

# GMI

## GEORGIA MEDICAL INSTITUTE

GMI 0804

### ATLANTA/MAIN CAMPUS

101 Marietta Street NW, Suite 600  
Atlanta, Georgia 30303  
(404) 525-1111

### JONESBORO CAMPUS

6431 Tara Boulevard  
Jonesboro, Georgia 30236  
(770) 603-0000

### MARIETTA CAMPUS

1600 Terrell Mill Road, Suite G  
Marietta, Georgia 30067  
(770) 303-7997

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# Table of Contents

<b>About Corinthian Schools, Inc.</b> .....	<b>1</b>
School History and Description.....	1
Educational Philosophy.....	1
Locations.....	1
Facilities.....	2
Approvals and Memberships.....	2
Statement of Non-Discrimination.....	2
<b>Hours of Operation</b> .....	<b>3</b>
Office - All Locations.....	3
Atlanta School.....	3
Jonesboro School.....	3
Marietta School.....	4
<b>Academic Programs Offered</b> .....	<b>5</b>
Dental Assisting.....	6
Massage Therapy.....	10
Medical Administrative Assistant.....	14
Medical Assisting.....	17
Medical Insurance Billing/Coding.....	20
Patient Care Technician.....	23
Pharmacy Technician Diploma.....	26
Surgical Technology.....	29
<b>Admissions</b> .....	<b>33</b>
Requirements and Procedures.....	33
Credit for Previous Education or Training.....	34
<b>Administration Policies</b> .....	<b>34</b>
Grading System/Credits.....	34
Unit of Academic Credit.....	34
Transfer of Credit.....	34
Honors and Awards.....	35
Graduation Requirements.....	35
Transcripts and Diplomas.....	35
Family Educational Rights and Privacy Act.....	36
Satisfactory Academic Progress.....	37
Requirements.....	37
Academic Probation.....	37
Reinstatement Policy.....	37
Incompletes.....	37
Withdrawals.....	38
Exit Interviews.....	38
Repeat Policy.....	38
Maximum Program Completion Time.....	38
Additional Information on Satisfactory Academic Progress.....	39
Student Appeal Process.....	39
Required Study Time.....	40
Attendance.....	40
Tardiness/Early Departure.....	40

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Reentry Policy.....	40
Make-up Work .....	41
Veteran Students .....	41
Leave of Absence Policy .....	41
Weather Emergencies .....	41
Clothing and Personal Property.....	42
Guests/Children on Campus .....	42
Scheduling/Registration.....	42
Orientation .....	42
Code of Conduct.....	42
Sexual Harassment.....	43
Academic Advisement and Tutoring .....	43
Health/Medical Care.....	43
Disabled Students.....	43
Termination Procedures.....	43
Transferability of Credits .....	43
Grievance Procedures .....	43
Policy and Program Changes .....	44
Voluntary Prepayment Plan .....	44
Cancellation/Refund Policy .....	44
Cancellations.....	44
Refunds.....	45
Financial Aid Information.....	48
<b>STUDENT SERVICES .....</b>	<b>49</b>
Placement Assistance.....	49
Student Activities .....	49
Field Trips.....	49
Special Lectures .....	49
Drug Abuse Prevention.....	49
Living Accommodations .....	49
Teaching Aids and Special Lectures.....	49
Library.....	50
Advising Activities.....	50
<b>Academic Calendars.....</b>	<b>51</b>
Atlanta Campus.....	51
Jonesboro Campus .....	52
Marietta Campus.....	53
<b>Corinthian Schools, Inc. ....</b>	<b>54</b>
Statement of Ownership.....	54
<b>Addendum .....</b>	<b>55</b>
Administration	
Faculty	
Tuition and Fees	

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## About Corinthian Schools, Inc.

This school is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate schools across the nation that focus on high demand and specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California and schools in various states, CSi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CSi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Schools, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CSi ownership, the school will maintain its long-standing reputation for innovation and high-quality private vocational education.

### SCHOOL HISTORY AND DESCRIPTION

Georgia Medical Institute was founded in 1977 by Ms. Ginger Gibbs and named at that time, Georgia Medical Employment Preparatory Center. Ms. Gibbs guided Georgia Medical to become a primary training school for medical personnel in the Atlanta area. In 1986 the school was acquired by Mr. Dominic J. Dean, Mr. Arthur Cuff, and Ms. Linda Lippmann-Cuff. At that time, the school became "Georgia Medical Institute" and was expanded to three campuses. Corinthian Schools, Inc. purchased the three campuses in 2000. The founders' goal of providing quality medical education continues while Georgia Medical Institute and those who attend grow.

### EDUCATIONAL PHILOSOPHY

The Corinthian Schools, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty, and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

### LOCATIONS

Georgia Medical Institute has three locations/campuses:

**ATLANTA / MAIN CAMPUS**  
101 Marietta Street NW, Suite 600  
Atlanta, Georgia 30303  
(404) 525-1111

**JONESBORO CAMPUS**  
6431 Tara Boulevard  
Jonesboro, Georgia 30236  
(770) 603-0000

**MARIETTA CAMPUS**  
1600 Terrell Mill Road, Suite G  
Marietta, Georgia 30067  
(770) 303-7997

In addition, the Jonesboro campus has additional classrooms located at 6608 Tara Boulevard, Jonesboro, GA 30236, (678) 422-8260. The Atlanta campus has an additional classrooms located at 55 Marietta Street NW, Atlanta, GA 30303, (404) 523-3543.

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## **FACILITIES**

Each school contains modern classrooms with laboratories, computer and typing labs, and a student break room. All schools are equipped with fire extinguishers to comply with the local fire codes and are properly ventilated, heated and air conditioned. All labs are properly equipped and meet OSHA safety guidelines. All campuses have accessibility for disabled persons.

## **APPROVALS AND MEMBERSHIPS**

School approvals and memberships are displayed in the lobby. The School President can provide additional information.

### **INSTITUTIONAL ACCREDITATION:**

- Accrediting Bureau of Health Education Schools (ABHES) 803 West Broad Street Suite 730, Falls Church, VA 22046, 1984
- Programmatic Accreditation: Commission on Accreditation of Allied Health Education Programs (CAAHEP), Accreditation Review Committee, 7108-C South Alton Way, Centennial, CO 80112-2106, Surgical Technology, 1999
- Georgia Medical Care Foundation, Certified Nursing Assistant

### **AUTHORIZED BY:**

- Nonpublic Postsecondary Educational Commission (NPEC), 2189 Northlake Parkway, Building 10 Suite 100, Tucker, GA 30084

### **CERTIFIED BY:**

- U.S. Department of Education

### **MEMBERSHIP AFFILIATIONS:**

- Association of Surgical Technologists
- Career College Association
- American Medical Technologist

Documents supporting Georgia Medical Institute's accreditation, licensing, authorization, approval, and memberships are available for review during normal business hours, Monday through Friday.

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

## **STATEMENT OF NON-DISCRIMINATION**

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, disability, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The School President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

## Hours of Operation

### OFFICE - All Campuses

8:00 AM to	9:30 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

### ATLANTA SCHOOL (Main Campus)

All Programs (Morning)	(Afternoon)	(Evening)	Medical Assisting Only (Morning)
8:00 a.m. – 12:00 p.m. Mon – Fri	1:00 p.m. – 5:00 p.m. Mon – Fri	5:30 p.m. – 9:30 p.m. * Mon – Thu	6:30 a.m. – 10:30 a.m. Mon – Fri
Breaks: 10 min between classes			

\* Note evening programs are four (4) hours per day, Monday-Thursday for five (5) weeks per module.

### JONESBORO SCHOOL

Medical Administrative Assistant				
(Morning I)	(Morning II)	(Morning III)	(Afternoon)	(Evening)
6:00 a.m. – 9:50 a.m. Mon – Fri	8:00 a.m. – 11:50 a.m. Mon – Fri	10:00 a.m. – 1:50 p.m. Mon – Fri	12:00 p.m. – 3:50p.m. Mon – Fri	6:00 pm–9:50 pm Mon – Fri
Breaks: 10 min between classes				

Medical Insurance Billing & Coding				
(Morning I)	(Morning II)	(Afternoon)	(Evening)	
6:00 a.m. – 9:50 a.m.. Mon – Fri	8:00 a.m.–11:50 a.m. Mon – Fri	12:30 p.m.–4:20p.m. Mon – Fri	6:00 p.m.–9:50 p.m. Mon – Fri	
Breaks: 10 min between classes				

Massage Therapy	
(Morning)	(Evening)
8:00 a.m. – 11:50 a.m. Mon – Fri	6:00 p.m.–9:50 p.m. Mon – Fri
Breaks: 10 min between classes	

Patient Care Technician				
(Morning I)	(Morning II)	(Morning III)	(Afternoon)	(Evening)
6:00 a.m. – 9:50 a.m. Mon – Fri	8:00 a.m.–11:50 a.m. Mon – Fri	10:30 a.m.–2:20 p.m. Mon – Fri	12:30 p.m. – 4:20 p.m. Mon – Fri	6:00 p.m.–9:50 p.m. Mon – Fri
Breaks: 10 min between classes				

<b>Medical Assisting</b>			
(Morning I)	(Morning II)	(Afternoon)	(Evening)
6:00 a.m. – 9:50 a.m.	10:30 a.m.–2:20 p.m.	12:30 p.m. – 4:20 p.m.	6:00 p.m.–9:50 p.m.
Mon – Fri	Mon – Fri	Mon – Fri	Mon – Fri

Breaks: 10 min between classes

<b>Pharmacy Technician</b>		
(Morning I)	(Morning II)	(Evening)
10:00a.m.– 1:50 p.m.	10:30a.m. -2:20p.m.	6:00 p.m. – 9:50 p.m.
Mon – Fri	Mon – Fri	Mon – Fri

Breaks: 10 min between classes

<b>Dental Assisting</b>		
(Morning I)	(Morning II)	(Evening)
6:00a.m. -9:50a.m.	10:00 a.m.-1:50 p.m.	6:00 p.m. – 9:50 p.m.
Mon – Fri	Mon – Fri	Mon – Fri

Breaks: 10 min between classes

**MARIETTA SCHOOL**

<b>All Programs except Surgical Technology</b>		<b>Surgical Technology</b>	
(Morning)	(Evening)	(Morning)	(Evening)
8:30 a.m. – 2:20 p.m.	6:00 p.m. - 9:50 p.m.	8:30 a.m. – 12:20 p.m.	6:00 p.m. - 9:50 p.m.
Mon – Fri	Mon – Thu	Mon – Fri	Mon – Thu
Breaks: 10 min between classes	Breaks: 10 min between classes	Breaks: 10 min between classes	Breaks: 10 min between classes

Note for All Programs Except Surgical Technology: Day program classes will be held between the hours of 8:30 a.m. and 2:20 p.m. Students will be scheduled four (4) hours during this period of time.

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## Academic Programs Offered

- **Dental Assisting**
- **Massage Therapy**
- **Medical Administrative Assistant**
- **Medical Assisting**
- **Medical Insurance Billing/Coding**
- **Patient Care Technician**
- **Pharmacy Technician Diploma**
- **Surgical Technology**

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## Dental Assisting

Offered at the Jonesboro Campus Only

**Diploma Program** - 32 weeks

720 Clock Hours/47.0 Credit Hours

DOT: Dental Assisting                      079-371-10

Dental assistants have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures, and their responsibilities continue to expand as the need for their services grows.

The objective of the Dental Assisting program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since dental assistants are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufactures, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G and the comprehensive written and laboratory skills examination, students participate in a 160-clock hour externship.

Upon successful completion of the Dental Assisting program students will receive a diploma, a Radiation Safety Certificate and verification of coronal polish completion.

### Program Outline

<b>Course</b>		<b>Clock</b>	<b>Credit</b>
<b>Number</b>	<b>Course Title</b>	<b>Hours</b>	<b>Units</b>
<b>Module A</b>	Dental Assisting Administrative Procedures	80	6.0
<b>Module B</b>	Dental Radiography	80	6.0
<b>Module C</b>	Dental Sciences	80	6.0
<b>Module D</b>	Operator Dentistry	80	6.0
<b>Module E</b>	Laboratory Procedures	80	6.0
<b>Module F</b>	Dental Anatomy and Orthodontics	80	6.0
<b>Module G</b>	Dental Health	80	6.0
<b>Module X</b>	Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>57.0</b>

### Major Equipment

Amalgamators	Model Vibrators
Autoclave	Oral Evacuation Equipment
Automatic and Manual Processing Equipment	Oxygen Tank
Dental Unit and Chairs	Personal Computers
DXTR and Typodont Manikins	Ultrasonic Units
Handpieces	X-Ray Units
Model Trimmers	

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## Course Descriptions

Module descriptions include the module or Module, title, synopsis, a listing of lecture/theory hours, laboratory/externship hours and credit units. For example, the listing “40/40/6.0” indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory/externship and provides a total of 6.0 credit units.

### **MODULE A: Dental Assisting Administrative Procedures**

**40/40/0/6.0**

In this module, students will begin to develop proficiency in administrative procedures and receptionist-related duties performed in the dental office. Subjects covered include:

- Preparation of new patient charts and records
- Completion of alphabetic filing
- Use of dental software to input patient information
- Demonstration of proper telephone communication skills
- Accuracy in scheduling patients
- Completion of dental insurance claim forms
- Preparation of ledger cards, posting and balancing day sheets, and basic banking tasks
- Aspirating on a patient
- Demonstration of the exchanges of dental instruments
- Production of assigned, diagnostic quality radiographs
- Career development and identification of skills

### **MODULE B: Dental Radiography**

**40/40/0/6.0**

In this module, students will be introduced to basic anatomy of the head and teeth in order to familiarize themselves with the anatomical structures involved in dental radiography. Subjects covered include:

- Processing of exposed radiographs using the manual and automatic methods
- Changing developer and fixer solutions in both manual and automatic processors
- Mounting a full-mouth set of radiographs, including bitewings, in three minutes
- Identifying radiographic errors, and the cause of those errors
- Demonstration of how to correct radiographic errors and retake each incorrect film
- Duplicating and properly processing a second set of diagnostic films
- Aspirating on a patient
- Demonstration of the exchanges of dental instruments
- Production of assigned, diagnostic quality radiographs

### **MODULE C: Dental Sciences**

**40/40/0/6.0**

In this module, students are introduced to OSHA Standards for infection control and hazard communication. Subjects covered include:

- Demonstration of correct operatory disinfection,
- Demonstration of correct instrument decontamination and sterilization
- Application of topical anesthetic and preparation and disposing of local anesthetic
- Syringe passing and receiving
- Taking and recording vital signs
- Demonstrating effective interviewing techniques
- Placing and removing a rubber dam
- Identifying and explaining the use of endodontic instruments
- Performing an electrical pulp vitality test
- Drying the canals of a tooth
- Identification and explaining the use of oral surgery instruments

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- Preparation and application of post extraction dressing material
  - Demonstration of correct removal of sutures
  - Aspirating on a patient
  - Demonstration of the exchange of dental instruments
  - Production of assigned, diagnostic quality radiographs

#### **MODULE D: Operatory Dentistry**

**40/40/0/6.0**

In this module, students will be introduced to chairside assisting duties and techniques practiced in general dentistry. Emphasis is placed on sit-down, four-handed dentistry. Subjects covered include:

- Patient seating and handpiece care
- Identification of the parts of rotary instruments
- Properly mixing and placement of a sedative base and insulating base in tooth
- Properly mixing and placement of a calcium hydroxide cavity liner
- Placing, wedging and removing of Matrices
- Placing and holding an anterior matrix
- Demonstrating chairside assistant duties and restorative steps of amalgam procedure
- Demonstrating restorative steps of composite procedure (self cured and light cured)
- Aspirating on a patient
- Demonstration of the exchange of dental instruments
- Production of assigned, diagnostic quality radiographs

#### **MODULE E: Laboratory Procedures**

**40/40/0/6.0**

In this module, students will receive hands-on training in taking impressions and constructing study and master casts. Subjects covered include:

- Taking and pouring up a primary impression using alginate
- Pouring diagnostic/master casts using the inverted pour method
- Trimming and finishing the model casts in occlusion
- Demonstrating proper mixing technique for Elastomeric Impressions
- Constructing an acrylic/vacuum form custom tray
- Using zinc oxide eugenol for temporary cementation
- Sizing, trimming, and finishing a temporary preformed crown
- Fabricating, trimming, and finishing a custom acrylic temporary crown
- Demonstrating correct cement removal and crown removal procedures
- Using zinc phosphate, polycarboxylate and glass ionomer for permanent cast restoration
- Aspirating on a patient
- Demonstrating the exchange of dental instruments
- Production of assigned, diagnostic quality radiographs

#### **MODULE F: Dental Anatomy and Orthodontics**

**40/40/0/6.0**

In this module, students will focus on orthodontics as a specialty. Subjects covered include:

- Taking and recording Intraoral Orthodontic Measurements
- Placement and removal of Elastic Separators
- Placement and removal of Metal Separators
- Sizing and preparing orthodontic bands for cementation
- Placing and ligating an arch wire with elastic and wire ligatures
- Removing ligatures, arch wires and bands
- Identification and explanation of the use of Orthodontic instruments
- Demonstrating dental charting skills by completing an oral cavity diagram

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- Completing a mouth mirror inspection of the oral cavity, and then charting existing conditions and restorations, obvious lesions, and abnormalities
  - Aspirating on a patient
  - Demonstration of the exchange of dental instruments
  - Production of assigned, diagnostic quality radiographs

**MODULE G: Dental Health**

**40/40/0/6.0**

In this module, students will learn about specialty areas of oral pathology and periodontics. Subjects covered include:

- Armamentarium and uses of the prophylaxis tray setup
- Armamentarium and uses of the periodontal tray setup
- Mxing, placing, and removing a periodontal dressing in a prescribed area
- Explaining the plaque control program
- Demonstration and presentation of a one-day plaque control program, including staining of teeth, proper flossing, and brushing
- Administration of a fluoride treatment, including proper instructions
- Producing a personal, error-free resume in the proper format
- Demonstration of proper coronal polish techniques to remove extrinsic stains and plaque from supragingival tooth surfaces of three patients
- Aspirating on a patient
- Demonstration of the exchange of dental instruments
- Production of assigned, diagnostic quality radiographs

**MODULE X: Externship**

**0/0/160/5.0**

Upon successful completion of classroom training, dental assistant students participate in a 160-hour externship. Serving in an externship at an approved facility, gives student externs an opportunity to work with the principles and practices obtained in the classroom and laboratory setting. Externs work under the direct supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the student's permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation

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## MASSAGE THERAPY

### Diploma Program - 36 weeks (Day and Evening)

720 Clock Hours/50.5 Credit Hours

The Massage Therapy Program is an entry-level program in the area of soft tissue dysfunction/massage therapy. The student will gain a solid foundation in anatomy and physiology and various other medical courses. The student will demonstrate competency and skill in massage techniques, documentation, and business areas.

The Massage Therapy Program graduate will have diverse opportunities for employment in health clubs, massage clinics, day spas, chiropractor's offices, pain clinics, sports teams, rehabilitation centers, neuromuscular clinics, naturopathic physicians offices, orthopedic offices, dental offices, athletic clubs and home/office settings.

### Program Outline

Course Number	Course Title	Clock Hours	Credit Hours
MS 101	Swedish Massage	112	4.5
MS 102	Neuromuscular Therapy	112	4.5
MS 103	Orthopedic Assessment	32	2.0
MS 104	Onsite Chair Massage	16	1.0
MS 105	Intro to Clinic Practicum and HIV/AIDS	16	1.0
MS 106	Clinic Practicum	64	3.0
MS 107	Anatomy & Physiology I	32	3.0
MS 108	Anatomy & Physiology II	32	3.0
MS 109	Anatomy & Physiology III	32	3.0
MS 110	Anatomy & Physiology IV	32	3.0
MS 111	Movement Anatomy	48	4.5
MS 112	Law & Ethics	16	1.5
MS 113	Business Success	16	1.5
MS 114	Hydrotherapy	16	1.5
MS 115	Pathology	16	1.5
MS 116	Essentials of Documentation	16	1.5
MS 118	Medical Terminology	16	1.5
MS 120	Introduction to Herbs & Nutrition	16	1.5
MS 121	Adjunctive Therapies Overview	16	1.5
MS 121B	Adjunctive Therapies Overview	16	1.5
MS 121C	Adjunctive Therapies Overview	16	1.5
MS 121D	Adjunctive Therapies Overview	16	1.5
MS 122	Stress Management/CPR	16	1.5
	<b>Program Total</b>	<b>720</b>	<b>50.5</b>

### Major Equipment

Massage Tables	Massage Chairs
CPR Manikins	Anatomical Charts
AV Equipment	

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## Course Descriptions

Module descriptions include the module or Module, title, synopsis, a listing of lecture/theory hours, laboratory/externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory/externship and provides a total of 6.0 credit units.

### **MS101 SWEDISH MASSAGE**

**24/88/0**

Fundamentals of Swedish Massage, a relation based therapeutic form of massage, will include physiologic effects and techniques focusing on effleurage, petrissage, friction, vibration and tapotement. Body mechanics, joint range of motion and deep tissue massage will be covered.

### **MS102 INTRODUCTION TO NEUROMUSCULAR THERAPY**

**24/88/0**

This course addresses the theory and application of neuromuscular therapy and technique. Physiological principals, assessments and treatment of myofascial trigger points and soft tissue dysfunction will be addressed. Various applications of neuromuscular therapy also will be addressed.

### **MS103 ORTHOPEDIC ASSESSMENT**

**16/16/0**

This course introduces the student to basic orthopedic assessment techniques for evaluation and treatment of common soft tissue dysfunction and injury. Active and passive range of motion tests, manual resistive tests, and an overview of common conditions and assessments by anatomic region will be introduced.

### **MS104 ONSITE CHAIR MASSAGE**

**8/8/0**

This course introduces the student to onsite seated massage. Students will learn techniques to perform a fifteen minute seated massage.

### **MS105 INTRODUCTION TO CLINIC PRACTICUM and HIV/AIDS AWARENESS**

**12/4/0**

Students are introduced to the proper procedure for performing massages in a supervised clinical setting. Students will practice massage techniques and explore the logistics and operations of running a professional clinic. Scheduling appointments, SOAP charting, assessment, documentation, and medical history evaluations are part of the clinic experience. Students are required to perform four (4) student massages in a supervised clinical setting prior to Clinic Practicum (MS106). Students are introduced to issues relating to HIV/AIDS infection and how this effects massage therapy. Pathology transmission and prevention of disease will be discussed.

### **MS106 CLINIC PRACTICUM**

**0/64/0**

Students will perform massages in a supervised clinical setting. Students practice massage techniques and learn to operate a professional clinic through experience. Scheduling appointments, SOAP charting, assessment, documentation and medical history evaluation are part of the clinic experience. Students are required to perform thirty (30) massages in a supervised clinical setting.

### **MS107 ANATOMY & PHYSIOLOGY I**

**32/0/0**

Students thoroughly explore the structure and function of the human body. Besides providing an introduction to basic anatomical terms, the course covers the pathology of the various systems. Cellular structures, integumentary, skeletal, muscular, and digestive systems are covered in the course. Emphasis is placed on the musculoskeletal, nervous, and circulatory systems as they are relevant to massage therapy. Relevant pathological conditions as they relate to body systems will also be introduced.

### **MS108 ANATOMY & PHYSIOLOGY II**

**32/0/0**

Students will explore the structure and function of the human body. The course covers the pathology of the various systems including cellular structures, integumentary, skeletal, muscular, and digestive systems.

### **MS109 ANATOMY & PHYSIOLOGY III**

**48/0/0**

Students will explore the structure and function of the human body. The course covers the pathology of the various systems including cellular structures, integumentary, skeletal, muscular, and digestive systems.

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<b>MS110 ANATOMY &amp; PHYSIOLOGY IV</b>	<b>32/0/0</b>
Students will further explore the structure and function of the human body.	
<b>MS111 MOVEMENT ANATOMY</b>	<b>48/0/0</b>
This course is a thorough and comprehensive study of the musculoskeletal system and muscle groups that provide the elements of motion. Emphasis is placed on origin, insertion, action, function and nerves. This course offers a “hands on” approach with the use of armatures to build musculature.	
<b>MS112 LAW AND ETHICS</b>	<b>16/0/0</b>
This course explores the ethical and legal issues in the massage therapy profession. Credentialing, right of refusal, client boundaries and confidentiality will be discussed. The history and development of massage therapy is also covered.	
<b>MS113 BUSINESS SUCCESS</b>	<b>16/0/0</b>
This course is designed to teach students the aspects of successful business practice. Topics include marketing, advertising, independent contracting and basic accounting principles. Students will prepare a formal business plan, business cards, and a brochure.	
<b>MS114 HYDROTHERAPY</b>	<b>16/0/0</b>
This course introduces the student to hydrotherapy. Students will learn the physiologic and therapeutic effects and applications of heat therapy, cryotherapy, and contrast therapy in the treatment of disease and trauma. Students will learn physiologic effects and applications of vapor treatments and balneology, and gain an understanding of articular dysfunction and the use of therapeutic applications.	
<b>MS115 PATHOLOGY</b>	<b>16/0/0</b>
This course introduces the student to some of the most common ailments and conditions the massage therapist will encounter in practice. Students will learn indications and contraindications for massage, and when to refer a client. Topics include carpal tunnel syndrome, rotator cuff injuries, fibromyalgia, chronic pain syndrome, myofascial pain, arthritis, and diabetes.	
<b>MS116 ESSENTIALS OF DOCUMENTATION</b>	<b>16/0/0</b>
This course teaches the essentials for documenting and assessing a client within the scope of practice. Topics include SOAP charting skills, interview and listening skills, medical history/intake forms, documentation/assessment of injury, and when to refer. The student is introduced to CPT/ICD-9 coding for office visits.	
<b>MS118 MEDICAL TERMINOLOGY</b>	<b>16/0/0</b>
This course will introduce the student to the most commonly used medical terms and abbreviations as they apply to various medical facilities. A systems approach method will be utilized.	
<b>MS120A INTRODUCTION TO HERBS AND NUTRITION</b>	<b>16/0/0</b>
This course is a basic introduction to herbology and nutrition. The student will gain a basic knowledge of herbs and their actions and the importance of holistic nutrition in achieving the greatest level of health and fitness. Information will also be provided on vitamin and mineral supplementation, herbs, herb supplement, actions-hot/cold herbs, common use of herbs, and medicinal effects of herbs.	
<b>MS121A ADJUNCTIVE THERAPIES OVERVIEW</b>	<b>16/0/0</b>
Introduces students to a variety of adjunctive therapies. The class integrates Eastern and Western modalities and students will learn how to integrate these therapies into their massage therapy.	
<b>MS121B ADJUNCTIVE THERAPIES OVERVIEW</b>	<b>16/0/0</b>
Introduces students to a variety of adjunctive therapies. The class integrates Eastern and Western modalities and students will learn how to integrate these therapies into their massage therapy.	
<b>MS121C ADJUNCTIVE THERAPIES OVERVIEW</b>	<b>16/0/0</b>
Introduces students to a variety of adjunctive therapies. The class integrates Eastern and Western modalities and students will learn how to integrate these therapies into their massage therapy.	

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**MS121D ADJUNCTIVE THERAPIES OVERVIEW****16/0/0**

Introduces students to a variety of adjunctive therapies. The class integrates Eastern and Western modalities and students will learn how to integrate these therapies into their massage therapy.

**MS122 STRESS MANAGEMENT/CPR/FIRST AID****16/0/0**

This course introduces the student to the effects of stress on the body, both emotionally and physically. Stress reduction techniques will be discussed and demonstrated. This course is also designed to help the student recognize and respond to life threatening emergencies through principles and skills defined by the American Heart Association. Students will also learn basic first aid techniques.

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## MEDICAL ADMINISTRATIVE ASSISTANT

**Diploma Program** –32 weeks (Day and Evening), 40 weeks (Evening, Marietta Only)

720 Clock Hours/47 Credit Units

DOT: Medical Receptionist 237.367 038

Medical Clerk 205.362 018

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Administrative Assistant Program. In this program, students receive training that emphasizes the administrative and business aspects of managing a medical or dental office. With strong administrative skills, graduates can become an integral part of a health care facility. Entry-level positions such as receptionist, insurance processor, medical records clerk, and medical transcriber are found in medical and dental offices, hospitals, clinics, home health agencies and insurance companies.

Medical Administrative Assistant students develop administrative skills through a variety of media. This campus provides practice in using personal computers, electronic typewriters, calculators, transcription machines and tele-trainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Simulated examination procedures are used to teach basic clinical skills.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. Upon successful completion of modules A through G, students participate in a 160-clock-hour externship.

Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

### Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	130	5.0
	<b>Program Total</b>	<b>720</b>	<b>47.0</b>

### Major Equipment

Autoclave	Calculators
Electronic Typewriters	Patient Examination Table
Personal Computers	Sphygmomanometer
Stethoscopes	Teletrainer
Transcription Machine	

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## MODULE DESCRIPTIONS

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

### **Module A - Office Finance**

**40/40/6.0**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### **Module B - Patient Processing and Assisting**

**40/40/6.0**

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are also trained in checking vital signs. A cardiopulmonary resuscitation (CPR) course is also taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### **Module C - Medical Insurance**

**40/40/6.0**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### **Module D - Insurance Plans and Collections**

**40/40/6.0**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### **Module E - Office Procedures**

**40/40/6.0**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students will become familiar with the Microsoft Excel program, as well as Disability Income Insurance and legal issues affecting insurance claims. Students will develop speed and accuracy on the keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

### **Module F - Patient Care and Computerized Practice Management**

**40/40/6.0**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is also introduced in this module. In addition, students will learn basic techniques for taking patients' vital signs. They will learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students will develop speed and accuracy on the keyboard as well as the 10-key pad, and they will also become familiar with essential medical terminology.

### **Module G - Dental Administrative Procedures**

**40/40/6.0**

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students develop speed and accuracy on the keyboard as well as the 10-key pad and will also become familiar with essential dental terminology.

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**Module X - Externship****0/160/5.0**

Upon successful completion of classroom training, medical administrative assistant students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

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## MEDICAL ASSISTING

### Diploma Program – 8 Months (Day)/ 9-12 Months (Evening, Marietta Only)

720 Clock Hours/47 Credit Units

DOT: Medical Assistant            079.367-010

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer and electric typewriter. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

### Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Medical Assisting Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>47.0</b>

### Major Equipment

Autoclave	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Examination Tables	Surgical Instruments
Hematology Testing Equipment	Teletrainer
Mayo Stands	Training Manikins
Microscopes	

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## Module Descriptions

Module descriptions include the module or Module, title, synopsis, a listing of lecture/theory hours, laboratory/externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory/externship and provides a total of 6.0 credit units.

### **MODULE A - PATIENT CARE AND COMMUNICATION**

**40/40/6.0**

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Terminology related to these systems is also covered. Students will also have the opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

### **MODULE B - CLINICAL ASSISTING AND PHARMACOLOGY**

**40/40/6.0**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will also demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

### **MODULE C - MEDICAL INSURANCE, BOOKKEEPING, AND HEALTH SCIENCES**

**40/40/6.0**

Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures that are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process.

### **MODULE D - CARDIOPULMONARY AND ELECTROCARDIOGRAPHY**

**40/40/6.0**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course also teaches students how to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

### **MODULE E - LABORATORY PROCEDURES**

**40/40/6.0**

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

### **MODULE F - ENDOCRINOLOGY AND REPRODUCTION**

**40/40/6.0**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the

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skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Student study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

**MODULE G - MEDICAL LAW, ETHICS, AND PSYCHOLOGY**

**40/40/6.0**

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered is office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

**MODULE X - MEDICAL ASSISTING EXTERNSHIP**

**0/160/5.0**

Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship at an approved facility. This provides externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Medical assisting students must successfully complete their externship in order to fulfill requirements for graduation.

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## MEDICAL INSURANCE BILLING/CODING

Offered Marietta only

**Diploma Program**- 6 Months (Day)

Total Credit Units Required: 35

Total Hours: 560

DOT: Health Claims Examiner/Medical Billing 214.362-022

The Medical Insurance Billing & Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If a student does not complete one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour externship or practicum.

Completion of the Medical Insurance Billing & Coding Program is acknowledged by the awarding of a diploma.

### PROGRAM OUTLINE

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module X	Externship	160	5.0
	<b>Program Total</b>	<b>560</b>	<b>35</b>

### Major Equipment

Calculators

Personal Computers

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## MODULE DESCRIPTIONS

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 Credit units.

### **Module A - Introduction to Medical Insurance and Managed Care** **40/40/6.0**

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

**Prerequisite: None**

### **Module B - Government Programs** **40/40/6.0**

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

**Prerequisite: None**

### **Module C - Electronic Data Interchange and Modifiers** **40/40/6.0**

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

**Prerequisite: None**

### **Module D - Medical Documentation, Evaluation, and Management** **40/40/6.0**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed

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and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

**Prerequisite: None**

**Module E - Health Insurance Claim Forms**

**40/40/6.0**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

**Prerequisite: None**

**Module X - Externship**

**0/160/5.0**

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

**Prerequisite: Successful completion of Modules A - E**

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## PATIENT CARE TECHNICIAN

### Diploma Program – 9 Months (Day and Evening), 11 Months (Evening, Marietta Only )

720 Clock Hours/51.0 Credit Units

DOT: 355.674-014	Nursing Assisting / Home Health Aide
078.362-081	EKG Technician
079.364-022	Phlebotomist
355.354-010	Physical Therapy Aide
355.377-010	Occupational Therapy Aide

In recent years the patient care technician profession has become indispensable to the health care field. Much of the reason for this is because of the many skills this multi-faceted occupation employs. Not only have physicians and nurses become more reliant on the PCT, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Patient Care Technicians have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Patient Care Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as nursing assistants, home health aides, physical therapy and occupational therapy aides, phlebotomists, EKG Technicians, and of course, patient care technicians. Since PCTs are “cross-trained” in a number of clinical procedures, they are capable of filling a variety of entry-level positions currently in large demand throughout the health care industry.

This training program is divided into nine learning units called modules. Students must complete modules A through D before they can go on to E, which is their first clinical rotation. Before completing their second clinical rotation, which is module I, they must complete modules F through H. All modules, except C, E, and I, stand alone as units of studies and are not dependent upon previous training.

Completion of the Patient Care Technician Program is acknowledged by the awarding of a diploma.

### Program Outline

Module	Course Title	Clock Hours	Credit Hours
Module A	Basic Healthcare Concepts	80	8.0
Module B	Anatomy & Physiology and Medical Terminology	80	8.0
Module C	Nursing Fundamentals I	80	6.0
Module D	Nursing Fundamentals II	80	6.0
Module E	Clinical Rotation I	80	2.5
Module F	Phlebotomy and Electrocardiography	80	6.0
Module G	Physical Therapy and Occupational Therapy	80	6.0
Module H	Clerical Skills	80	6.0
Module I	Clinical Rotation II	80	2.5
	<b>Program Total</b>	<b>720</b>	<b>51.0</b>

### Major Equipment

Stethoscope	Littman Nursing model or equivalent
Uniforms	Closed toe shoes

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## Module Descriptions

Module descriptions include the module or Module, title, synopsis, a listing of lecture/theory hours, laboratory/externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory/externship and provides a total of 6.0 credit units.

### **MODULE A - BASIC HEALTHCARE CONCEPTS**

**80/0/8.0**

Module A provides the student with an overall understanding and introduction to the field of healthcare, particularly as it relates to the "multi-skilled" Patient Care Technician. Included in this module is an introduction to healthcare, infection control, safety and emergencies, legal and ethical responsibilities, communication and interpersonal skills, and skills involved in observations, recording, and reporting.

### **MODULE B - ANATOMY AND PHYSIOLOGY AND MEDICAL TERMINOLOGY**

**80/0/8.0**

Module B is concerned with providing the student with an understanding of anatomy and physiology. In addition to covering all body systems, students also become acquainted with the terminology associated with these systems, as well as common disorders and diseases affecting each.

### **MODULE C - NURSING FUNDAMENTALS I**

**40/40/6.0**

Module C provides the student with the theory and hands-on applications involved in providing basic patient care as it would be required by a certified nursing assistant and/or patient care technician. Some of these skills include taking and recording vital signs, providing personal patient care, admitting, transferring and discharging patients, providing restorative care and meeting the patients physical and psycho-social needs.

### **MODULE D - NURSING FUNDAMENTALS II**

**40/40/6.0**

Module D provides the student with the theory and hands-on skills involved in providing advanced patient care and home health care. Some of these skills include providing therapeutic diets, infection control, body mechanics, and caring for the client/patient in the home care setting.

### **MODULE E - CLINICAL ROTATION I**

**0/80/2.5**

Upon successful completion of Modules A, B, C, and D, patient care technician students are given the opportunity to participate in their first clinical rotation. This provides the students with an opportunity to work with patients and apply the principles and practices learned in the classroom and laboratories. Students work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. Students will be evaluated by supervisory personnel at the halfway point and at the completion of the rotation.

### **MODULE F - PHLEBOTOMY AND ELECTROCARDIOGRAPHY**

**40/40/6.0**

Module F will provide the students with the theory and hands-on skills involved in phlebotomy and electrocardiography. Some of these skills include learning about the professions of both phlebotomy and electrocardiography, performing basic laboratory skills, including blood withdrawal and specimen collection, and learning how to take and record electrocardiograms and how to interpret basic EKGs for possible abnormalities.

### **MODULE G - PHYSICAL THERAPY AND OCCUPATIONAL THERAPY**

**40/40/6.0**

In Module G, students will have the opportunity to learn the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as they relate to the patient care technician, the physical therapy aide, and the occupational therapy aide. Some of the skills covered in this module include performing basic procedures required of physical therapy and occupational therapy aides and identifying various therapeutic modalities used in both physical therapy and occupational therapy.

### **MODULE H - CLERICAL SKILLS**

**40/40/6.0**

In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Some of these skills include working with various types of communication devices, medical chart preparation, and transcribing medical and physician's orders.

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**MODULE I - CLINICAL ROTATION II****0/80/2.5**

Upon completion of Modules F, G, and H, students will be given the opportunity to complete their second clinical rotation. As with their first rotation, during this time, the student will be given the opportunity to apply what they have learned in the classroom and laboratory, to the "real-life" clinical facility. As part of their experiences, students may rotate throughout various departments within the clinical facility, including patient care units, physical therapy, cardiology, the laboratory, central service, and admitting and the business office. Students will once again work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. All students will be evaluated at the halfway point and at the conclusion of the clinical experience. Patient care technician must complete both clinical rotations in order to fulfill their requirements for graduation.

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## Pharmacy Technician Diploma

### Diploma Program -32 weeks

720 Clock Hours/58.0 Credit Hours

DOT: Pharmacy Assistant 074-382-010

The Pharmacy Technician program provides both technical and practical training which will enable the technician, upon licensure, to function as a competent entry-level assistant to the licensed pharmacist. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. The technician has become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. This 720-hour program provides the student with basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms.

This program is comprised of eight modular units of learning. Modules A through G are made up of 80 hours of combined theory and laboratory time. Students must complete these seven modules first, starting with any module and continuing in any sequence until all seven modules are completed. The last module, referred to as an externship, consists of 160 hours. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to observe and become part of the pharmacy team, as they gain hands-on practice working side-by-side with pharmacists and other health care professionals.

Upon successful completion of this program, the student will be awarded a Diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position as a pharmacy technician. The graduate will be fully prepared to take the national CPhT exam.

<b>Module</b>	<b>Module Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>
Module A	Introduction to Pharmacy	80	8.0
Module B	Administrative Aspects of Pharmacy Technology/ Basic Pharmacy Applications	80	8.0
Module C	Professional Aspects of Pharmacy Technology	80	8.0
Module D	Pharmaceutical Calculations	80	7.0
Module E	Pharmacy Operations	80	7.0
Module F	Anatomy & Physiology/ Pharmacokinetics	80	8.0
Module G	Pharmacology	80	7.0
Module X	Externship	160	5.0
<b>PROGRAM TOTAL</b>		<b>720</b>	<b>58</b>

### Major Equipment

Personal Computers	Anatomy and Physiology Models	Anatomy and Physiology Charts
VCR with Monitor	Laminar Flow Hood	Pharmacy Countertop
Locked Drug Cabinets	Prescription Balances	Pharmaceutical Weights
Mortars and Pestles	Pharmaceutical Products	Blood Pressure Monitors
Stethoscopes	Air Purifiers	Humidifiers
Blood Sugar Testing Machines		

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## Module Descriptions

Module descriptions include the module or Module, title, synopsis, a listing of lecture/theory hours, laboratory/externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory/externship and provides a total of 6.0 credit units.

### Module A - Introduction to Pharmacy

80/0/8.0

In this module, students will be introduced to the basic principles and practices of pharmacy technology.

Subjects covered include:

- Introduction to pharmacy and the healthcare system
- Historical development in pharmacy and healthcare
- Organizational structure and function of the hospital
- Home health care and long-term care
- Regulatory standards in pharmacy practice
- The profession of pharmacy and law and ethics

### Module B-Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications

80/0/8.0

In this module, students will gain an understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Subjects covered include:

- Use of the policy and procedure manual
- Materials management of pharmaceuticals
- The pharmacy formulary system
- Computer applications in drug-use control
- Receiving and processing medication orders and medication orders
- Preparation and utilization of patient profiles
- Handling medications
- Storage and delivery of drug products
- Records management and inventory control
- Compensation and methods of payment for pharmacy services

### Module C - Professional Aspects of Pharmacy Technology

80/0/8.0

In this module, students will be introduced to the professional aspects of working in pharmacy technology.

Subjects covered include:

- Review of basic math and algebra
- Pharmaceutical and medical terminology and abbreviations
- Apothecary symbols
- Pharmaceutical dosage forms
- Review of basic math and algebra

### Module D - Pharmaceutical Calculations

60/20/7.0

In this module, students will be introduced to pharmaceutical calculations. Subjects covered include:

- Review of math and algebra
- Systems of measurements
- Conversions between different systems of measurements
- Pharmaceutical calculations of drug dosages
- Extemporaneous compounding and admixtures
- Parenteral and IV medications

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**Module E - Pharmacy Operations**

60/20/7.0

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include:

- Customer service
- Record keeping
- Purchasing procedures, pricing and merchandising
- Pricing reimbursement techniques
- Safety in the workplace
- Using computers in the pharmacy
- Communications and interpersonal relations within the pharmacy
- Drug distribution systems
- Ambulatory and institutional pharmacy practice
- Fundamentals of reading prescriptions

**Module F - Anatomy and Physiology and Pharmacokinetics**

80/0/8.0

In this module, students will concentrate on the terminology and body systems associated with specific medications. Subjects covered include:

- Organization of the body, cells, tissues, glands, and membranes
- Basic chemistry and the human body
- Medical terminology and anatomy and physiology
- Relationship of pharmacology to anatomy and physiology
- Disorders and abnormalities affecting the body
- Prescription and over-the-counter (OTC) drugs affecting the body
- Actions and use of drugs on specific body systems
- Vital signs, first aid, and cardiopulmonary resuscitation (CPR)

**Module G - Pharmacology**

60/20/7.0

In this module, students will become familiarized with all aspects of drugs, their actions and uses, and their administration. Subjects covered include:

- Dosage forms and administration of drugs
- Food-drug interactions
- Clinical applications of drug categories
- Drug administration
- Physician's orders and medication errors
- Actions and use of drugs on specific body systems
- Administration of medications
- Drug distribution systems
- Computerization and pharmacology

**Module X - Clinical Externship**

0/160/5.0

This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites.

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## SURGICAL TECHNOLOGY

Offered at the Marietta Campus Only

**Diploma Program** - 48 Weeks (Day), 56 Weeks (Evening),

**Externship**- 14 Weeks (Days Only)

1,200 Clock Hours / 71.0 Credit Hours

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

The Surgical Technology graduate can expect to find employment opportunities in hospitals, clinics and in private surgeons' offices. Students in the Surgical Technology Program will be certified in CPR through the American Heart Association. Students are expected to challenge the certification exam offered by the Association of Surgical Technologists upon completion of program.

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

### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
STS 101B	Human Behavior & Motivation	32	3.0
STS 102	Career Development	32	3.0
STS 104C	Introduction to Speech	16	1.5
STS 101A	Anatomy & Physiology	32	3.0
STS 101B	Anatomy & Physiology II	32	3.0
STS 101C	Anatomy & Physiology III	32	3.0
STS 101D	Anatomy & Physiology IV	32	3.0
STS 103A	Medical Terminology I	32	3.0
STS 103B	Medical Terminology II	32	3.0
STS 106	Medical Law & Ethics	32	3.0
STS 120A	Surgical Technology I	64	4.5
STS 120B	Surgical Technology II	64	4.5
STS 120C	Surgical Technology III	64	4.5
STS 120D	Surgical Technology IV	96	6.0
STS 121	Microbiology	16	1.5
STS 124	Anesthesia & Related Drugs	32	3.0
STS 300	Externship	80	2.5
STS 302	Externship	240	8.0
STS 303	Externship	240	8.0
	<b>Program Total</b>	<b>1,200</b>	<b>71.0</b>

### Major Equipment

Operating Tables with Standard Attachments	Gowns, Gloves, Masks, Caps, and Sheets
Anesthesia (Gas) Machine	Recovery Room Table
Intravenous Pole	Catheters
Basic Surgical Instruments (Major and Minor Surgical Set-Ups)	Skeleton, Head and Torso, and Heart Instructional Aids

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Antiseptic Soap and Soap Dispensers  
Brushes  
Scrub Sinks  
Mayo Stand and Prep Stand

Draping Materials  
Blood Pressure Devices  
Sitting Stool  
Sutures and Needles

## **Course Descriptions**

### **STS101B HUMAN BEHAVIOR AND MOTIVATION**

**32/0/0**

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

### **STS102 CAREER DEVELOPMENT**

**32/0/0**

This course is designed to prepare the student to enter the job market in the health field. Skills acquired in the course include professional growth, job hunting, and interviewing. Emphasis is placed on formulating a professional resume and rendering a successful interview.

### **STS104C INTRODUCTION TO SPEECH**

**16/0/0**

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

### **STS101A ANATOMY AND PHYSIOLOGY I**

**32/0/0**

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

### **STS101B ANATOMY AND PHYSIOLOGY II**

**32/0/0**

This course is a continuation of STS101A and introduces the surgical technology student to additional anatomical terms and the structure, function and pathology of the digestive, urinary and reproductive systems. Prerequisite: STS101A

### **STS101C ANATOMY AND PHYSIOLOGY III**

**32/0/0**

This course is designed to provide the surgical technology student with an extended review of anatomy and physiology as they relate to surgery. Along with introducing additional terms, this course covers the pathology of the cardiovascular and respiratory systems. Prerequisite: STS101B

### **STS101D ANATOMY AND PHYSIOLOGY IV**

**32/0/0**

This course is a continuation of STS101C and introduces to the student anatomical terms, pathology, and the anatomy of the nervous, endocrine and special senses systems. Prerequisite: STS101C

### **STS103A MEDICAL TERMINOLOGY I**

**32/0/0**

This course is designed to help the student recognize, understand, spell, and pronounce commonly used terms in the medical vocabulary. Students will expand their acquisition of medical terms through spelling and vocabulary exams and oral recitation exercises.

### **STS103B MEDICAL TERMINOLOGY II**

**32/0/0**

This course provides more advanced principles of medical word building so students are able to readily apply words to the building of an extensive medical vocabulary. Upon completion of this course, students will gain an overview of terms used in anatomy and physiology.

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**STS106 MEDICAL LAW AND ETHICS****32/0/0**

This course will help the student understand moral behavior, acceptable standards of conduct, and professional relations. It will include information on the ways in which the laws of Georgia and the United States impact the daily practice of the medical professional. Through written and oral presentations, students will discuss the ethical issues that affect medical practice and how those issues are resolved in various societies.

**ST120A SURGICAL TECHNOLOGY I****32/32/0**

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

**ST120B SURGICAL TECHNOLOGY II****32/32/0**

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

**ST120C SURGICAL TECHNOLOGY III****32/32/0**

This course is designed to complete the student's knowledge and skills learned in ST120B and ST120C. The student spends considerable time practicing draping, instrumentation, and surgical routines in simulated situations. The required technical aspects of pre, peri and post-operative care delivered by the Surgical Technologists are emphasized. Prerequisite: ST120B

**ST120D SURGICAL TECHNOLOGY IV****32/64/0**

This course is designed to provide opportunities for the Surgical Technologist to practice the technical aspects of pre, peri and post-operative care. Surgical routines are presented and practiced in simulated surgical environments. Prerequisite: ST120C

**ST121 MICROBIOLOGY****16/0/0**

This unit is designed to help the student develop skills needed to list classes of microorganisms and factors influencing their growth. The student will also be able to understand the process of disease transmission, and infection.

**ST124 ANESTHESIA AND RELATED DRUGS****32/0/0**

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

**ST 300 EXTERNSHIP****0/0/80**

During this course, the student will spend his or her time in a hospital or clinic operating room working under the supervision of a nurse or operating room technician. This course is the final course of the Surgical Technology program. Successful completion is required for graduation. In general, all externships must be completed during daytime hours.

**ST 302 EXTERNSHIP****0/0/240**

During this course, the student will spend his or her time in a hospital or clinic operating room working under the supervision of a nurse or operating room technician. This course is the final course of the Surgical Technology program. Successful completion is required for graduation. In general, all externships must be completed during daytime hours.

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**ST 303 EXTERNSHIP**

0/0/24

During this course, the student will spend his or her time in a hospital or clinic operating room working under the supervision of a nurse or operating room technician. This course is the final course of the Surgical Technology program. Successful completion is required for graduation. In general, all externships must be completed during daytime hours.

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# Admissions

## REQUIREMENTS AND PROCEDURES

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To apply, students should complete an application form and bring it to the school, or call for a priority appointment to visit the school and receive a tour of its facilities.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's equipment and facilities, meet the staff and faculty, and to ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all monies paid to the school are refunded.

The school follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of an applicable entrance examination; and
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian).

The school reserves the right to reject students if the items listed above are not successfully completed.

This campus does not offer training in English as a Second Language.

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a passing score on a standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different standardized test. The re-test(s) will be administered within the period specified by the Education Director. Should the applicant fail the test a second time, the applicant must wait at least 24 hours before their next attempt.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply for some programs under the Ability to Benefit Provision. The number of students enrolled under the Ability to Benefit Provision is limited. The School reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

Students entering GMI must submit a statement of good health within 30 days of their first day of class.

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## PHARMACY TECHNICIAN PROGRAM

Students enrolling in the Pharmacy Technician program are also required to pass the CPAt examination with a minimum score of 140.

## CREDIT FOR PREVIOUS EDUCATION OR TRAINING

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript and catalog from the educational institutional providing the training prior to starting the program. Students who fail to submit these documents prior to starting the program will not be eligible to receive credit for previous education or training.

## Administration Policies

### GRADING SYSTEM/ CREDITS

The following grading system is used in all programs except Surgical Technology:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	
P/F	Externship Pass or Fail	

The following grading system is used for the Surgical Technology Program:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-75
F	Failing	74-0

Letter grades are issued to the student on report cards and recorded on transcripts. Students will only receive the designated credits for a course when they have achieved 70% or better in that course, 75% for Surgical Technology. Students will be recognized for their academic/personal achievements as determined by the Education Director.

### UNIT OF ACADEMIC CREDIT

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory/clinical or 30 hours of externship.

### TRANSFER OF CREDIT

Any student who has either attended a GMI campus or been enrolled in a similar course elsewhere, may upon meeting the policy requirements (see Credit for Previous Education or Training), be given appropriate transfer credit, provided all other requirements have been met. In all cases, acceptance of

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transfer credits must be approved by the Education Director. Transfer of credits will decrease tuition costs and may provide an earlier program completion date.

### **TRANSFER OF CREDIT FOR STUDENTS RECEIVING VA BENEFITS**

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

In all cases, acceptance of transfer credits must be approved by the Education Director. Transfer of credits will decrease tuition costs and may provide an earlier program completion date.

### **HONORS AND AWARDS**

Georgia Medical Institute's Honors Program allows the student to receive a certificate as a member of the Director's Lists if the student has successfully maintained a GPA 3.8 or better (95% or better) for the term. Students are awarded the Honors List certificate if they have successfully maintained a GPA of 3.6 or better (90% or better) for the term. Perfect Attendance awards are also given if the student has maintain perfect attendance for the term with no absences, tardies or early departures.

### **GRADUATION REQUIREMENTS**

Formal graduation ceremonies are held twice a year. To receive a certification of graduation, a student must meet all of the following criteria:

1. The student must have passed all required courses and maintained at least a 70% overall grade average in their courses. The Surgical Technology students must maintain at least a 75% overall average in all courses.
2. The student must have successfully completed their required clinical experience or externship.
3. The student must have satisfied all school obligations, including academic, attendance, and current in-school financial payments.

Certificates will be issued to those students who have successfully completed their programs and those meeting their financial obligations. Students must complete an exit placement and financial aid interview prior to receiving their certificates.

### **TRANSCRIPTS AND DIPLOMAS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. Tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

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Additional FERPA information is available from the Institution's Business Office.

## **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent, 75 percent for Surgical Technology, (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent, 75 percent for Surgical Technology, are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

### **ACADEMIC PROBATION**

The initial probationary period covers the module or course that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module or course during the probationary period unless the module or course is not offered at that time. In that case, the failed module or course must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent, 75 percent for Surgical Technology, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent (75 percent for Surgical Technology) but have achieved a GPA of at least 70 percent (75 percent for Surgical Technology) for the module or course, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent (75 percent for Surgical Technology) for the module or course will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent (75 percent for Surgical Technology) by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent (75 percent for Surgical Technology) will be withdrawn from training by the school.

### **REINSTATEMENT POLICY**

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent (75 percent for Surgical Technology) by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

### **INCOMPLETES**

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of "F" or "zero" for the module or course. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

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## **WITHDRAWALS**

To withdraw from a module or course, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module or course grade or cumulative GPA. Withdrawal status remains on record until students complete the module or course from which they withdrew. It will have no effect on the module or course grade or cumulative GPA.

Students who are contemplating withdrawing from a module or course should be cautioned that:

- The entire scheduled length of the module or course of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module or course to be offered;
- They must repeat the entire module or course from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

## **EXIT INTERVIEWS**

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

## **REPEAT POLICY**

Students who fail a module or course must retake that module or course. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. Students may repeat a failed module or course only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module or course, the last grade received for that module or course replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module or course will replace the attendance for the original module or course.

Students who receive a passing grade for a module or course but wish to repeat the module or course may do so (subject to seat availability).

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules or courses. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

## **MAXIMUM PROGRAM COMPLETION TIME**

### **Classroom Training**

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

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Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit hours/units attempted.

Students who have reached 75 percent of their maximum program completion time must have successfully completed 65 percent of the clock or credit hours/units attempted.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted. No probationary status is allowed.

### **Externship Training**

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. All students must be available for externship assignment during daytime hours.

Students who do not start or interrupt their externship training for more than 10 scheduled days will be dropped from the program by the school. Externship training will be scheduled for 3, 4 or 5 days per week. Students waiting for externship placement will be considered scheduled for a 3 day per week externship.

If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the School President. Students may only be reinstated once due to extenuating circumstances.

### **ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS**

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the education director.

### **STUDENT APPEAL PROCESS**

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for re-admittance to the School President.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time.

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## **REQUIRED STUDY TIME**

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

## **ATTENDANCE**

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program. However, if a student returns on the eleventh day, he/she may appeal the drop.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

Students who exceed 20% of the total program hours will be dropped from school but will be eligible to appeal to reenter school after they have been out of school for one grading period.

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the school.

## **TARDINESS/EARLY DEPARTURE**

Students who are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

## **REENTRY POLICY**

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. (See Student Appeals Process policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

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### **MAKE-UP WORK**

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration.

### **VETERAN STUDENTS**

The Veterans Administration has established rules and regulations pertaining to attendance policy and procedures. The Education Department can provide this information upon request.

### **LEAVE OF ABSENCE POLICY**

The institution permits students to request a leave of absence (LOA) for up to 180 days during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the School President, Education Director, or Department Chair with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request - dated and signed by both parties, along with other necessary supporting documentation - will be placed in the student's file.

### **RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE**

Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence.

The institution will make every attempt to ensure that students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

### **FAILURE TO RETURN FROM A LEAVE OF ABSENCE**

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the Cancellation/Refund Policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (See Cancellation/Refund Policy).

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted - forcing the borrower to begin making repayments immediately.

### **WEATHER EMERGENCIES**

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure

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completion of the entire program.

### **CLOTHING AND PERSONAL PROPERTY**

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

### **GUESTS/CHILDREN ON CAMPUS**

An atmosphere conducive to learning must be maintained without disruption to the teaching and work environment. Therefore, it is the policy of the College that children, friends and/or relatives shall not be brought to classrooms, labs or the library and may not be left in lounges or offices.

### **SCHEDULING/REGISTRATION**

Each program has its own course schedule; however, students from different programs may share General Education or Health Science courses when applicable. The course of study and credit hours in each course must be completed as outlined in this catalog. Scheduling of required classes is accomplished by the Education Director. Each student will be provided with a class schedule on the first day of class. Students who fail a particular course must repeat that course the next possible time the course is offered at no expense to the student.

### **ORIENTATION**

All students are required to attend an orientation prior to starting classes in their designed program. The orientation is held prior to the first day of class. Students will receive materials at orientation from their admissions representative that cover all GMI rules, regulations and policies.

### **CODE OF CONDUCT**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of GMI and of the student body. Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

GMI reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

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### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

GMI does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

### **SEXUAL HARASSMENT**

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

### **ACADEMIC ADVISEMENT AND TUTORING**

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing is unacceptable. Failure to improve academic standing may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

### **HEALTH/MEDICAL CARE**

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

### **DISABLED STUDENTS**

Disabled students should make arrangements to meet with the School President prior to the start of class to review facilities and required accommodations.

### **TERMINATION PROCEDURES**

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

- Violation of the school's attendance policy.
- Possession of a weapon.
- Failure to maintain satisfactory academic progress.
- Inability to meet financial obligations to the school.
- Violation of student code of conduct.

### **TRANSFERABILITY OF CREDITS**

The School President's office provides information on schools that may accept this school's course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

### **GRIEVANCE PROCEDURES**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Education Director. Students who feel that the complaint has not been adequately addressed should contact the School President. Written responses will be given to the student

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within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

Additional concerns, complaints or questions should be addressed to:

Nonpublic Postsecondary Educational Institution  
2189 Northlake Parkway, Building 10, Suite 100  
Tucker, Georgia 30084-4113  
(770) 414-3300

## **POLICY AND PROGRAM CHANGES**

The school catalog is current as of the time of printing. CSi reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

## **CERTIFICATION EXAMS**

Graduates of the Medical Administrative Assisting, Medical Assisting, Medical Insurance Billing and Coding, Patient Care Technician, Massage Therapy and Surgical Technology programs are encouraged to challenge their respective certification exams.

Costs of the certification exams are established by the certifying organization and vary by program. Georgia Medical Institute will pay 50 percent of the certification exam cost for any graduate who challenges the test within one year of the student's graduation date. Georgia Medical Institute will pay for one exam per student.

## **VOLUNTARY PREPAYMENT PLAN**

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Business Office.

## **CANCELLATION/REFUND POLICY**

GMI employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that GMI retains only funds that have been earned according to the applicable refund policy.

In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

## **CANCELLATIONS**

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is

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effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded. If a student cancels more than three business days after executing the Enrollment Agreement and before the start of classes, the school will refund any monies paid.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's textbook return policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days (weekends and legal holidays excluded) following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. Students who are unable to complete their program of study due to the school's cancellation, change or discontinuance of the program, and for whom mutually satisfactory alternative arrangements cannot be made, will receive a refund of all monies paid.

## **REFUNDS**

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

## **Refund Policies**

Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlines in the school catalog. If a student received a loan to cover the cost of tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated in the written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of

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determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

#### **Textbook and Equipment Return/Refund Policy**

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

#### **Federal Return of Title IV Funds Policy**

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days\* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days\* completed in that period as of the last date of attendance.

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

#### **Return of Unearned SFA Program Funds**

The school must return the lesser of

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation

exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

**Remittance to the Federal Government**

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student’s financial aid award(s) (or his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

**Nonpublic Postsecondary Education Commission Refund Policy (For All Students)**

The school will calculate refunds using the Nonpublic Postsecondary Education Commission Refund Policy and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

For purposes of determining a refund, computations will be based on scheduled class attendance. Suspensions, school holidays, summer vacations and days in which classes are not offered will not be a part of scheduled class attendance.

Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

<b>A Student Who Withdraws or is Terminated...</b>	<b>Is Entitled to a Refund of...</b>	<b>The Institution is Eligible to Retain...</b>
During the first week or 5%, whichever is less, of program	100% Tuition	0
After first week or 5%, whichever is less, of program but before 10% of program is	90% Tuition	10% Tuition
After first 10%, but before 25% of program is exceeded	75% Tuition	25% Tuition
After 25%, but before 50% of program is exceeded	50% Tuition	50% Tuition
After 50% of program is exceeded	0	100% Tuition

For programs longer than one year (12 calendar months) in length, the cancellation and refund policy will apply to the stated tuition price attributable to each 12-month period. All of the stated tuition prices attributable to the period beyond the first year will be canceled and/or refunded when students terminate during the first year.

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### **Institutional Refund Calculation**

For students attending this campus who terminate their training before completing more than 60 percent of an enrollment period, the school will perform a pro rata refund calculation.

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

The school may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

### **FINANCIAL AID INFORMATION**

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

#### **FEDERAL FAMILY EDUCATION LOAN**

The Federal Family Education Loan is a loan that is received through a bank and must be repaid. Repayment begins six (6) months after a student graduates or leaves school.

#### **FEDERAL DIRECT STUDENT LOAN**

The Federal Direct Student loan is a loan that is received through the Federal government and must be repaid. Repayments begin six (6) months after a student graduates or leaves school.

#### **FEDERAL PELL GRANT**

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

#### **FEDERAL WORK PROGRAM**

This program gives part-time employment to students who need the income to help meet the cost of postsecondary education. To be eligible for an FWP position, the student must meet all eligibility requirements for federal aid. In addition, a student must have "financial need" and adhere to the requirements for satisfactory academic and attendance progress.

#### **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)**

This is a grant based on the student's financial need and distributed as funds are available. These funds are distributed to those students with the greatest unmet need (preferably to those student with a "0" (EFC) Expected Family Contribution.

#### **SALLIE MAE ALTERNATIVE LOAN PROGRAM (SLM)**

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their

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financial aid interview.

### **STUDENT TUITION ASSISTANCE RESOURCE LOAN (STAR LOAN)**

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

\*Alternative financing through GMI is available on an individual basis.

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE**

This campus assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, aid in securing an interview and a list of available jobs.

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction. An important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the school's placement assistance program at no additional cost.

### **STUDENT ACTIVITIES**

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

### **FIELD TRIPS**

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

### **SPECIAL LECTURES**

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

### **DRUG ABUSE PREVENTION**

Information on drug abuse prevention is available at the school for all students and employees.

### **LIVING ACCOMMODATIONS**

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

### **TEACHING AIDS AND SPECIAL LECTURES**

Up-to-date equipment and audio/visual aids are available for the instruction of students. Televisions and VCR's, overhead projectors, mannequins, etc., are also utilized. Through cooperative efforts with hospitals

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and medical offices, clinics, insurance companies, etc., students are also exposed to more extensive equipment used in medical facilities. Periodically, resource people from the medical/business field, including graduates, are invited to address students on various subjects.

### **LIBRARY**

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

### **ADVISING ACTIVITIES**

Georgia Medical Institute offers assistance to all students. Student assistance is available upon request during school hours to help students with academic, personal, or other related problems. The staff conducts periodic seminars on such topics as substance abuse, infectious diseases, study skills, relationships and career guidance. Drug and alcohol counseling referral services, childcare information and other referral sources are made available through your campus' Education Director.

Tutorial assistance in various courses is available through sessions held by instructors.

**ACADEMIC CALENDARS  
ATLANTA CAMPUS**

<b>Day, Afternoon &amp; Evening Schedule</b> Five Day Week (Monday through Friday) <b>2004</b>		<b>Day, Afternoon &amp; Evening Schedule</b> Five Day Week (Monday through Friday) <b>2005</b>	
<b>Start Dates</b>	<b>Start Dates</b>	<b>End Dates</b>	<b>Start Dates</b>
<b>06/21/2004</b>	<b>07/23/2004</b>	1/03/2005	01/31/2005
07/12/2004	08/06/2004	1/24/2005	02/18/2005
07/26/2004	08/20//2004	2/23/2005	03/22/2005
08/10/2004	09/07/2004	3/04/2005	03/31/2005
08/24/2004	09/21/2004	3/24/2005	04/27/2005
09/9/2004	10/06/2004	4/11/2005	05/06/2005
09/23/2004	10/20/2004	4/28/2005	05/25/2005
10/08/2004	11/04/2004	5/10/2005	06/07/2005
10/21/2004	11/17/2004	5/31/2005	06/27/2005
11/06/2004	12/07/2004	6/09/2005	07/13/2005
11/18/2004	12/17/2004	6/29/2005	08/02/2005
12/09/2004	01/20/2005		

<b>Weekend Calendar (Pharm Tech &amp; MT)</b> Friday - Sunday <b>2004</b>		<b>Weekend Calendar (Pharm Tech &amp; MT)</b> Friday - Sunday <b>2005</b>	
<b>Start Dates</b>	<b>Start Dates</b>	<b>Start Dates</b>	<b>Start Dates</b>
7/09/2004	08/01/2004	01/14/2005	02/06/2005
08/06/2004	08/29/2004	02/11/2005	03/06/2005
09/03/2004	09/26/2004	03/11/2005	04/03/2005
10/01/2004	10/24/2004	04/15/2005	05/08/2005
10/29/2004	11/21/2004	05/13/2005	06/05/2005
12/03/2004	01/09/2005	06/10/2005	07/03/2005

<b>STUDENT HOLIDAYS</b>	<b>2004/2005</b>
	<b>Holiday</b>
Summer Break	7/5/2004 thru 7/11/2004
Labor Day	9/06/2004
Thanksgiving	11/25/2004 thru 11/26/2004
Winter Break	12/18/2004 thru 01/02/2005
MLK	01/17/2005
President's Day	02/21/2005
Spring Break	04/04/2005 thru 04/10/2005
Memorial Day	05/30/2005
Summer Break	07/04/2005 thru 07/08/2005

**JONESBORO CAMPUS  
ALL PROGRAMS**

<b>Day/Afternoon &amp; Evening Schedule</b> Five Day Week (Monday through Friday)	
<b>August 2004 - December 2005</b>	
<b>Start Dates</b>	<b>End Dates</b>
Aug 23, 2004	Sep 17, 2004
Sep 20, 2004	Oct 15, 2004
Oct 18, 2004	Nov 12, 2004
Nov 15, 2004	Dec 10, 2004
Dec 13, 2004	Jan 21, 2005
Jan 25, 2005	Feb 22, 2005
Feb 24, 2005	Mar 23, 2005
Mar 28, 2005	Apr 22, 2005
Apr 25, 2005	May 20, 2005
May 23, 2005	June 20, 2005
Jne 22, 2005	July 26, 2005
July 27, 2005	Aug 23, 2005
Aug 25, 2005	Sep 22, 2005
Sep 26, 2005	Oct 21, 2005
Oct 24, 2005	Nov 18, 2005
Nov 21, 2005	Dec 20, 2005
Dec 21, 2005	Jan 25, 2006

<b>Evening Schedule - Medical Assisting &amp; Patient Care Technician (6:00 PM)</b> Five Day Week (Monday through Friday)	
<b>August 2004 - December 2005</b>	
<b>Start Dates</b>	<b>End Dates</b>
Aug 2, 2004	Aug 27, 2004
Aug 30, 2004	Sep 24, 2004
Sep 27, 2004	Oct 22, 2004
Oct 25, 2004	Nov 19, 2004
Nov 22, 2004	Jan 4, 2005
Jan 6, 2005	Feb 3, 2005
Feb 7, 2005	Mar 7, 2005
Mar 9, 2005	Apr 7, 2005
Apr 11, 2005	May 6, 2005
May 9, 2005	June 6, 2005
June 8, 2005	July 12, 2005
July 14, 2005	Aug 10, 2005
Aug 15, 2005	Sep 12, 2005
Sep 14, 2005	Oct 11, 2005
Oct 13, 2005	Nov 9, 2005
Nov 14, 2005	Dec 13, 2005
Dec 15, 2005	Jan 19, 2006

<b>STUDENT HOLIDAYS</b>	<b>2004</b>	<b>2005</b>
Martin Luther King, Jr.'s Birthday (observed)	Jan 19	Jan 17
President's Day (observed)	Feb 16	Feb 21
Spring Recess	Apr 5-9	Mar 24 - 25
Memorial Day (observed)	May 31	May 30
Independence Day	Jul 5 - 9	Jul 4 - 8
Labor Day	Sep 6	Sep 5
Thanksgiving	Nov 25 - 26	Nov 24 - 25
Winter Recess	Dec 18 -Jan 2 '05	Dec 24 - Jan 2 '06

**MARIETTA CAMPUS**

**Start Dates (MA, MAA, PhT, AND PCT Programs - - \* Indicates ST Start Dates)**

Days 2004	
Start Dates	End Dates
June 21	July 23
July 26	August 20
August 23	September 17
*September 20	October 15
October 18	November 12
November 15	December 10
December 13	January 21, 2005

Nights 2004	
Start Dates	End Dates
June 28	August 5
August 9	September 9
September 13	October 14
October 18	November 18
*November 22	January 6, 2005

Days 2005	
Start Dates	End Dates
*January 24	February 18
February 21	March 18
March 21	April 22
April 25	May 20
*May 23	June 17
June 20	July 22
July 25	August 19
August 22	September 16
*September 19	October 14
October 17	November 11
November 14	December 9
December 12	January 20, 2006

Nights 2005	
Start Dates	End Dates
January 10	February 10
February 14	March 17
*March 21	April 29
May 2	June 2
June 6	July 14
*July 18	August 18
August 22	September 23
September 26	October 27
October 31	December 1
December 5	January 12, 2006

Student Holidays	2004	2005
Martin Luther King, Jr.'s Birthday (observed)	January 19	January 17
President's Day (observed)	February 16	February 21
Spring Recess	April 5-9	April 4 - 8
Memorial Day (observed)	May 31	May 30
Independence Day	July 5-9	July 4 - 8
Labor Day	September 6	September 5
Thanksgiving	November 25 - 26	November 24- 25
Winter Recess	Dec 22 - Jan 2 '04	Dec 19 - Jan 2, 2006

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## CORINTHIAN SCHOOLS

The following schools are owned and operated by Corinthian Schools, Inc.:

### **Bryman College**

Anaheim, CA	El Monte, CA	Gardena, CA
Hayward, CA	Los Angeles, CA	Lynnwood, WA
New Orleans, LA	Ontario, CA	Renton, WA
Reseda, CA	San Bernardino, CA	San Francisco, CA
San Jose, CA	Torrance, CA	West Los Angeles, CA
Whittier, CA		

### **Bryman Institute**

Brighton, MA

### **Georgia Medical Institute**

Atlanta, GA	Atlanta (DeKalb), GA	Jonesboro, GA
Marietta, GA		

### **Kee Business College**

Chesapeake, VA	Newport News, VA	
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### **National Institute of Technology**

Austin, TX	Cross Lanes, WV	Dearborn, MI
Houston (Galleria), TX	Houston (Greenspoint), TX	Houston (Hobby), TX
Long Beach, CA	San Antonio, TX	San Jose, CA
Southfield, MI		

### **Olympia Career Training Institute**

Grand Rapids, MI	Kalamazoo, MI	
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### **Olympia College**

Burr Ridge, IL	Merrillville, IN	Skokie, IL
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## **STATEMENT OF OWNERSHIP**

This campus is owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

### **Officers**

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## Addendum

The following information will be published in an addendum to this catalog:

- Administration
- Faculty
- Tuition and Fees