings, bone structure, ossification, articulation, axial skeleton, appendicular skeleton, and bone diseases. | |
| 110 The Muscular System | 15 |
| A study of muscle fiber, muscle contraction, stretching, motor summation. The names of muscles. Diseases of the muscles and related disorders. | |
| 115 The Cardiovascular System | 20 |
| A study of the heart and blood vessels including blood pressure, blood flow, circulation and the lymphatic system, cardiovascular and lymphatic diseases. | |
| 120 Electrocardiography | 15 |
| A study of the principles, values, and the limitations of the electrocardiogram. Preparation of the patient, familiarity with the machines, the tracings, the markings, interpretations, editing and mounting of the tracing. | |
| 125 The Respiratory System | 20 |
| Study includes the nose, pharynx, larynx, trachea, bronchi, lungs, thorax. Chemistry of oxygen and carbon-dioxide transport. Respiratory control - normal and abnormal breathing. | |
| 130 The Digestive System | 20 |
| A study of the alimentary canal, which includes the esophagus, stomach, small and large intestine, liver, gall bladder, pancreas. Absorption. Diseases of the digestive system. | |
| 135 The Nervous System | 25 |
| The study of neurons, the nerve impulse, reflexes, spinal cord, brain, meninges, autonomic nervous system, and diseases of the nervous system. | |
| 140 The Urinary System | 15 |
| A study of the kidneys, ureters, bladder, urine and urinary diseases. | |

145 Reproduction	20
Study of the male and female reproductive systems, the reproductive process, and diseases of the reproductive system.	
150 The Endocrine System	10
The study of the endocrine glands, hormones, and diseases of these glands, which include the pituitary, thyroid, parathyroid, adrenal, penial gland, and the pancreas.	
155 The Sensory System	15
The structure and functions of the eye, ear, and skin. Related diseases.	
TOTAL HOURS	200

BLOCK O - OFFICE PRACTICE

A study of various duties and office techniques of the paraprofessional in the doctor's office. Telephone techniques, medical records, filing, insurance, and correspondence.

	CLOCK HOURS	
200 Medical Ethics/Jurisprudence		5
A study of the standards of right and wrong as they relate to medicine and the system of laws as they relate to the medical profession. History of ethics, personal ethics.		
205 Psychology of Human Relations		5
A study of personality formation, self and adult socialization, stress, patient fear, and public relations.		
210 Medical Terminology		30
A study of the basic medical terms, word building, basic root words, prefixes and suffixes. Advanced medical terms, their spelling and definition. Terminology as it relates to diagnosis and treatment of diseases, spelling and definition of terms.		
215 Patient Care		10
Physical examination procedures; draping, positioning, pre-operative and post-operative care.		
220 Assisting Arts		55
The study and practice of vital signs, height and weight; explanation of special diets, clinical procedures and examinations; room techniques for assisting the doctor with the patient; phone techniques, keeping patient's medical records, filing and doctor's correspondence.		
225 Pharmacology		45
The study and practice of injections (I.M., S.C.), care of syringes and needles; the study of drugs and solutions, toxic effects of drug abuse, legal regulations and standard inventory dosage, prescriptions, emergency drugs, storage and labeling.		

230 Specialized Medical Practices	10
An introduction to the various specialties of medicine (osteopathy, optometry, pediatry, allergy, ophthalmology, pediatrics, gynecology, etc.) and the role of the Medical Assistant in these specialties.	
235 First Aid	15
A study of emergency patient care. Care and treatments for abdominal pain animal bites, stroke, bleeding, burns, seizures or convulsions, fainting, foreign bodies, fractures, heart attacks, insect bites, nose bleeds, poisoning, shock, wounds. Do's and don'ts of first aid. Supplies.	
240 Insurance in a Medical Office	25
The study and types of insurance (health, government, medicare, etc.) and processing of these forms.	
TOTAL HOURS	200

BLOCK I - LABORATORY

ecture and laboratory experiences in routine tests performed on blood and body fluids by chemical analysis. Venapuncture. Quality control, standard curves, electrolytes, enzymes, and hormones. Preparation of percent, normal and molar solutions. Various tests performed on blood by chemical analysis, including blood sugar, urea nitrogen, and cholesterol determinations.

300 Introduction to Lab	25
Students learn to use the microscope, collection of specimens, and basic principles of x-ray.	
305 Radiographic Technique	50
X-ray physics and the practical aspects of producing x-ray films. Safety precautions. Film processing and darkroom procedures. Skeletal and internal anatomy. Routine and special radiographic examinations and procedures.	
310 Bacteriology and Sterilization	25
A study of the classifications of microorganisms (bacteria, viruses, fungi, rickettsiae). Principles and techniques of sterilization used in a doctor's office.	
315 Urinalysis	25
Covers anatomy and physiology of the urinary system in depth - collection of specimens, testing for specific gravity and ph - chemical analysis for glucose, protein, acetone, bilirubin, and blood. Microscopic examination with Interpretation of findings.	

MEDICAL ASSISTANT CAREER DESCRIPTION

The Medical Assistant course is a modern course of training providing the requirements to today's physician. The Medical Assistant receives a broadbased background in the fundamental practice of medicine. She is taught the systems of the human body, and how they work; the nervous, skeletal, circulatory, and respiratory system. Various subjects in theory are studied, and learning is acquired by demonstration and practice.

As the student progresses in the course she learns how to prepare patients for various types of examinations and treatments, how to administer electrocardiograms, operate physiotherapy equipment, obtain and analyze blood and urine samples. Training in medical ethics and professional behavior, and etiquette, as well as basic office procedures are given in the course as required elements of the course.

Students attend classes in a specially designed classroom which offers modern equipment. Classes are limited in size to assure each student maximum personal attention. Pleasant companionship is enjoyed by students who share the same interest and purpose.

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The Medical Assistant is the doctor's right hand. She is prepared and capable of performing a wide variety of duties. She has full comprehension, and the ability to follow the doctor's instructions accurately.

She develops take-charge proficiency in the office and learns patient-relations, including all office procedures before and after the appointment.

Medical care and its accelerated growth recognizes the need for Medical Assistants. Qualified Medical Assistants find no difficulty in pursuing a career in medical offices, hospitals or clinics. A career as a Medical Assistant offers a dignified and challenging position, security and interesting work. It provides an income with prestige, and the knowledge of a meaningful contribution to the welfare and health of the public.

SCHEDULE OF HOURS, TUITION AND FEES NURSE'S AIDE

DAY PROGRAM

Length of Program: 6 weeks M-T-W-Th-F 8:00 to 1:00

Tuition (to be paid in 6 weekly payments of \$50 each).....	\$300
Registration Fee	95
Total Tuition and Fees	\$395

EVENING PROGRAM

Length of Program: 12 weeks M-T-W 6:00 to 10:10 p.m.

Tuition (to be paid in 6 weekly payments of \$50 each.)	\$300
Registration Fee	95
Total Tuition and Fees	\$395

Each class includes 150 hours of training. Tuition fees for Nurse's Aide classes includes all books and supplies, one uniform, a watch with a sweep second hand, and a stethoscope.

MEDICAL ASSISTANT

Day Classes - Monday through Friday - 8:00 a.m. to 1:00 p.m.

Evening Classes - Monday through Wednesday - 6:00 p.m. to 11:00 p.m.

Day classes last for a period of eight months and include 600 hours of lecture and laboratory training and 280 hours of internship.

Evening classes last for a period of twelve months which include 880 hours of lecture and laboratory training.

TUITION AND FEES - MEDICAL ASSISTANT

Day or Evening Classes: Tuition	\$1800
Enrollment fee	\$150
Books	\$45
TOTAL	<u>\$1995</u>

Students whose tuition is in arrears will be subject to course interruption until the account is current.

320 Hematology/Blood Chemistry

75

The study of blood and the blood forming organs. Anatomy and physiology of the circulatory system. Composition and functions of blood. Methods and practice counting electrolytes and leukocytes; hemoglobin determination; interpretation and findings; normal value; metric system; routine blood tests (blood cholesterol, blood glucose, blood urea nitrogen, blood uric acid); coagulation studies.

TOTAL HOURS 200

400 Internship

280

An opportunity to observe and assist in a realistic setting. Practical application of principles and theory learned in classroom.

SUMMARY

Block A - Anatomy	200 Clock Hours
Block O - Office Practice	200 Clock Hours
Block L - Laboratory	200 Clock Hours
Internship	280 Clock Hours
TOTAL COURSE HOURS	880

NURSE'S AIDE CAREER DESCRIPTION

A Nurse's Aide helps the nurses care for patients in a hospital or nursing home. They always work under the direction and supervision of a registered nurse or licensed practical nurse. The basic nursing care of patients which a Nurse's Aide performs, includes taking temperatures, pulses, respirations and blood pressures. They make beds, give baths, and in some cases feed patients. A Nurse's Aide has a knowledge of basic nutrition and an understanding of special diets. Because they work in close physical and social contact with patients and co-workers, a Nurse's Aide should be energetic, cooperative, dependable, and able to follow instructions with accuracy.

A Nurse's Aide may also do private duty work as a home health aide. Many of the duties for this type of employment would be the same as when employed in a hospital.

The work week is usually forty hours; however, sometimes it is necessary to work nights, weekends, and holidays. The Nurse's Aide makes a meaningful contribution to the welfare and health of the public and is recognized as a valuable part of the medical community.

COURSE DESCRIPTION

National School of Health Technology Inc. of Florida offers an eight month training program for Medical Assistants. The course consists of six months of in class study followed by two months of internship in a doctor's office. The training prepares the student for everything she can legally handle as a Medical Assistant. The classes are held in a modern facility which is carpeted, air conditioned, and well-equipped.

The Medical Assistant student will receive a thorough background in anatomy, learning all the systems of the body and the functions of each. As the student progresses in the course, she learns how to prepare patients for various types of examinations and treatments. Training in medical ethics and professional behavior and etiquette, as well as basic office procedures are given as required elements of the course.

As a part of the laboratory portion of the training, National School of Health Technology has an affiliation agreement with a local hospital which enables our students to have practical experience with actual patients while they are training.

Placement assistance is a service National School of Health Technology gladly provides for its graduates. Applications are being accepted for Basic Educational Opportunity Grants. (B.E.O.G.)

COURSE OUTLINE

BLOCK A - ANATOMY 100

200 Hours

A comprehensive study of the human body, the structures and functions, endocrine, skeletal, muscular, nervous, digestive, respiratory, cardiovascular, sensory, urinary, male and female reproductive systems.

BLOCK O - OFFICE PRACTICE 200

200 Hours

A study of various duties and office techniques of the paraprofessional in the Doctor's office. Telephone techniques, medical records, filing, insurance, correspondence.

BLOCK L - LABORATORY 300

200 Hours

Lecture and laboratory experience in routine tests performed on blood and body fluids by chemical analysis. Venapuncture. Quality control, standard curves, electrolytes, enzymes, and hormones. Preparation of percent, normal and moral solutions. Various tests performed on blood by chemical analysis, including blood sugar, urea nitrogen, and cholesterol determination.

INTERNSHIP - 400

280 Hours

An opportunity to observe and assist in a realistic setting. Practical application of principles and theory learned in the classroom.

TUITION AND FEES

	<u>DAYS</u>	<u>EVENINGS</u>
Length	8 months	12 months
	M-F 8:00-1:00	M-T-W 6:00-11:00
Registration	\$ 150.	\$ 150.
Books	45.	45.
Tuition	1,800.	1,800.
Monthly Tuition	225.	150.
Starting Date		